My Portal

WebSmart's Employee Portal



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www.HarrisSchoolSolutions.com

Harris School Solutions

ARRIS

School Solutions

Innovative School Technology Built for, and by, the People Who Use It

We don't provide what schools need; we provide what your school needs.

Harris School Solutions (HSS) not only offers comprehensive software solutions for your entire charter school, public school, or district, we also provide, among those solutions, options that are tailored to your unique needs based on enrollment size, specific state/county regulations, and much more.

From offices across North America, our company comprises three core areas of innovation: Nutrition, Education, and Finance. That means that whether you face challenges in your cafeterias, classrooms, or financial office, HSS can help you not only to overcome those challenges, but to achieve whole new levels of success in the process.

The real difference in our software isn't in our software.

HSS separates itself as a school software provider by focusing on you and your team. We don't just support our software — we support the people who use it. Whether during implementation, training, maintenance, or on-going support, we work with you closely, personally, and on a very human level. After all, *what* we provide means nothing if we don't consider the people to whom we're providing it: students, staff, administrators, educators, parents... you.







HOW TO NAVIGATE AND ACCESS YOUR MY PORTAL

WebSmart's My Portal grants you access to your personal information, including your pay stubs, IRS documents, demographic data, and much more. This document is a brief outline on how to navigate to your WebSmart's My Portal.

When you've successfully logged into your WebSmart account, the below image is what you will see.

🚷 Home 🕠 Help 🥥	Submit Idea		Logout
		· · · · · · · · · · · · · · · · · · ·	System
			Jump To Module
			My Portal
System > Secure		-	a,
Hello			
Welcome	to WebSmart by JR3		
	JR3 is a powerful application, with many features in onlin eb-based grade tracking, attendance management, track		18.
	pleased to announce the release of our latest feature rich due to customer feedback, as well as several minor bug		

- 1) To access your *My Portal*, in the upper-right hand corner there is a drop-down menu. Click on the dropdown menu and select *My Portal*. (*This is shown above in the first image*)
- 2) Click on Employee Portal Access, as shown in the image below.

🔊 Home 🔞 Help 🔞 Submit Idea 🖉	session is valid for 40 minutes 📗 Logout
State Statements Statements	My Portal
Employee Portal	
My Portal MyWebSmart Portal Access	
Welcome to the MyWebSmart Control Panel.	2

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Below is the next image that will appear on your screen. Please see the corresponding letters in the image, providing details on the different instances within your *My Portal*.

🕥 Home 🥥 Help 🕥 Submit Idea 🔒	session is valid for 40 minutes 📗 Logout
Name and Address of the Owner	My Portal
The second secon	
My Portal > Em E Portal F G My Portal Demo/Contact Payroll History IRS Documents Employee Portal	
Hello	External Resources and Links
Welcome to YOUR Websmart by JR3 Employee Portal	Request Demographic/Contact Change
	Request Direct Deposit Change
	Request W4 Change
	Document Upload

- A. Here you can submit a request to change your demographic/contact information
- B. Where you can submit a request for a direct deposit change
- C. Request a change to your W-4
- D. If you need to upload any documents to HR/Payroll, click here to upload.
- E. Here you can view AND same as with "A", request a change to your demographic/contact information
- F. View/print a copy of all your pay stubs
- G. Here you can view/print your W-2s