

Konocti Employee Portal

The On-Line Employee Portal allows you access to view W-4 withholding selections, payroll check stub history, W-2's, mailing address, etc., and more!

How do you get started? **New User Registration**

This may be completed via your smart phone or any computing device from which you can access the internet.

- **1st: Open your District E-mail**
- **Open Another Internet Tab and Enter <https://lakeportal.xcoe.online> in your browser**
- **Go Directly to “Register as a New User” at the bottom of the screen, and click to open.**
- You will be prompted to provide some or all of the information listed to create your Employee Record:
 - District e-mail address
 - First Name, Last name (**Legal Names**)
 - Date of birth
 - Social security number
 - Home phone number
 - Mobile phone number
- **Press SUBMIT** and you will receive a **Confirmation Key** via your district e-mail from the Lake Pay Portal. **Copy the Confirmation Key** from your e-mail and **Paste** it into the box on the Employee Portal Screen. (You will have 5 minutes to enter the key before it expires. If it does expire, you will simply need to request another key.)
- You will be taken to the Log In Screen. **Enter your e-mail address and password.**

Use the “Activities “ Icon in the upper left hand corner to access a drop down menu to peruse your information.

For security purposes, be sure to “Log Out” of both Employee Portal and your e-mail when you are finished.

Under Construction: Be able to submit address changes and tax withholding information directly to the Payroll Department from the Employee Portal