

All Employees must register with the Employee Kiosk to have access to their financial information.

EMPLOYEE KIOSK – HOW TO REGISTER

- Go to www.cfalls.org
- Click on Departments
- Click on Treasurer
- Go to the bottom of the page and click on Employee Kiosk under Links
- The screen below will appear



Welcome to the **MCOECN** Employee Kiosk.

Email Address	<input type="text"/>		
Password	<input type="password"/>	Login	

First time using the Kiosk? Click here to [register](#).

Forgot your Password? Click here to [reset](#).

The Employee Kiosk has been tested and is compatible with the following browsers.

For the best experience please use one of the following:

 Internet Explorer Versions 7+ Click here to download/upgrade	

- Go to *First Time* using the Kiosk? Click on [register](#)
- The screen below will appear

To register for the Employee Kiosk, please supply the following:

- 1) Your Employee Id or SSN,
- 2) The county in which your district resides,
- 3) Your district's name,
- 4) Your email address provided to you by your district.

Employee Id

OR

SSN
(no dashes)

County

District

Email

[Submit]

- You must enter your social security number above
 - Use the pull down menu to select the county – should be Summit
 - Use the pull down menu to select District – Cuyahoga Falls City Schools
 - Enter your work email address – cf_smithjones@cfalls.org (enter your work email address)
 - Select the Submit button
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- You will receive an email from Barb Meyer or the Treasurer’s office with a temporary password.
 - Copy the temporary password
 - Click on the link provided in the email
 - Paste the temporary password in the “old password” box
 - Enter a new password – **THIS IS IMPORTANT** – only you will know this password! If you forget it you will have to reset your password. Directions are posted online to reset your password.

After you complete all the steps above you will have access to your Employee Kiosk.