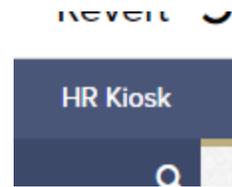


# HR KIOSK



1. Go to the school's website ([WWW.CACSK12.ORG](http://WWW.CACSK12.ORG))
2. Click on HR Kiosk in the top right hand corner ----->
3. In the login screen, make sure you type your full email address and use the password that you set up for HR Kiosk. (This could be a **different** password than the one you login to the school's computer with)

A screenshot of a login form titled "Welcome to the MCOECN Employee Kiosk." It features two input fields: "Email Address" with a placeholder ending in "@cacsk12.org" and "Password" with a masked field of dots. A "Login" button is positioned to the right of the password field.

4. If you need to make a leave request, click on "Leave Request" in the left hand column. Fill the request out completely and submit. Make sure there are no errors or the request will not be submitted.

A screenshot of the "New Leave Request" form. On the left is a sidebar menu with options like "Employee Kiosk Documentation", "Profile", "Position Details", "Payslip", "Leave Balances", "View/Print W-2", "Leave Request" (highlighted), "Leave Calendar(s)", "Leave Administrator", "Substitute Coordinator Leave Reports", "Maintain Leave Approval Automated Work Flows", "Kiosk District Announcement Board", "District Administrator", "Change Password", and "Correspondence". The main form area is titled "New Leave Request" and includes buttons for "Cancel", "CLEAR", and "SUBMIT". Fields include "Absences FYTD", "Job" (Active - dropdown), "Leave Type" (dropdown), "Reason" (text area), "Start Date" and "End Date" (calendars), "Start Time" and "End Time" (dropdowns for 01:00 AM), "Leave Requested In Hour(s)" (text field), "Phone Where You Can be Reached For Questions Relating to This Request" (text field), "Full Notification" (checkbox), "Comments pertaining to this Leave Request" (text area), and "Substitute Needed?" (checkbox with a checked icon). A note at the bottom says: "Enter the name(s) and contact information, if available, for any possible Substitute(s) you would like to have called below. Also, enter any NOTES to the Substitute." Below this is another text area for substitute information.