

Employee Portal

Login instructions

Welcome to the Nazareth Area School District employee portal <https://web3.schoolport.org/ep/nazaep>. The portal will provide you with access to Absence information (balances and details), payroll history (pay stubs), personnel information, and links to relevant documents. The message center will be used to provide you with pertinent information. Once you register and log in, take a moment to review the personnel tab. Make the necessary changes and fill any forms that may be required. Changes to the personnel tab need to be approved, prior to changes taking affect in CSIU. At the moment, Chrisie Meckes, Pam Petrushka and Nancy Ducey can approve these changes.

Your login has been set up for you. It is your last name (up to the first 16 characters) and your ID number (located on your paystub) which must be four digits. If you ID number is less than four digits, precede it with zeros to make it four digits. For example:

John Smith, employee id 211 His login is smith0211

Your temporary password will be the last four digits of your social security number. You will be prompted to enter a new password. At this time, there are no requirements or restrictions on your password. This will change in the near future and you will be required to change your password, again, at that time.