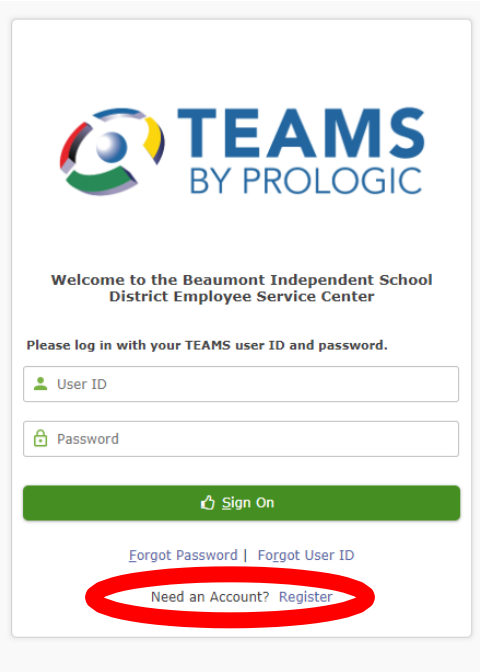
Beaumont ISD
Preparing Our Next Generation

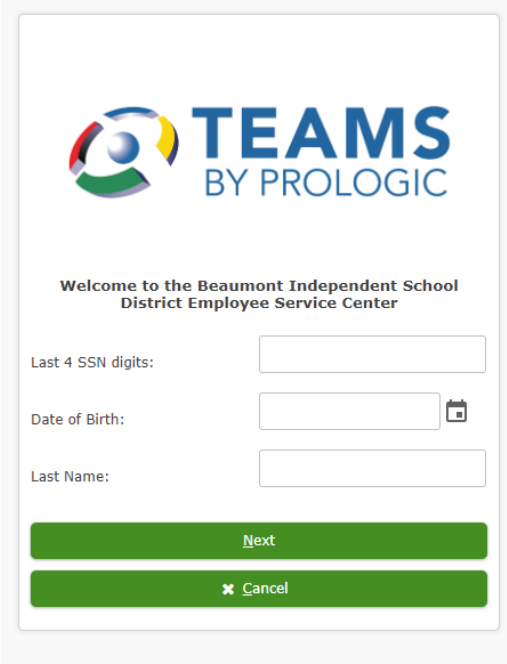
Registering for the Employee Service Center after Separation

Former BISD employees can still view paychecks, W2 forms and 1095-C forms by registering for a new account in the Employee Service Center.

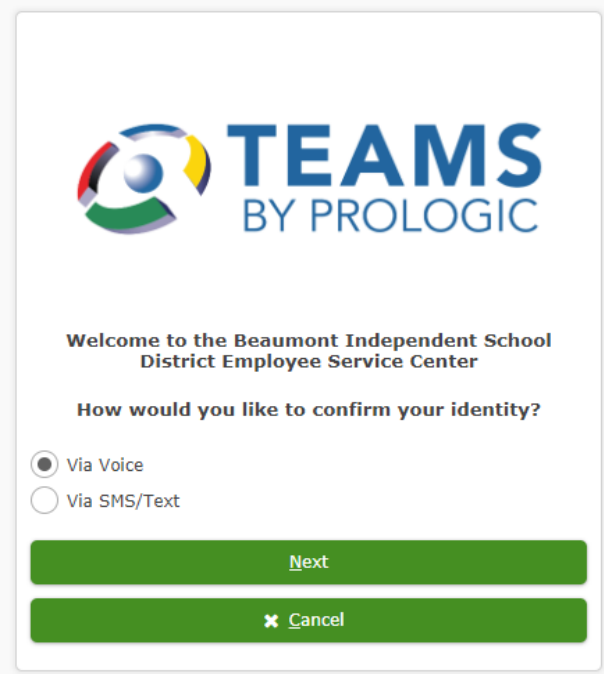
1. Navigate to the Employee Service Center
    - https://beaumont.teams.hosting/servicecenter/
2. Click the **Register** to register for a new account



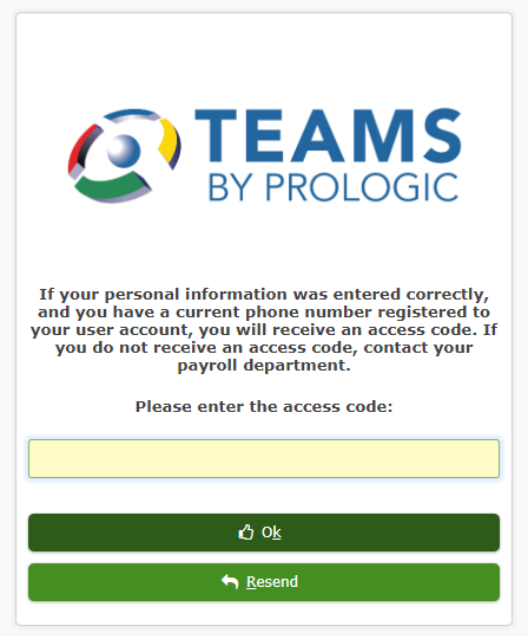
3. Fill in the requested information. Please note: if your last name has changed, use the last name that BISD has on file. Please contact HR if any information is incorrect.
4. Click Next.



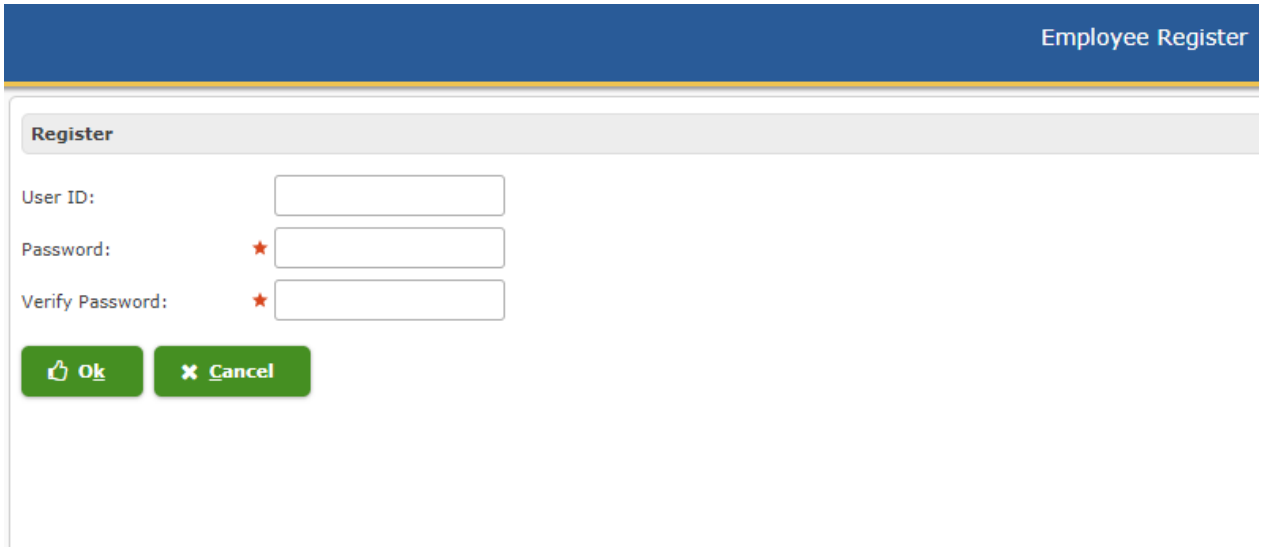
5. TEAMS requires you to verify your identity by entering an access code. Please choose how you would like to receive that code by choosing **Via Voice** or **VIS SMS/Text.** A code will be sent to all phone numbers on file with the district. To update your phone number, please contact the HR department.
6. Click Next.



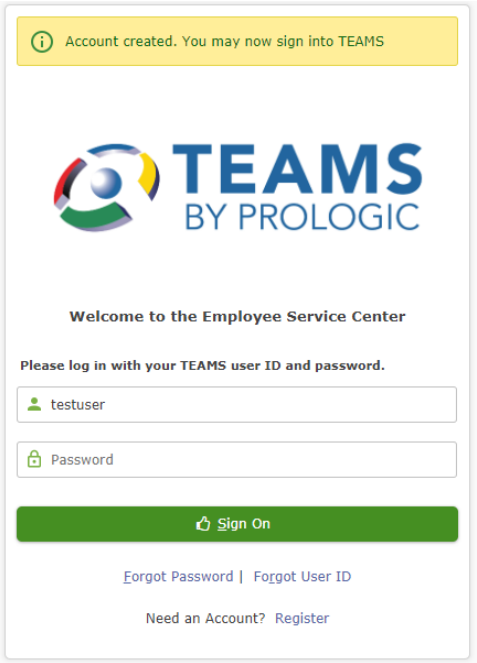
7. Enter the access code
8. Click Next.



9. Choose a user name and password. Please do not use the user name and password you were assigned as an employee.
10. Click Ok.



11. You will be directed back to the log in page. Please use your new user name and password to log in.



12. You can now access your pay checks, W2 forms (2010 and later) and 1095-C forms (2018 and later)