



Registering for the Employee Service Center after Separation

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

1. Navigate to the Employee Service Center (<https://beaumont.teams.hosting/common/EntryPointSignInAction.do>)
2. Click the **Register** to register for a new account

TEAMS BY PROLOGIC

Welcome to the Beaumont Independent School District Employee Service Center

Please log in with your TEAMS user ID and password.

User ID

Password

Sign On

[Forgot Password](#) | [Forgot User ID](#)

[Need an Account? Register](#)

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.

TEAMS BY PROLOGIC

Welcome to the Beaumont Independent School District Employee Service Center

Last 4 SSN digits:

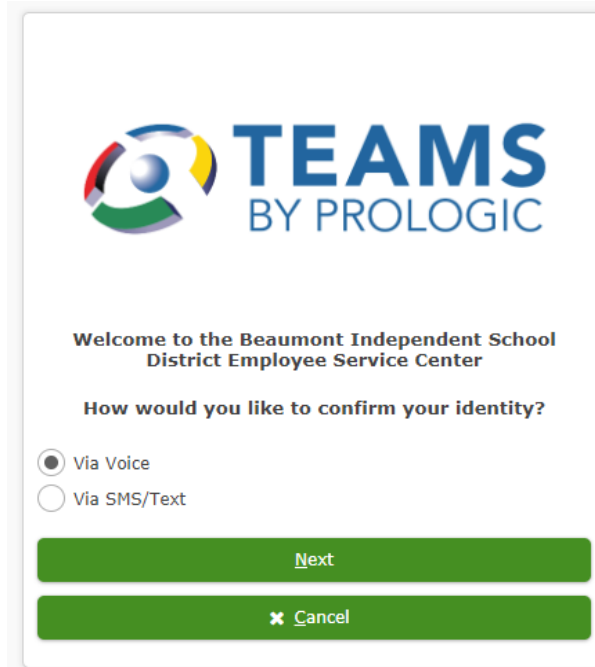
Date of Birth:


Last Name:

Next

Cancel

- 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.
- Click Next.





Welcome to the Beaumont Independent School District Employee Service Center

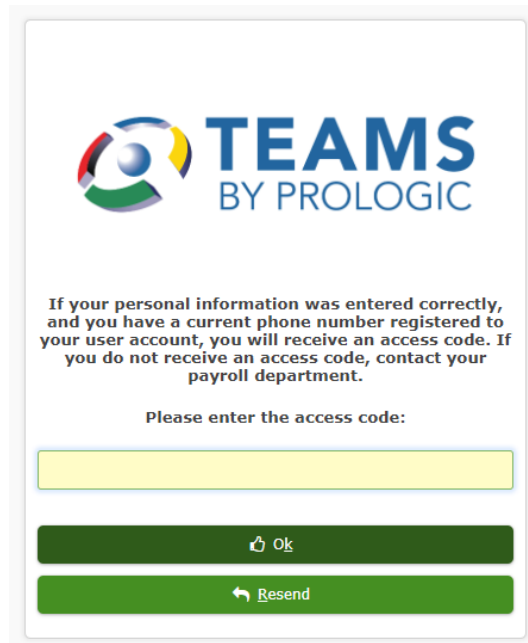
How would you like to confirm your identity?


Via Voice
 Via SMS/Text

[Next](#)

[Cancel](#)

- Enter the access code
- Click Next.





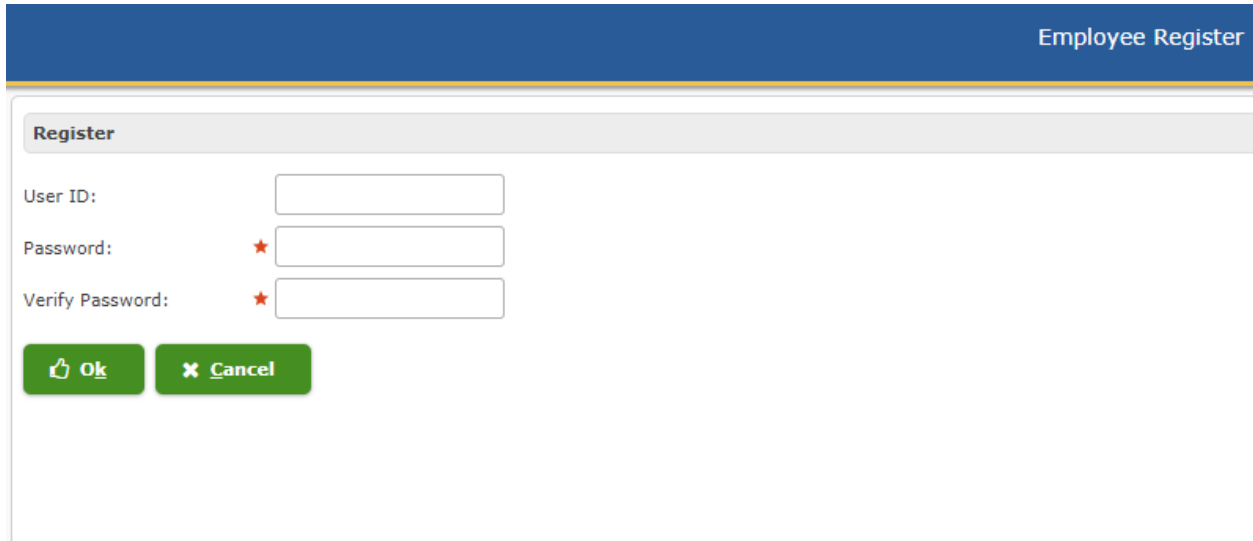
If your personal information was entered correctly, and you have a current phone number registered to your user account, you will receive an access code. If you do not receive an access code, contact your payroll department.

Please enter the access code:

[Ok](#)

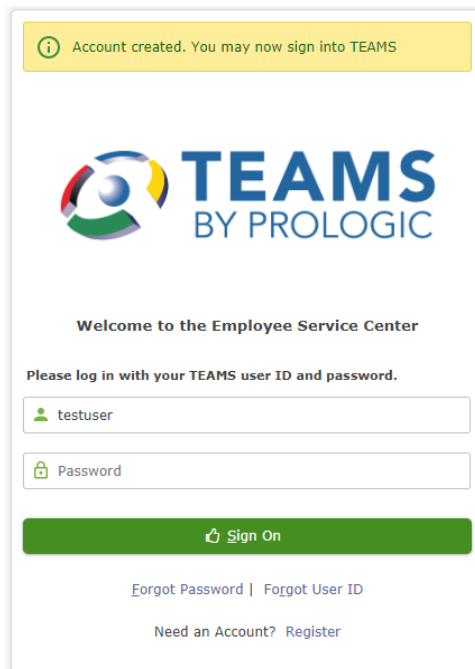
[Resend](#)

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.



The image shows a web form titled "Employee Register" with a blue header. The form is titled "Register" and contains three input fields: "User ID:", "Password:", and "Verify Password:". Each field has a red star icon to its right. Below the fields are two green buttons: "Ok" and "Cancel".

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



The image shows the TEAMS BY PROLOGIC login page. At the top, a yellow banner contains the message: "Account created. You may now sign into TEAMS". Below this is the TEAMS BY PROLOGIC logo. The page is titled "Welcome to the Employee Service Center" and includes the instruction: "Please log in with your TEAMS user ID and password." There are two input fields: "testuser" and "Password". A green "Sign On" button is located below the fields. At the bottom, there are links for "Forgot Password | Forgot User ID" and "Need an Account? Register".

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

The screenshot shows a web application interface for the Employee Service Center. At the top, a dark blue header contains the word "Welcome". Below this is a light gray navigation bar with the text "Welcome". On the left side, there is a vertical menu with several sections: "My Service Center Home" (highlighted in yellow), "My Payroll Information" (with sub-items "My Paychecks", "My W-2", and "My 1095"), and "LogOff". The main content area features the "TEAMS BY PROLOGIC" logo, which consists of a stylized globe icon and the text "TEAMS BY PROLOGIC" in large blue letters. Below the logo, the text "Employee Service Center" is displayed. Further down, a welcome message reads "Welcome to the Beaumont Independent School District Employee Service Center". At the bottom of the main content area, there are two links: "General Instructions:" and "Instructions By Role for Employee Service Center".