

How to use the Web Portal:

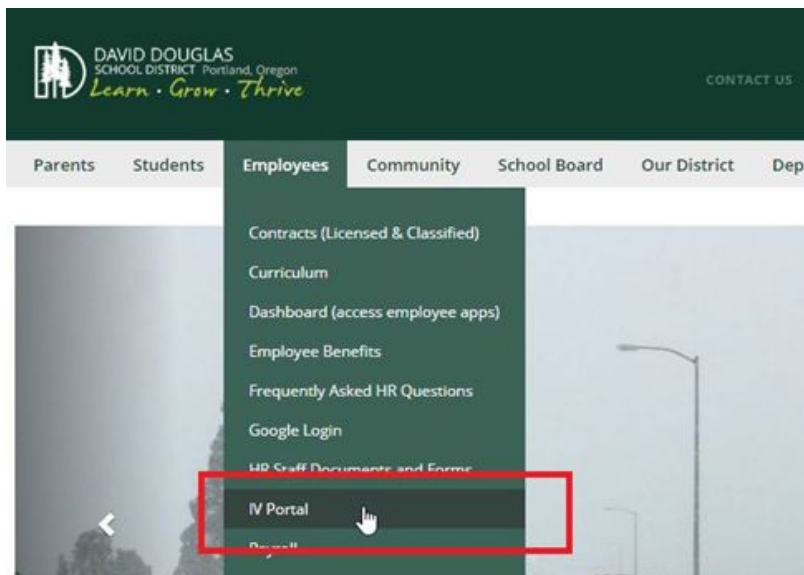
We have noticed that you have yet to create your account and urge you to do so as soon as you have a bit of time. The IV Portal is a great tool for all David Douglas employees.

'Why should I use the portal??'

- The portal will give you the ability to check your pay stubs! Access to see how much your DDSD salary is, how much is taken out for benefits and taxes.
- The portal will give you the ability to change your contact information. You can change your address, contact information, and emergency contact(s).
- The portal will give you access to view any previous W2 tax forms.
- The portal will give you access to your Leave balances. Find out how many Personal Business Days, Sick Leave, and Emergency leave hours you have available.
- You may update your Emergency Contacts
- If you are a Licensed Professional, you will sign your annual contract and any Extra Duty contracts through your electronic signature.

Step 1

Navigate to the David Douglas website and Select Employees then -> IV Portal [LINK](#)



Step 2

Select Login and in the User Name field enter your firstname_lastname and your email password (Some employees will have a different log in, for example, J_Johnson-Smithson or d_david_douglas etc.).

Step 3

After you complete the first log-in screen, you will need to check your District email for the Verification code. Please manually input that number into the box.

2-Step Verification is required to access this site.

Please input the code you received in your email to continue:

Code:

Remember Authentication Attempt

Step 4

Register your account by entering your current Zip code, last 4 of your social security number and your date of birth, then select register.

Employee Link

Please enter your information to be authenticated.

Last four Digits of SSN: 

Home Zip Code: 

Date of Birth:  

Step 5

Link your account by verifying your information and selecting Link

Employee Link

Is this your information?

Name:	<input type="text" value="Your Name"/>
Address:	<input type="text" value="Your Address"/>
City:	<input type="text" value="Your City"/>
State:	<input type="text" value="Your State"/>
Zip Code:	<input type="text" value="Your Zip"/>

Click the Link button below only if the identity shown above is yours. You will not be able to change your registration later if this is not your information, only your Human Resources department will be able to re-register you. Knowingly registering with another person's identity could subject you to civil and/or criminal penalties.

<input type="button" value="Link"/>	<input type="button" value="Cancel"/>
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Step 5 – Complete!!

Employee Link

You are an authorized portal user.

You can now access your pay and tax info under the **Pay/Tax Information** tab. You can also access your leave info or update your contact info under the **Self Service** tab. Ensure that you save your password. Resetting your password does take time!

CURRENT EMPLOYEES and Web Portal:

If you cannot log in to the web portal, you will need to update your EMAIL password.

Go to the main [David Douglas School District webpage](#)

Find the column for Employees and roll down to Google Login and click. Click the 'Forgot my password' button.



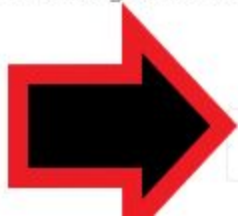
Active Directory Login

Username

Password

Log on to: ddouglas.k12.or.us

[Choose other method](#)



[Forgot my password](#)

[Login](#)

****Click the Reset password button****



DDSD Password Manager

Welcome to the David Douglas Self Service Password Reset Manager. This will reset your District Password for:

- Staff Email Google Apps
- Staff District WiFi
- Student Email Google - Grades 6th - 12th

[First Time Enrollment](#)

You must enroll to be able to reset your password.

[Reset your password](#)

Reset Your District Email/Wireless Internet Password.

Input your email user name and the passcode



DDSD Password Reset: Identification

Please provide your username.

Staff User: **First_Last**

Student User: **Student ID**

Do not put in @ddsd40.org or @stu.ddsd40.org

User:

ZODIACS

Refresh

Write the characters in the image above:

Back

Continue

Answer the security questions that you provided during initial email set-up

Now you can change your password! Ensure that you save your password.
Resetting your password does take time!

Current Employees that did NOT set-up email recovery:

If you cannot log in to the web portal, you will need to update your EMAIL password.

Go to the main [David Douglas School District webpage](#)

Find the column for Employees and roll down to Google Login and click. Click the 'Forgot my password' button.



Active Directory Login

Username

Password

Log on to: ddouglas.k12.or.us



[Choose other method](#)

[Forgot my password](#)

[Login](#)

Click the 'First Time Enrollment' button

Input email user name (for most it will be firstname_lastname)

Input your birthdate in eight digits

Input security word

Create a new password. Ensure that you save your password. Resetting your password does take time!

If you have any trouble, please contact IT at extension 6521 or 503-256-6521