

ESP – Employee Service Portal

1. Go to <https://alio-portal.uintah.org/ESP/Login.aspx?ReturnUrl=%2fESP> or go to www.uintah.net -- hover over the For Staff button on the tool bar at the top of the website -- click on the Employee Service Portal (ESP) button.

A screenshot of the 'Sign In to Employee Service Portal' page. The page has a dark red header and a white body. On the left, there are two input fields for 'Username:' and 'Password:', with a 'Sign In' button below them. On the right, there are links for 'Forgot your password?' and 'Create an account', with a red arrow pointing to the 'Create an account' link. Below these links is a section titled 'Attention: this application is supported in the following browsers:' listing supported browsers: Windows Internet Explorer® 9, 10, 11; Microsoft® Edge®; Mozilla® Firefox® 46; Google® Chrome® 50; and Safari® 6 - MAC only. A note states 'Functionality cannot be guaranteed if you are using an unsupported browser.'

2. Click on Create an account

You will need the following information to create your ESP Account:

- **Alio Employee Number** – (six-digit number; contact Miranda Chew if you are unsure)
- **First Name, Last Name** -- (must match your legal name given with I-9 documents)
- **Last four digits of your Social Security Number**
- **Birth date (mm dd yyyy)**
- **Zip Code**
- **Your e-mail** (You MUST use your USD e-mail [first name.last name@uintah.net])

3. Username - Minimum of six letters or characters.

4. Password - Minimum of eight letters or characters in length and must contain one number and one special character. Special characters include: ! @ # \$ % ^ & * _

You must use your Uintah School District e-mail as your e-mail address.

5. Type three security questions and answers.

Examples:

What was your first pet's name?

Answer

What is your mother's maiden name?

Answer

What is your favorite color?

Answer

6. Click Submit

7. You will now receive an e-mail to activate your Employee Service Portal Account. Go to your e-mail and click on the link listed in the e-mail. The link will expire in 48 hours.

8. You are ready to starting using ESP.