

## Kiosk Log In Instructions

- 1 Go to the Wilmington City Schools website. [www.wilmingtoncityschools.com](http://www.wilmingtoncityschools.com)
- 2 Hover over the "I am" tab at the top, hover over "staff member", then click on "Staff Leave System".
- 3 At the login page, enter your entire e-mail address (example: [Sandra.bullock@Wilmington.k12.oh.us](mailto:Sandra.bullock@Wilmington.k12.oh.us))

IF YOU GET AN E-MAIL DIRECT DEPOSIT NOTICE SENT TO YOUR HOME E-MAIL ADDRESS, YOU WILL HAVE TO USE THAT E-MAIL ADDRESS INSTEAD OF YOUR SCHOOL E-MAIL!

- 4 Enter your password...which is case sensitive and must be at least eight characters or numbers.

If you forget your password you can reset it. The system will send you an e-mail with a temporary password. You will enter this password to login and then when it goes to the next screen, enter the temporary password again in the field that says "old password". Create a new password that you can easily remember that is at least eight characters or numbers.

Please note that if you are taking a half day, YOU MUST put 0.5 in for the days field. The system does not recognize that you have only taken a ½ day by the times you put in.