

# LOGIN INFORMATION

This information is to *assist* with the set –up of your FWISD E-mail and Employee Self-Service (ESS). Please use a district or school computer to login for the first time. You may use any computer after you change (reset) your password.

USERNAME: [firstname.lastname@fwisd.org](mailto:firstname.lastname@fwisd.org)

Temporary Password: FWISD.12 (All CAPS)


Ctrl + Alt + Delete

## **Select Change PASSWORD**

Passwords should be complex enough that they are difficult for others to guess, but not so difficult that they cannot be remembered or typed correctly.

### **Suggestions for passwords:**

- At least eight characters long.
- Does not contain your user name, real name, or company name.
- Contains a combination of upper and lowercase letters, along with numbers (not in consecutive order)

Double click on Google Chrome (search engine) 

[www.fwisd.org](http://www.fwisd.org)

## **Click on Employees**

Employee Quick Links (On right side of page) consist of but not limited to:

- Employee Self-Serve
- FWISD EMAIL

Customer Service Help Desk at 817-814-HELP (4357)