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

Temporary Password: FWISD.12 (All CAPS)

**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

**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)**