

# Active Resources

## Create an Employee Account

All district employees will need to create an account on your initial visit to the Active Resources site.

To do this you will need to click on the **Sign up for an Account** option.



User Name:

Password:

Login

[Forgot Your Password?](#) | [Sign up for an Account!](#) ←

Clicking this option will expand the page where you will create an account.

## Expanded page



User Name:

Password:

Login

[Forgot Your Password?](#) | [Sign up for an Account!](#)

Create an Account	
Desired User Name:	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
Employee Last Name:	<input type="text"/>
SSN (without hyphens):	<input type="text"/>
Security Question:	<input type="text"/>
Security Answer:	<input type="text"/>
Email Address:	<input type="text"/>

Create Account

### All fields must be completed in order for an account to be created.

**Desired User Name:** This can be anything that you want to use. It may be all alpha characters or an alphanumeric combination and there is no set length required.

**Password:** The password that you create must follow guidelines that are setup in Marathon. Parameters are the password length and whether or not non-alphabetic characters are required. You will receive notification if your password does not meet these criteria and you will be given an opportunity to try again.

**Confirm Password:** You will need to confirm your password by entering it again.

**Employee Last Name:** The last name entered **must** match your last name as it exists in your Marathon Payroll Employee folder.

**SSN:** The social security number entered **must** match your social security number maintained in your Marathon Payroll Employee folder. The employee's last name **and** social security number establishes the link between Active Resources and Marathon.

**Security Question:** This should be something that is meaningful to you.

**Security Answer:** This is the answer to your security question.

**Email Address:** This should be the email address that you want any correspondence from Active Resources to be sent to.

Once all of the information has been entered click on the **Create Account** button.

Shown below is an example of an account **before** clicking the Create Account button.



User Name:

Password:

[Forgot Your Password?](#) | [Sign up for an Account!](#)

Create an Account	
Desired User Name:	<input type="text" value="lanburce"/>
Password:	<input type="password" value="●●●●●●"/>
Confirm Password:	<input type="password" value="●●●●●●"/>
Employee Last Name:	<input type="text" value="burce"/>
SSN (without hyphens):	<input type="text" value="●●●●●●"/>
Security Question:	<input type="text" value="favorite hobby"/>
Security Answer:	<input type="password" value="●●●●●●"/>
Email Address:	<input type="text" value="lburce@gomail.net"/>

The password, social security number and security answer are encrypted.

Shown below is an example of an account **after** clicking the Create Account button.



User Name:

Password:

[Forgot Your Password?](#) | [Sign up for an Account!](#)

Create an Account	
Desired User Name:	<input type="text" value="lanburce"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
Employee Last Name:	<input type="text" value="burce"/>
SSN (without hyphens):	<input type="text"/>
Security Question:	<input type="text" value="favorite hobby"/>
Security Answer:	<input type="text"/>
Email Address:	<input type="text" value="lburce@gmail.net"/>

You account has been successfully created. Please login above.

Because the password, social security number and security answer are encrypted they are removed from the page.

You will receive a visual confirmation that the account was created. You may now log in to Active Resources by entering your user name and password and clicking on the **Login** button.

# Successful Login

BURCE, LANETTE P | Logout



News

Employee

## News

### Testing News

8/6/2009 2:57:48 PM

We will be hosting an Active Resources get together this week!!!  
Please join us!!! Where??? In the Teacher's Lounge!!

### Summer Workshops

8/5/2009 4:06:44 PM

Contact Susie Q for list of Upcoming Summer Workshops

Bus Driver Training ReCertification July 8  
Teacher Assistant Testing -- July 8  
New Teacher Orientation - July 20  
Additional Bus Driver Training ReCerification - July 20

### MS Dept of Ed

7/13/2009 10:05:13 AM

MS Dept of Ed website

To move to your personnel information, hold your cursor over the **Employee** heading.



News

Employee

Information

Leave

Direct Deposits

W2

## News

You have four options to choose from: Information, Leave, Direct Deposits and W2. (If you Clock in Using Active Time, You will have an additional choice to view time clocked.)