

Why Switch to intouch?



The District will no longer be using Remind for district wide communication. We will be transitioning to Intouch Notification Service. Intouch uses the contact information in eEmployee (eVoucher). It is important that your phone numbers are correct in eEmployee so you can be notified of school information and alerts. We encourage you to verify that your phone number is accurate and designate your cell phone as a Cell Phone Number device by following the steps on the right.



STAFF How to Update My Contact Information in eEmployee for intouch

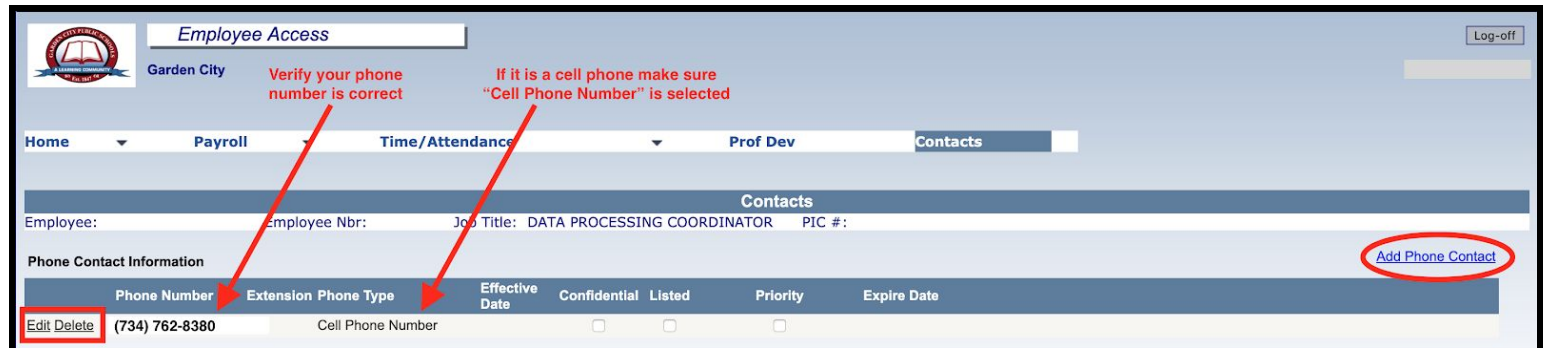
NOTICE: You will need access to a desktop computer to perform these steps.

Step 1 - Go to eEmployee under Staff Links or go directly to <https://hrweb.resa.net/eemployee/Login.aspx> and login. District Name is "Garden City". If you do not know your login credentials please follow the "Forgot User ID" or "Forget Password" links on the sign on page.

Step 2 - After you login, on the Employee Access Home Screen, on the top menu bar click on the "Contact" tab.



Step 3 - On the Contact tab, you can verify your information is correct below. If it is not correct, you can click on the "Edit" button to the left of your phone number to change your information. If you are using a phone number that can receive text messages, you must select "Cell Phone Number" as the phone type from the dropdown menu. If you do not have a number listed, please click "Add Phone Contact".



Step 4 - Add or Edit Phone Contact : When on this screen, you can type in or edit your phone number, select the device type, and click "Insert" when done to save your changes. Any phone numbers listed as "Cell Phone Number" will receive text messages from the Intouch Notification Service. Any phone numbers listed on this page will be contacted when a notification is sent out by your school.

