TULARE JOINT UNION HIGH SCHOOL DISTRICT
E-PORTAL PIN REQUEST FORM

PRINTED NAME   **LAST 4 DIGITS OF SOCIAL SECURITY #**

_____   _____

DATE OF BIRTH (00/00/0000)   PHONE NUMBER

_____   _____

_____   _____
           Signature   **Date**

To submit your request:

~~FAX TO   559/656-8999~~

~~PIN will be returned to your address on file via U.S.P.S.~~

Use the link below to access the employee portal

https://phoenix.tcoe.org/login

On the screen select "Register New User" and follow the directions. The system will send you an email with a

link for the final step in the registration process.

Once you log in, you will see the "Consent" tab. Please be sure to click "yes" for "Automatic Paid Deposit

(APD)/Payroll Stub" and then "Save" in order to see your pay stubs.

Click "yes" for "Electronic W-2" and then "Save" in order to see your W-2 forms. If you do not click yes in

either of these areas, you will not see them in your portal.

You can change these selections back to "no" at any point.