

**Are you logging-in for the first time?**

- Your User ID will be your **first name.last name** (example: jane.doe)
- Your password will be lowercase: **fortbendfortbend**

Attached are job aids for completing the following processes in My Self-Serve. **These items must be completed within 2 business days after your start date.** Instructions have been provided below regarding first time login.

- Direct Deposit
- Ethnicity Declaration
- W-4 Tax Information
- Online Employment Contract, if applicable\*

\*Please note, your contract will be available on My Self-Serve as of your first day of employment. You will have **30 days** from your start date to accept your contract. You will receive an email regarding your employment contract, along with a job aid on how access your contract, by your first day of employment.