

**\*\*PLEASE USE INTERNET EXPLORER FOR THIS PROCESS\*\***



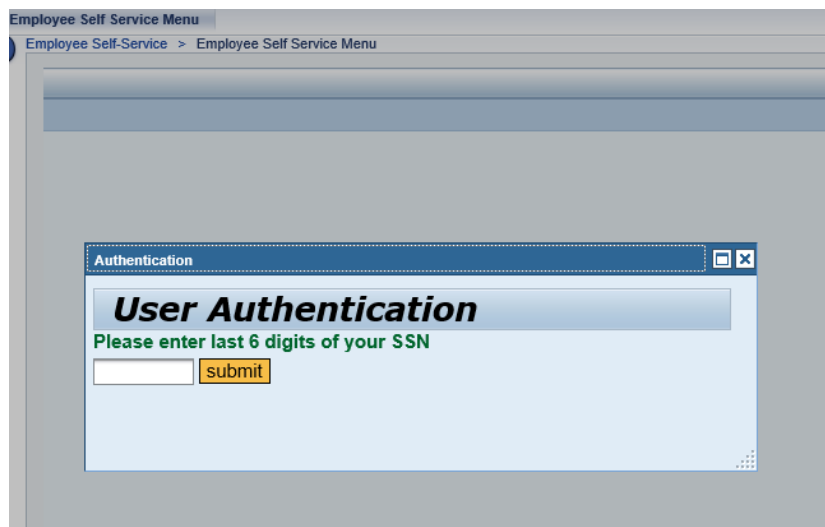
**DO NOT USE CHROME**

### STEP 1: Log on to OneSource

Click on the link below to sign into OneSource: <https://onesource.houstonisd.org/irj/portal>

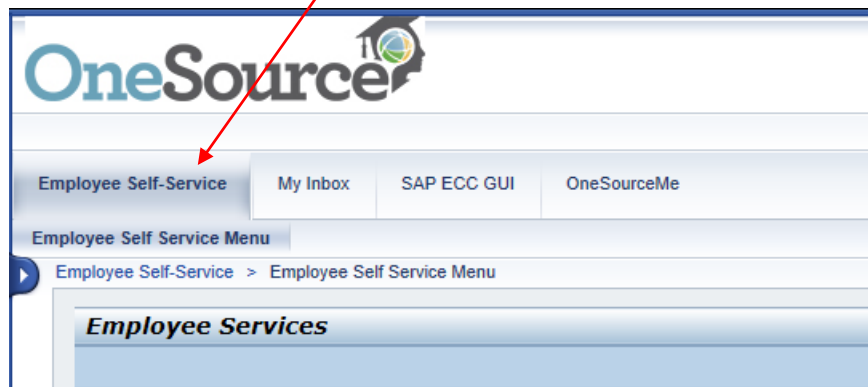
The image shows the OneSource login page for the Houston Independent School District. On the left is the school district's seal, which features a five-pointed star surrounded by a circular border with the text 'HOUSTON INDEPENDENT SCHOOL DISTRICT'. To the right of the seal is the 'OneSource' logo. Below the logo are two input fields labeled 'User \*' and 'Password \*'. A 'Log On' button is located to the right of the password field.

### STEP 2: Enter the last 6 digits of your SSN to complete the User Authentication step.

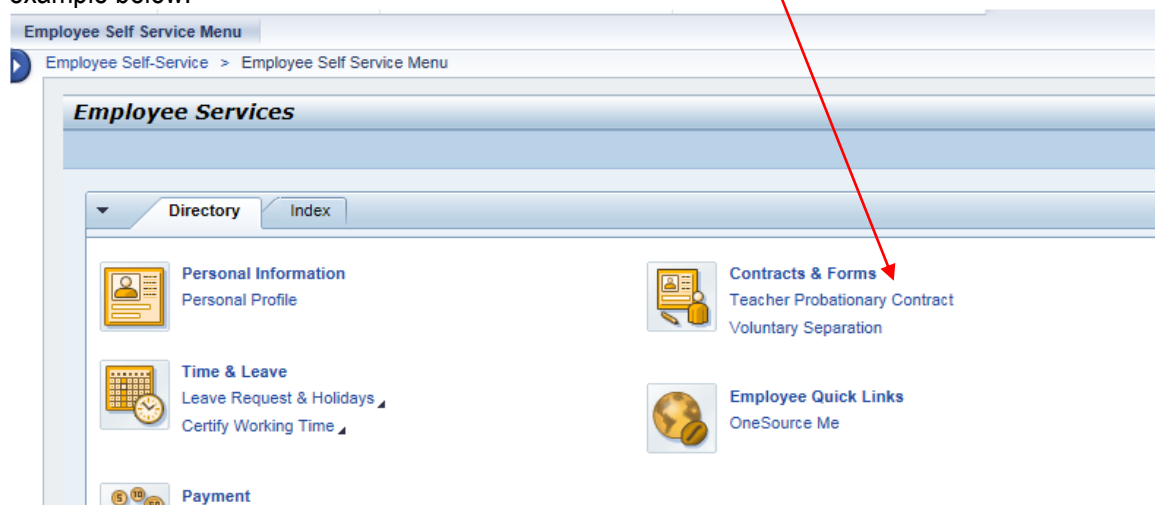
The image shows a screenshot of a web browser displaying the 'Employee Self Service Menu'. A window titled 'Authentication' is open, showing a 'User Authentication' section. The text inside the window says 'Please enter last 6 digits of your SSN'. Below this text is a text input field and a yellow 'submit' button.

### STEP 3: Find the link to your contract

Go to the Employee Self-Service tab.



Under the Contracts and Forms section, click on the Contract link. Your contract may be different from the example below.

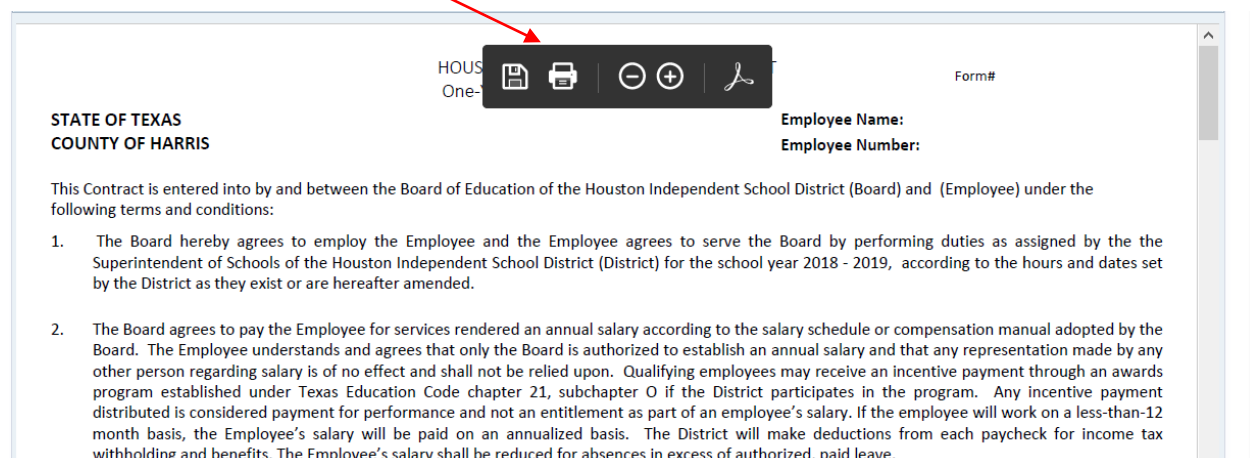


### STEP 4: Bring up the Contract form and review

The contract is 2 pages with the response options on the bottom of the 2<sup>nd</sup> page.

Click on the printer icon from the pop-up menu or toolbar if you want to print the contract for your records.

**You can only print your contract before you send your response.**



## STEP 5: Accept the contract

To accept the contract, click on the applicable box.

I have read this Contract and agree to comply with its terms and conditions.

☐ I have read this Contract and **ACCEPT** to comply with its terms and conditions.

☐ I have read this Contract and **REJECT** to comply with its terms and conditions.

☐ By declining this contract, I have accepted a non-teacher position at HISD.

☒ By declining this contract, I am resigning from the district effective the end of the duty schedule.

Date

Grenita Lathan, Ed.D.  
Grenita Lathan, Ed.D.  
Interim Superintendent of Schools  
Houston Independent School District

## STEP 6: Send your response

To complete the process, click on the Check icon on the upper left hand corner of the contract form. This will ensure there are no errors. After the form has been checked for errors, click Send to submit your contract.

Teacher Probationary Contract for Employee: Mr E

Check Send

Teacher Probationary 30

HOUSTON INDEPENDENT SCHOOL DISTRICT  
One-Year Employee Probationary Contract

STATE OF TEXAS  
COUNTY OF HARRIS

Employee Name:  
Employee Number: