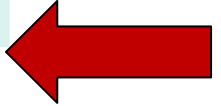
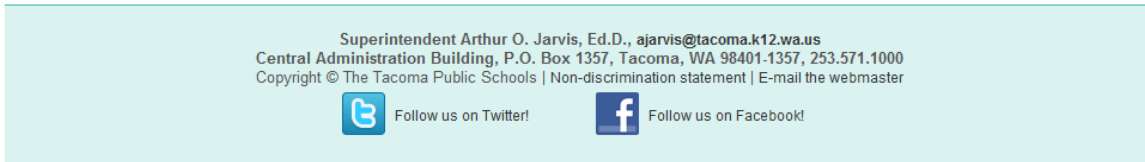


Logging into Lawson ESS

Go to www.tacoma.k12.wa.us

In the lower right corner click on 'sign in'



Enter: tps-ad\username (not what is listed below – khumphr)

Enter your password

Click ok



Your password is the same as your network password given to you by Technology Services (call ext. 2378 if you are having trouble with your password).

Your login is successful if you see your name below the footer.



Logging into Lawson ESS

For Staff

- › Benefits
- › eSIS
- › Lawson ESS
- › Lawson ESS Training
- › My E-mail
- › Professional Development
- › SubFinder
- › Go to Staff Page

Click on the Lawson ESS link from the home page
You will get this Review Race Screen:

The screenshot shows the Tacoma Public Schools website. At the top, there is a navigation bar with links for District Information, Academics, and Schools. Below this is a search bar and a secondary navigation bar with links for Home, Employment, News, Calendars, and Contact Us. The main content area is titled "Review Race" and contains a message from the Tacoma School District Human Resources Department. The message states that the district is requesting that all district employees update their ethnicity and race information. Below the message is a form for entering ethnicity/race information, which includes fields for First Name, Last Name, and Employee Number. There are two buttons: "Continue" and "This is not me".

Click on Continue or This is not me after verifying this information:

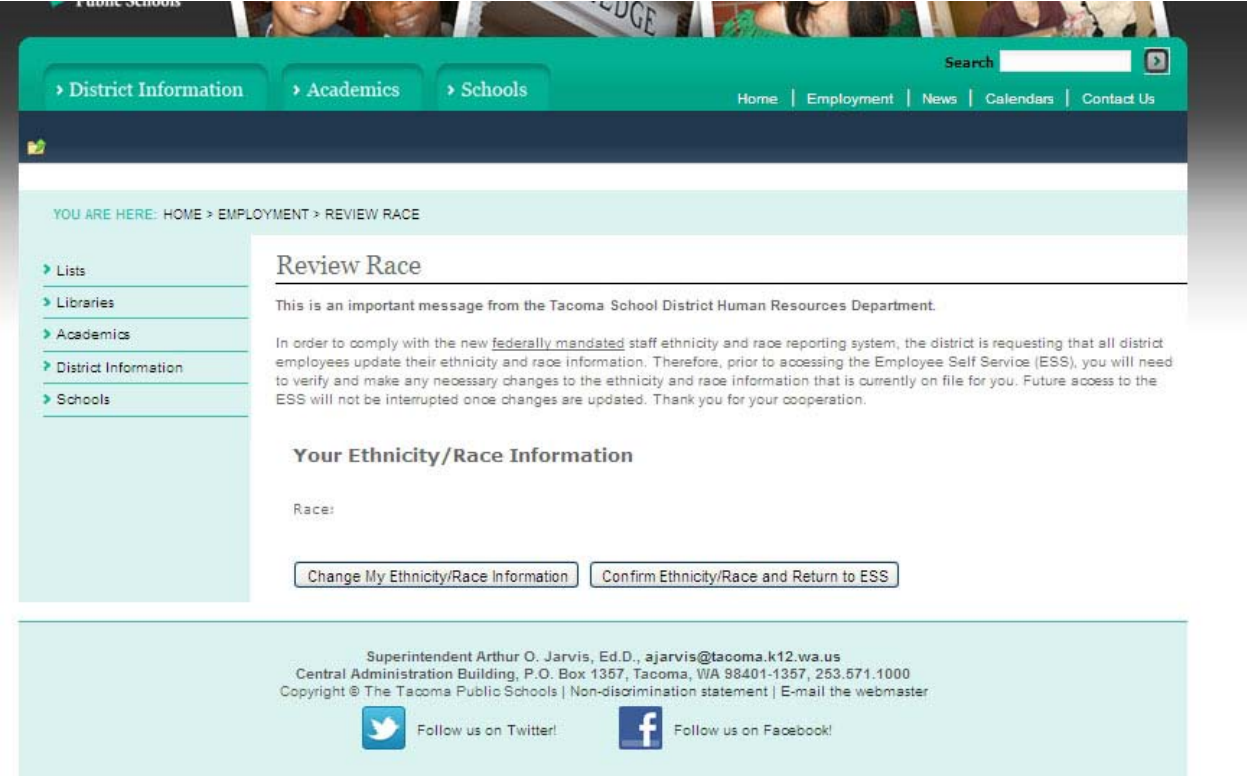
First Name:

Last Name:

Employee Number:

Logging into Lawson ESS

Next Window:



Select either Change My Ethnicity/Race Information or Confirm Ethnicity/Race and Return to ESS
After completing this, you will get this screen:



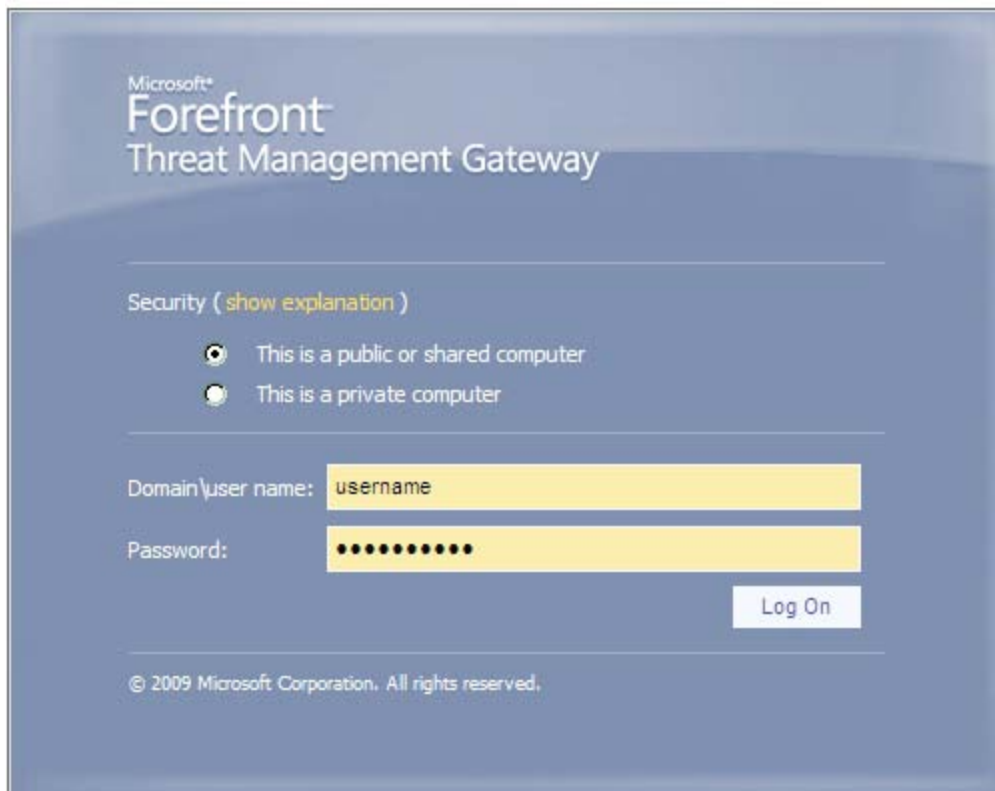
Logging into Lawson ESS

Make sure to put your username in lower case and use the same password to log onto the computer/email/Lawson ESS.

Logging in at Home

Do all the steps for logging into the TPS main page that are written above however when you click on Lawson ESS you will get the following sequence:

Using a PC and Internet Explorer version 7 or above and the pop up blocker is off, when you click on Lawson ESS you will get this window:



The screenshot shows the Microsoft Forefront Threat Management Gateway login interface. At the top left, it says "Microsoft Forefront Threat Management Gateway". Below this, there is a "Security" section with a link for "show explanation". There are two radio buttons: "This is a public or shared computer" (which is selected) and "This is a private computer". Below the radio buttons, there are two input fields: "Domain\user name:" with the text "username" and "Password:" with a masked password of ten dots. A "Log On" button is located to the right of the password field. At the bottom left, there is a copyright notice: "© 2009 Microsoft Corporation. All rights reserved."

Enter your username all in lower case and password, click on Log on

Logging into Lawson ESS

You will get what seems like the same window again:



Microsoft
Forefront
Threat Management Gateway

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

Domain\user name:

Password:

© 2009 Microsoft Corporation. All rights reserved.

Again, username and password, Log On
Then Lawson Portal Login:



LAWSON

User Name

Password

Username and password all lower case

Logging into Lawson ESS

Once you get logged, on the left hand side you will see the Employee Self-Service:

