Welcome to Helios

From your WORK email, click on the link from Helios.
This will take you to the sign in screen.

Helios is linked to your District account. Once you login, you will then see your Employee Self-Service Portal Home page.

Click ‘eSign Documents’. This is where you will find forms that need to be completed, as well as forms that have already been completed in Helios.

Here are the document(s) waiting for you to sign. Click on ‘sign’ and it will take you to the document.
After you’ve completed the document, it will show in your eSign Documents folder below.