HOW TO LOG INTO THE ERC

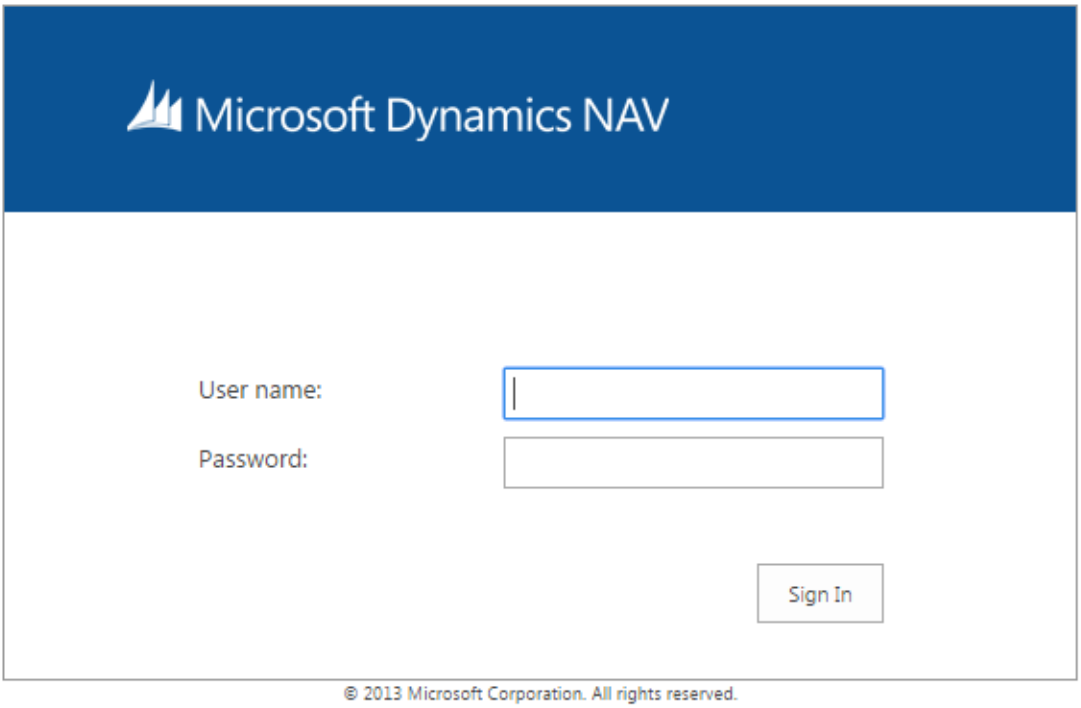
There are two scenarios in how you access your paystub. First scenario is if you were an employee prior to July 1, 2015 and second is if you were hired after June 30, 2015.

All employees:

In Internet Explorer click on the following link:

https://www.k12ecloud.com/APP_PROD/WebClient/Default.aspx?Tenant=cnRedDeer

Save this link as one of your favorites so that you can refer to it next month.



PLEASE NOTE: **After you have logged into the ERC for the first time and followed the steps listed below, you will have to remember the new password you have reset.**

Your login will be your first initial and last name. If you have a hyphenated name or an apostrophe in your name you will need to include that as well. (**If you were hired since September 1, 2015 your user name will be first name.last name. (i.e. roderic.steeves) and you would use post June 30 instructions on the second page.**

Pre July 1, 2015 staff

Your password will be your last name in proper case (i.e. Steeves) an exclamation mark and your birthdate by mmddyy.

For example I would sign in as follows:

User name rsteeves

Password Steeves!092872

Staff hired after July 1, 2015:

Your password will be your your birthdate by mmddyy, followed by a ($) , and then last name in proper case (i.e. Steeves).

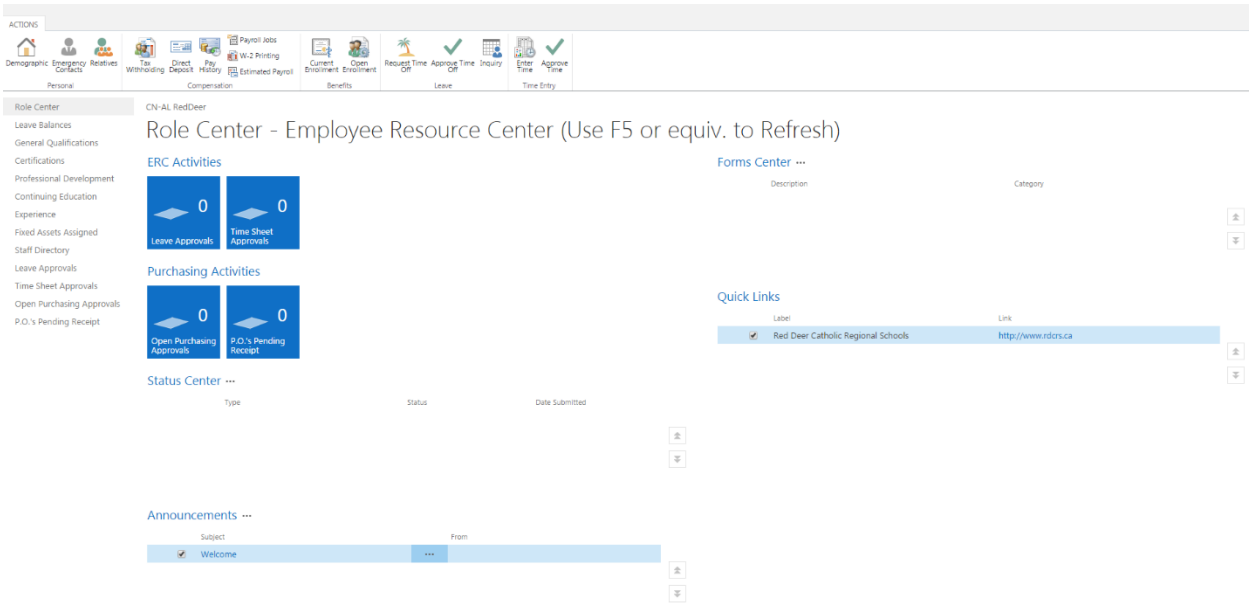
For example I would sign in as follows:

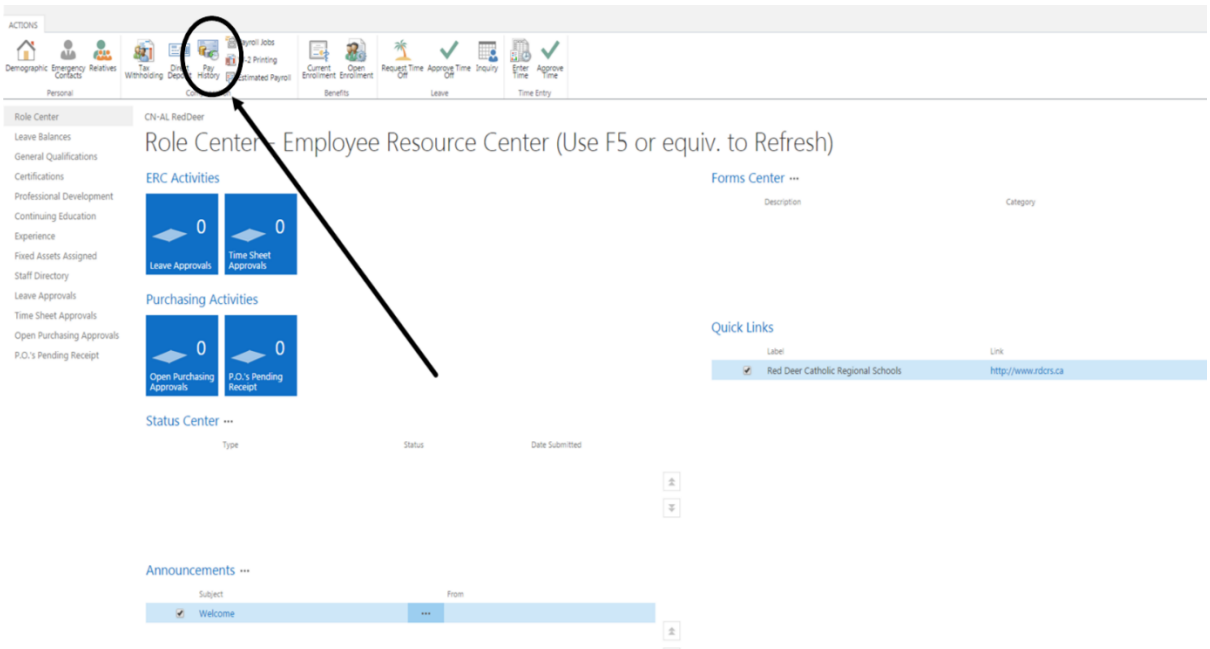
User name marie.grote

Password 092872$Grote

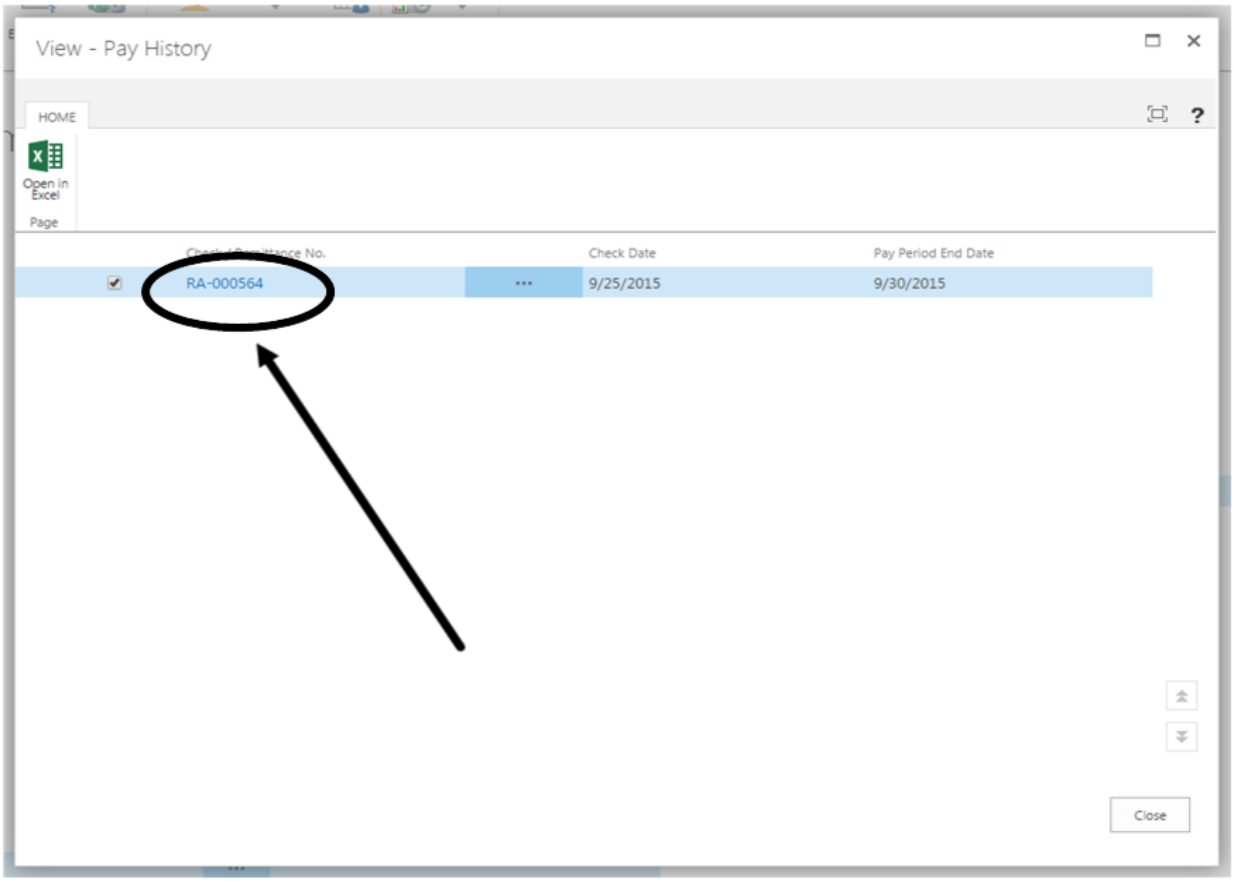
You will be prompted to change your password. The password **needs to be at least 8 characters and needs to have at least one uppercase letter (but not all uppercase) and at least one number**.

From there you will be taken to the main page, which should look like this:





Once you click that, you should be able to click on any of the blue links starting September of 2015 to get access to your pay stubs.



You can access this information from your home computer as well as a work computer. If you have any questions or problems please contact the HR Department. Your new google email account should be set up shortly after your hire date.