

# Contract Renewals Employee Manual

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This guide will assist you with the Contract Renewal system for Pearland ISD contracted employees.

To use the system you first have to logon. You accomplish this by clicking “Log In” at the top right hand corner of your screen.



This will launch the log In page.

## LOG IN

Please enter your username and password.

**Account Information**

Username:

Password:

[Log In](#)

**Username:** Current username you use on the **Pearland ISD** network.

**Password:** Current password you use on the **Pearland ISD** network.

A successful login will display employees name at the top right hand corner and a new menu item called “Employee”.



Hover over the “Employee” menu item with your mouse and a dropdown menu will appear with 2 choices, “My Contract” or “Contract History”.

## My Contract:

This is the page where you review your contract and accept its terms. When you scroll to the bottom of the page you will see the following:

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

### Current Information on File:

<input type="text" value="JOHN"/>	<input type="checkbox"/>	<input type="text" value="DOE"/>	<input type="text"/>	<input type="text" value="01/05/2012"/>
First Name	M/I	Last Name	Generation	Date Signed

- I accept with the terms and conditions.
- I reject the terms and conditions.

“First Name” and “Last Name” are required as well as your desired response. After clicking “Submit”, it may take some time to save your response. Please be patient.

A successful response will launch a page with a “View Contract” button for accepted contracts. The “View Contracts” button is not available if you reject your contract.

## MY CONTRACT

At this time you have reviewed and **ACCEPTED** your contract. If you have any questions regarding what you have reviewed please contact the Human Resource Services at **281.485.3203** or by emailing Teresa Davis at [davist@pearlandisd.org](mailto:davist@pearlandisd.org).

[View Contract](#)

To be able to “**View Contract**” you must have Adobe Acrobat Reader. If you do not have this application you can download it here.



Click the “View Contract” button and a prompt will appear to either save or open your signed contract to keep for your records.

Once you have submitted your response to the terms of your contract you will only have access to the above page every time you log back in. You can log on as many times as you want to print your accepted contract during the system access period on the Home Screen.

## Contract History:

Contract history stores your electronically signed contract types for the last 5 years. It will flag your most recent acceptance with the word "Current".

### MY CONTRACT HISTORY

Signature Used	Position	Loc	Contract Type	Year	Accepted?	Date Signed	Comment Summary	
John Doe	Admin	875 - AD - TEC	21NC	2012-2013	Y	Jan 5 2012 4:07PM	ACCEPTED ...	<b>Current</b>

*Five (5) years of contract renewal history are electronically stored beginning with the 2012-2013 contract year.*