

## Logging onto the Intranet

**Step 1.** To log in, visit [www.pinerichland.org](http://www.pinerichland.org). You must log-in from the district home page. If you are on any other page, you will not see the **INTRANET**.

**Step 2.** Click on "**Sign In**" in the upper right hand corner of the screen.

Once you are logged in, the word **INTRANET** will appear in the banner on the top of the website. The **INTRANET** will be the second choice in the banner in between the **HOME** and **ABOUT US** tabs in the main banner. If you do not see the word **INTRANET**, you are not logged into the site. The old employee resource page and old intranet are gone. Using Firefox or Explorer are the best browser choices.

If you forget your password. Click on the "**Sign In**" tab in the right corner and then click on "Forget Password" link. Your password will be emailed to you when you type in your email address.

**If you do not have a password, email [rhathorn@pinerichland.org](mailto:rhathorn@pinerichland.org).**

**Optional Step 3.** If you would like to change your password. After you sign-in, be sure to click on "**Access My Info**" in upper right-hand corner.

**Optional Step 4.** Scroll down to the password line. Change your password by typing a new password. Confirm your password by typing it again in the space provided.

**Optional Step. 5.** Click **save**.

**Troubles?** Go back to Step 1. (Please try steps again before emailing [rhathorn@pinerichland.org](mailto:rhathorn@pinerichland.org) or [csargent@pinerichland.org](mailto:csargent@pinerichland.org).)