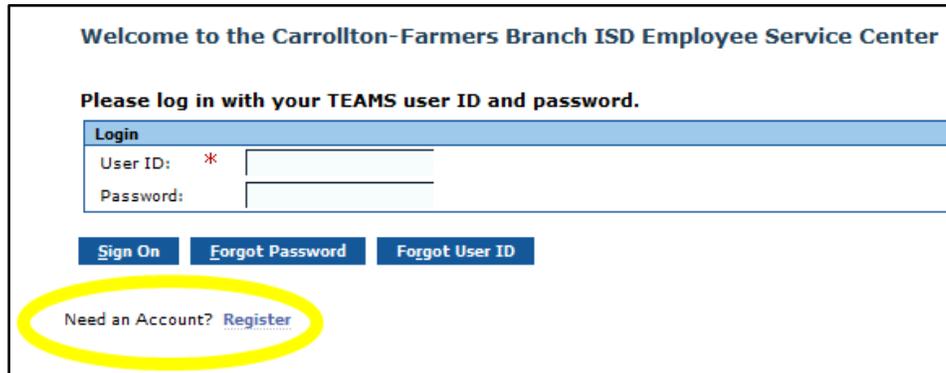


Separated Employees – Register Account to Access TEAMS Employee Self-Serve

Updated: 2014-01-31

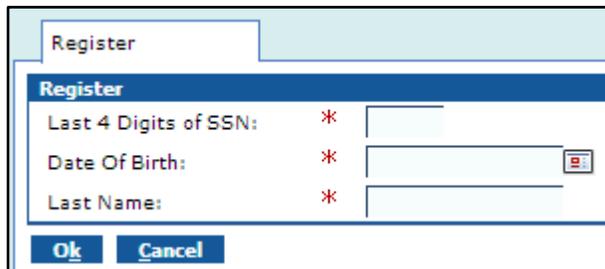
Former C-FB ISD employees will need to register a new account to sign-in to [TEAMS Employee Self-Serve](#).

Note: You can access *Employee Self-Serve* from cfbportal.org -- click on "Employee Self-Serve" under Popular District Links.



1. Click the 'Register' link on the *Employee Self-Serve* Welcome Page.

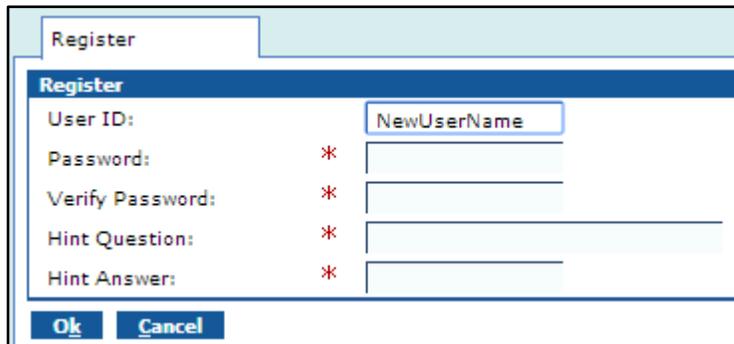
2. Enter data into required fields and click the 'OK' button.



3. Specify a new User ID, Password, and Hint Question/Answer.

- The User ID must be new and unique.
- **Do not use** your former district username (lastname+first initial)

4. Once new credentials are entered, click the 'OK' button.



5. The new account is registered and you will be re-directed to the *Employee Self-Serve* Welcome Page.

6. You can now sign-in to *Employee Self-Serve* with your new TEAMS account.

*** Please contact the Service Desk if you have any questions. 972.968.4357**

