



DR. TIFFANY FREY
Executive Director

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Assistant Director

Web Office Access (Employee Portal)

By accessing “Web Financial Office” you can view your payroll information such as attendance, year to dates, contract balances, check, direct deposit details, W-2’s and more without the need to contact the central office.

1. Log onto the Internet through
2. Enter <https://ssl9.schooloffice.com/SOWIC/SDSWEBOFFICE/> in the browser
3. Save the address in your favorites for easy access
4. Once the program window opens
 - a. Enter your employee number in the "User ID box."
 - b. enter your password (the last 4 digits of your SS#) in the "Password " box.
5. Access your pay stubs and W-2’s click Message Center or Employee information
 - a. Double click on the paperclip next to the item you want to open, click open.
6. Click on Employee Information to view your General Information and Attendance

The first time you access the system you may change your password and answer three security questions

Answer the three questions and select “Verify” then type in the new password, confirm, and select “Submit”. Enter a strong password, a minimum of 6 characters consisting of numbers, letters and at least one symbol. The answers to the security questions will let you retrieve your password if you forget it.

When entering the program in the future simply enter your User ID and the password you created and click “Login”.

To exit the system, click logout and close your browser.

Employee Number: _____ Password: Last 4 digits of your SSN

MEMBER DISTRICTS:

| CHANNAHON 17 | TROY 30C | LARAWAY 70C | UNION 81 | ROCKDALE 84 |
| BEECHER 200U | ELWOOD 203 | PEOTONE 207U | WILMINGTON 209U | REED-CUSTER 255U |