

Professional Leave Form Harrison County Schools

1. Type in www.eschoolmall.com into address box in Internet Explorer.
2. Click on **school login** tab in upper right hand corner of the eSchoolMall site.
3. For **NCES ID** - Type in 5400510
4. For **User name**, type in user name from access email address. (i.e. jdoe@access.k12.wv.us – jdoe is user name).
5. For **password**, type in *password*.
6. For **Authentication Code**, type in 5400510.
7. Change password.
8. Type in **current password** – *password*.
9. **New password** – choose one of your own
10. **Confirm password** – retype the one you chose.
11. Click on **easyForms** on the left hand-side under “**Solutions**”.
12. Click on **Template** tab under **Form request**.
13. Click on circle next to **In State Professional Leave Request Form**.
14. Click **Select**.
15. **File Download – Do you want to open or save file? – Click Open.** – an Excel file will open.
16. Fill out form.
17. When form is completed, save form by clicking on **File – Save As – Save in your U drive** – (You may want to set up a new folder labeled “Professional Leave”) – Click **Save**
18. Exit out of Excel file (click on X in upper right hand corner.)
19. Click on the **Create** tab under **Form Request**.
20. In the **Comment** box type the name of the meeting you are attending, the meeting date, and your authorization (sub) code. *This field must list what you are attending and the location it is being held...it will not be approved if it is not completely correct.*
21. Click **Attach**.
22. Click the **Browse** button next to the box that says **Attach file**.
23. Find the file you just filled out in your U drive and click on it. Click **Continue**.
24. Under **review attachments**, make sure you are sending the correct form then click **Submit**.
25. Under **Select approval route**, confirm it says **Bridgeport Middle Prof Leave** and then click **Submit**.
26. The final screen will say *Form Request Number ___ has been Submitted.*
27. Click on **exit** in the right hand corner of the blue line.

Please note* Numbers 5-10 are directions used only for the first time used. After that use the confirmed password as your password. It may help to write it down in a safe place.