

Instructions for logging in and using Digital Schools Suite Plus

The purpose for Digital Schools Suite Plus is for you as an employee to view your leave entitlements, totals and time used.

1. Log in to Digital Schools Suite Plus (<https://ceres.digital-schools.com>).
2. User name
 - a. Enter in your district email address
3. Password
 - a. Click on Register (if you are signing in for the first time)
 - b. Type in your password if you have already registered
4. Registering:
 - a. Type in the information requested;
 - i. Last Name
 - ii. Last 4 digits of your Social Security #
 - iii. Birth Date (--/--/----
 - iv. Zip Code of your home address the district has on file
 - v. E Mail Address (your district email address only)
 - vi. Create a password (Key a password that is secure according to the yellow highlighted area next to the password box)
 - vii. Type password again to double check for accuracy
5. Login
6. Click on “My Digital Schools” (far left on the screen). Then click on the “My Access” words.
7. This brings up your information (Employee Details)
 - a. In the top section there is a toggle button called Leave Account. Click on this button.
 - b. The top section is your entitlements and totals
 - i. Classified employees – hourly totals (divide total by hours/day to see days)
 - ii. Confidential employees – hourly totals (divide total by hours/day to see days)
 - iii. Classified Management – hourly totals (divide total by hours/day to see days)
 - iv. Administrative employees – daily totals
 - v. Certificated employees – daily totals
 - c. The bottom section is the time you have used or requested to use
 - i. Use the scroll bar to maneuver the screen to see more time (as needed).
 - d. Please note:**
 - i. The Leave types listed below work in conjunction with your sick leave totals.
 1. Personal Necessity
 2. No-Tell
 3. Sick Sp, Ch, Par.
 - ii. An example of this is you receive 7 Personal Necessity Days per year but if you only have 5 days of sick leave, you can only use 5 days of Personal Necessity time before it becomes a 100% pay deduct.
8. Logout
 - a. The logout option is located at the top left corner of the screen next to your name.
 - b. Be sure to logout of the system when you have finished viewing your attendance.