

SDS Employee Portal Log In Instructions

By accessing the Antioch School District 34 “SDS Employee Portal system” you have the ability to view your payroll information such as various payroll information, direct deposits, contract balances, W2’s.

The SDS Employee Portal link, instructions and overview can be found on the [Antioch School District Website under Departments/Business Office.](#)

The following steps will instruct you on how to login:

- Log onto the Internet through (i.e. Explorer, AOL, MSN, DSL, Broadband etc.)
- Enter in the browser <https://ssl9.schooloffice.com/antioch34/sdsweboffice/>
- Save the address in your favorites for easy access
- The link can also be found on the district website under Depart/Business Office, directly under the department staff names.

District Employees:

- User name – Your full Antioch email address.
- Password – First time login will be the last four digits of your social security number.
- **Before changing your password, answer the three security questions first and click “Verify.” This is required if you need to use the “Forgot my Password” feature to reset your password.**
- Enter a strong password, a minimum of 6 characters consisting of numbers, letters and at least one symbol then click the “Submit.”

Substitutes:

- Following the same instructions above, except use your personal email address for your User Name.

When entering the program in the **future** simply enter your employee # and the password you created and click “Login”.

For assistance please contact Sharon Colon at 847-838-8413 or scolon@antioch34.com.