



Pflugerville Independent School District

Access and Sign your Electronic Contract

<https://oems.pfisd.net/Dashboard/>

Log On using e# (Ex. e8#####) and current password.

1. Click the **Contract** link. Then click **View and Sign Contract**.

The contract document will appear in a new box. Continue scrolling to read the entire document.

Please select an action from the list of options below:

- [Contract](#)

2. Scroll down to the bottom of the page.
3. Click to select either
 - a. "I agree" or
 - b. "I do not agree" with the terms of the contract. If you select "I do not agree", a Reason Box will display. You will need to enter an explanation/reason to continue.

without changes, to the Superintendent on or before the date of termination of the contract. If you fail to enter a date, you shall be deemed to have resigned from the District.

☒ I have read this Contract and agree to abide by its terms.
☐ I do not agree.

Digital Signature

Birthdate:
eNumber:
Password:

Digitally signing the document requires the user to supply the following information.

4. **Birthdate:** A calendar will open for selection. Use the drop down arrows to select the month, the date and the year of your birth.
5. **eNumber** (e8#####)
6. **Password:** Same as your computer/email.
7. Verify all information is correct and then click **Submit**.

date, you shall be deemed to have resigned from the District.

☒ I have read this Contract and agree to abide by its terms.
☐ I do not agree.

Digital Signature

Birthdate:
eNumber:
Password:

Calendar: April 2013. Date selected: 4/22/2013.

8. The Submitted Window opens displaying an acceptance message:

"Accepted on (date and time)."

date, you shall be deemed to have resigned from the District.

Accepted on 4/22/2013 9:51:22 AM.

Close this window to refresh the page and download a PDF of your contract.

9. Click the **Close** button to view your contract.
10. Click "**View**" to **View**, **Save**, and/or **Print** a copy of your contract.

Year	Type	Date Signed	Requires Addendum	
2013	PROFESSIONAL 1 YR	4/22/2013	No	View

Please contact Human Resources to obtain copies of contracts not stored on this system.

