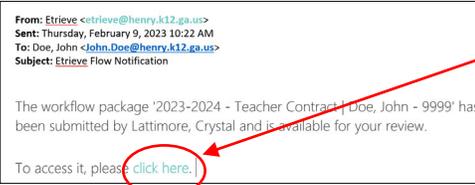
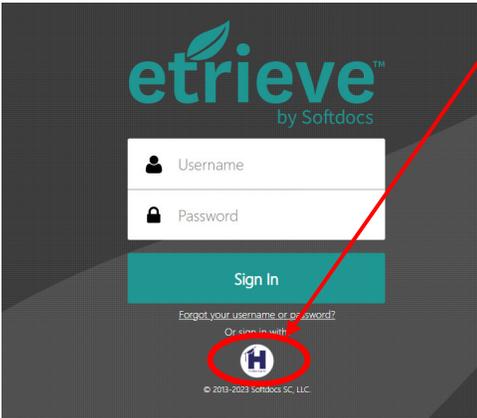


How to access your Contract of Employment in Etrieve



You will receive an automated email notification from Etrieve. Click on "click here" to access contract.



Click here to access your Etrieve account. If logged into your Google account, the page will display your contract.

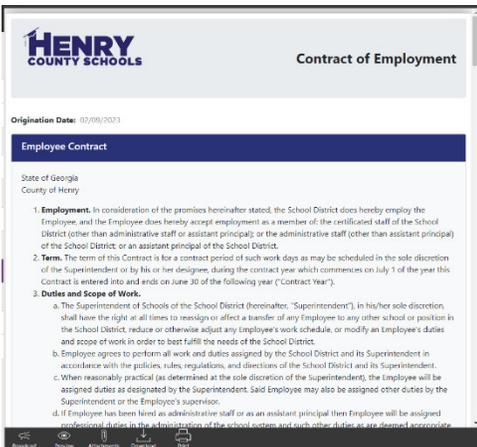
If you are not logged into your google account, you will be directed to enter your google username and password.

****Note:** Your username and password are the same as your computer login.

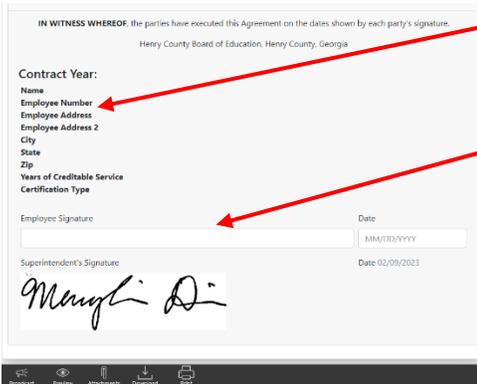
EXAMPLE:

Username: john.doe@henry.k12.ga.us

Password: Same password to log into your computer



Your Contract of Employment document will be displayed on the left side of the screen. Scroll to the bottom of the contract document.



Review contract details for accuracy.

Type your name in the signature field. Type the date you accept contract in the date field.



Click on "Submit".