Garretson School District #49-4

Web Link

**Log-In** Instructions

Web Link Address: <https://sui.garretson.k12.sd.us>

(shortcut along the left of the Garretson Website and you have a star app on your ipad called requisitions.)

Employee Name:

User ID: {1st letter of First Middle and Last Name}

Ex Elizabeth Bennett - EAB

Password: {same as loginEAB}

1. To log in, enter your **User ID** and **password**; click on “Login.” You may want to change your password.

If you forget your password, click on **Password Recovery**. Enter your **User ID** and your **Email address**. *This must be a K12 Email address*. A message will appear that your password has been reset, and you will receive an Email message with your new password.

If you have difficulty with the Password Recovery, please call (605) 594-3451 or email kyla.meyer@k12.sd.us or rod.fischer@k12.sd.us. They will reset your password for you. After five (5) invalid log-in attempts, you will get locked out of the system. If you get locked out, call for assistance. Also, the program will time out after thirty (30) minutes of inactivity, and you will have to login again.

Additional Tips for Using Web Link:

1. When navigating in Web Link, use the **Tab** key or your mouse to move from field to field. **Do not use the Enter/Return key –** this will cause the system to terminate your session.
2. You must have the web browser on your computer set to allow pop-up windows in order to use all functions in Web Link properly. The settings to allow pop-ups can be defined for just the web server used for Web Link if desired.
3. Refer to the Help File (accessed by selecting the **Help** menu, then **Web Link Help**) for step-by-step instructions on using the options in Web Link.
4. When exiting Web Link, always click the **Logout** option in the upper right corner to ensure your User ID does **not** get “locked” by the system.