

HELIOS - PUBLIC



TVUSD Helios User Manual

School/Dept Users

Link to Helios: <https://gethelios.com/temeculavalleyusd/auth/login>

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Section 1: Signing In

Employee Portal with TVUSD Email Address

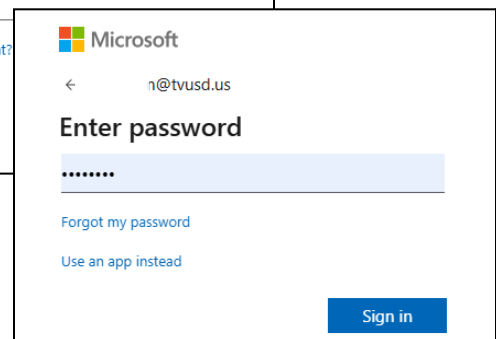
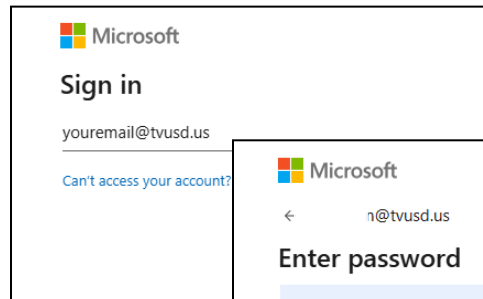
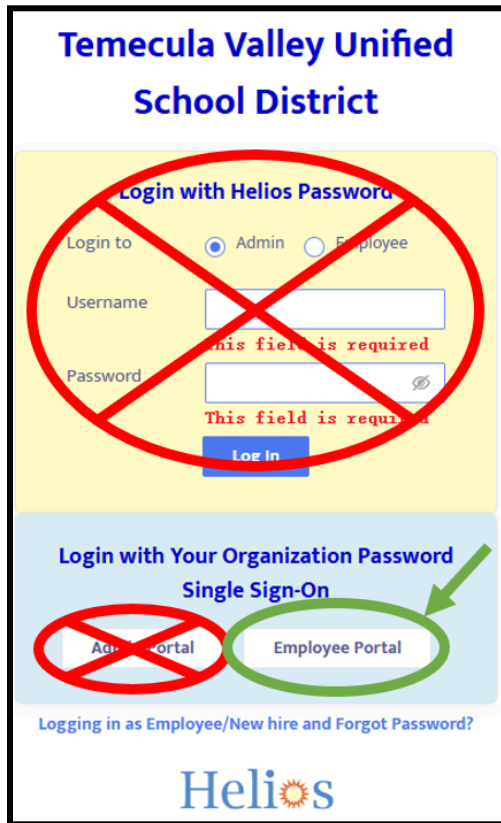
Website: <https://gethelios.com/temeculavalleyusd/auth/login>

Click **Employee Portal** in **BLUE** section

Username: TVUSD email (someone@tvusd.us)

Password: TVUSD email password

NOTE: Helios utilizes Single Sign On (SSO) hosted through Microsoft. It is a "smart sign in" so if you are logged into your Microsoft email account in the browser directly or have authenticated your TVUSD email account via Microsoft for another website that utilizes SSO, Helios will automatically sign you in.



Employee Portal with Personal Email Address

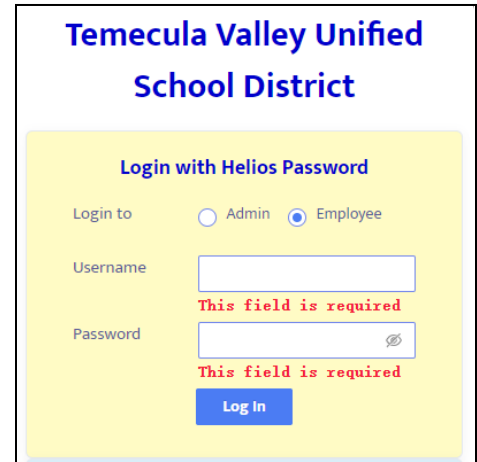
Website: <https://gethelios.com/temeculavalleyusd/auth/login>

YELLOW section

Username: Personal email address (NOT TVUSD EMAIL)

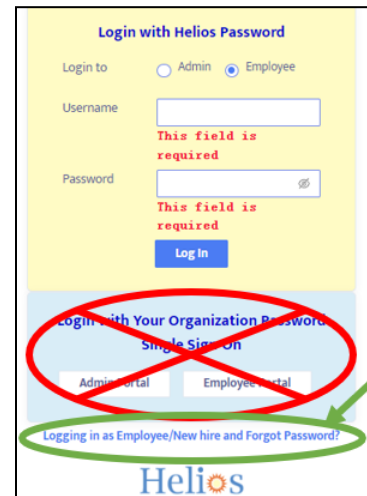
Password: Helios account password

***** If you have never logged in to Helios using your personal email address, please see instructions below *****

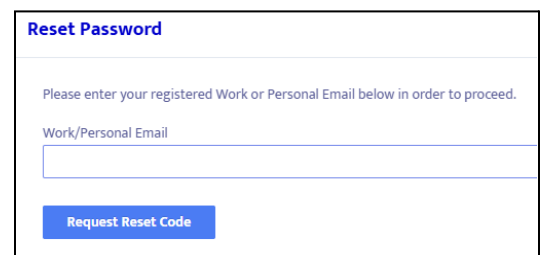


At first login to the Helios Employee Portal using your Personal Email Address, you will need to reset your account password

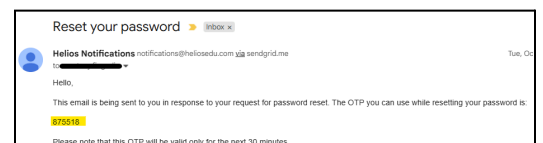
1. Click "[Logging in as Employee/New Hire and Forgot Password?](#)"



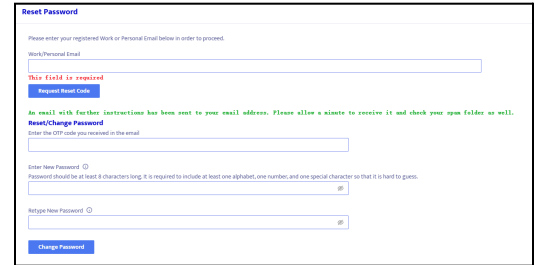
2. Type your Personal Email Address to request the password reset code
 - a. Personal Email Address must match what is on file with TVUSD HRD



3. You will receive an email with a One-Time-Passcode (OTP) - Type this 6-digit code into the "Reset Password" box in Helios



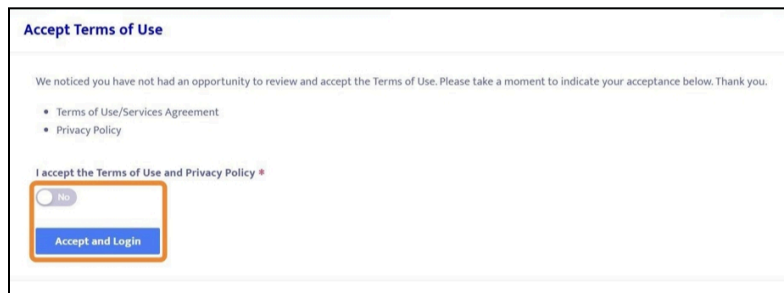
4. Enter your New Password, retype to confirm, & click "Change Password"
5. Return to Helios Website & login using your personal email address & new Helios account password
<https://gethelios.com/temeculavalleyusd/auth/login>



Accept Terms of Use

At first login to the Helios Employee Portal, you are asked to accept the terms of use and privacy policy - toggle to **Yes** and click **Accept and Login**.

You will not be prompted if you have signed in to Helios before.

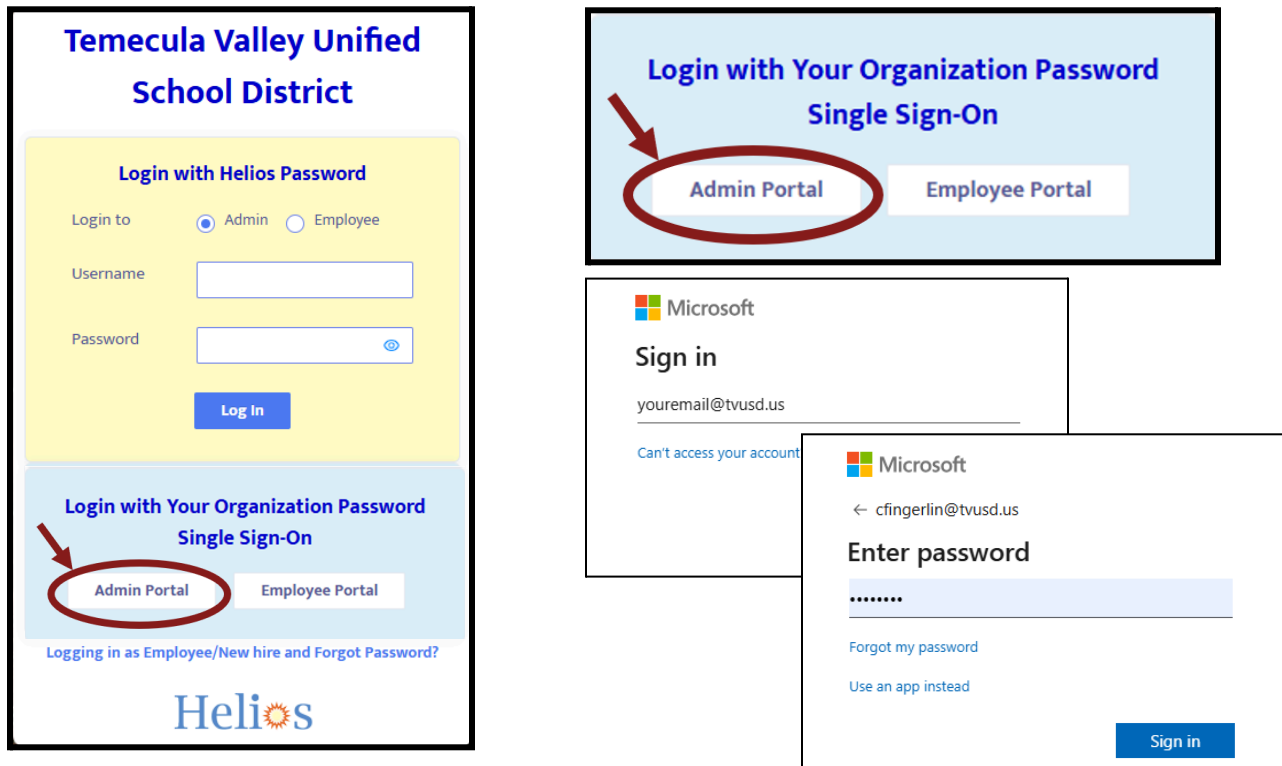


Admin Portal

Website: <https://gethelios.com/temeculavalleyusd/auth/login>

Email and Password: Same as your TVUSD computer login

NOTE: Helios utilizes Single Sign On (SSO) hosted through Microsoft. It is a “smart sign in” so if you are logged into your Microsoft email account in the browser directly or have authenticated your TVUSD email account via Microsoft for another website that utilizes SSO, Helios will automatically sign you in.



The image displays three sequential screenshots of the Helios login interface. The first screenshot, titled 'Temecula Valley Unified School District', shows two login options: 'Login with Helios Password' and 'Login with Your Organization Password Single Sign-On'. The 'Admin Portal' button under the SSO section is highlighted with a red circle and an arrow. The second screenshot shows the Microsoft 'Sign in' page with the email 'youremail@tvusd.us' entered. The third screenshot shows the 'Enter password' page for the user 'cfingerlin@tvusd.us', with a password field and a 'Sign in' button.

Temecula Valley Unified School District

Login with Helios Password

Login to ☒ Admin ☐ Employee

Username

Password

Log in

Login with Your Organization Password Single Sign-On

Admin Portal **Employee Portal**

Logging in as Employee/New hire and Forgot Password?

Helios

Microsoft

Sign in

youremail@tvusd.us

Can't access your account

Microsoft

← cfingerlin@tvusd.us

Enter password

.....

[Forgot my password](#)

[Use an app instead](#)

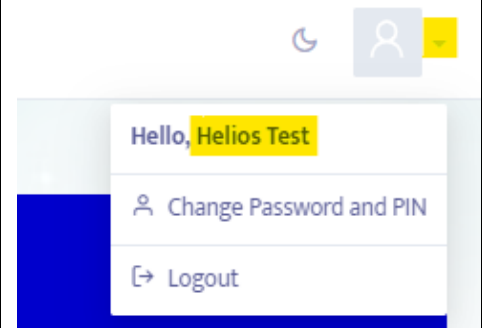
Sign in

Troubleshooting

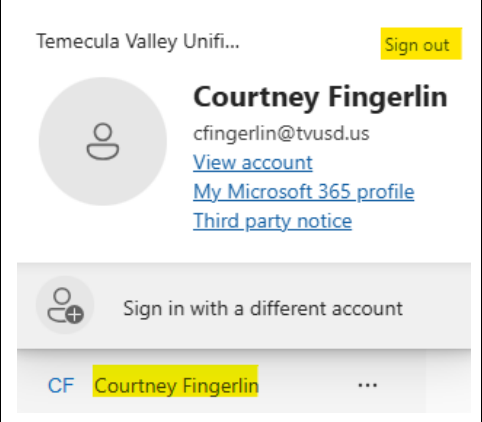
Q1: When trying to login to Helios, it is signing me in under another user

A1: Helios a "smart" login, if another employee has signed into ADFS for any other software program with their credentials today, it will automatically log in as that employee.

In Helios, if you click the person icon at the top right corner of the website & the name shown is not your name please follow the steps below.

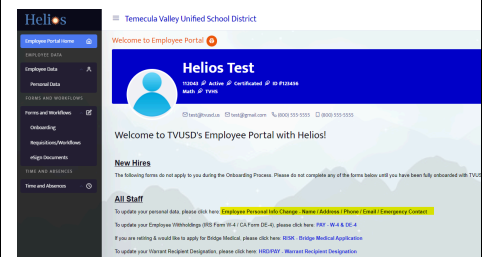


1. To sign out of their account, go to <https://www.office.com/>
2. At the bottom left, click on the **NAME** that shows (not the 3 horizontal dots)
3. At the top right of that pop-up, click Sign Out
4. Return to Helios & log in again with your TVUSD email address



Q2: My personal home address, phone &/or email is incorrect & I cannot edit the form. How do I update this information?

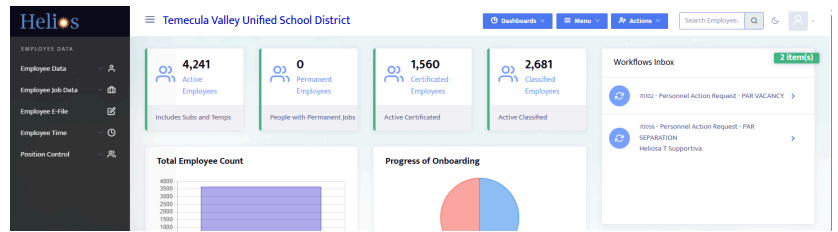
A2: If you need to update your personal contact information (address, phone, email), please complete an [Employee Personal Info Change](#) form in Helios



Section 2: Helios Platform Overview

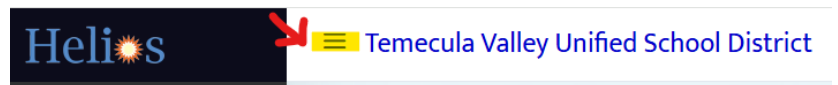
HOME

The “Home” tab contains a list of your current workflow assignments. These are form submissions that are assigned to you & require you to take action.



MENU

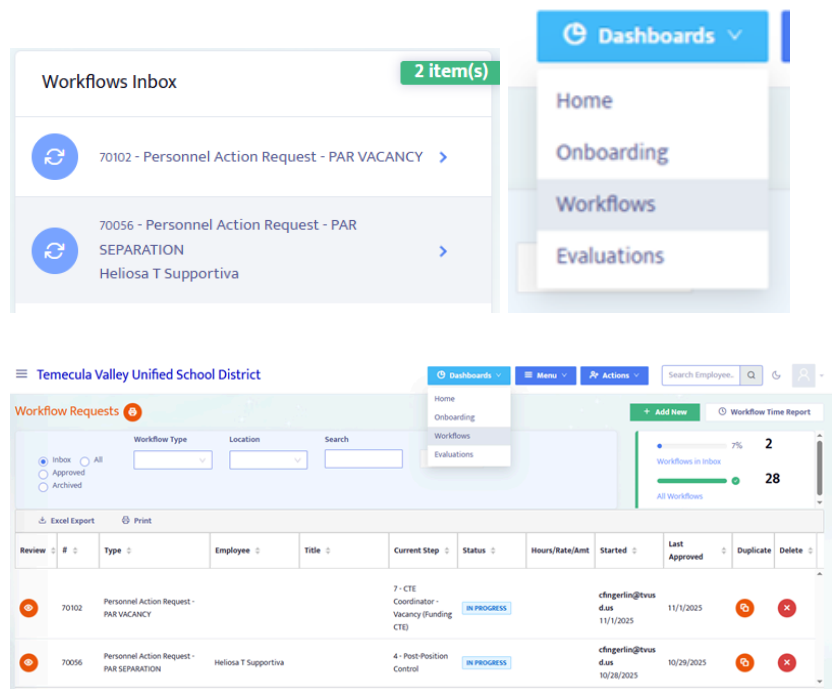
To expand the page menu on the left of the screen, click 3-Horizontal Lines next to “Temecula Valley Unified School District”



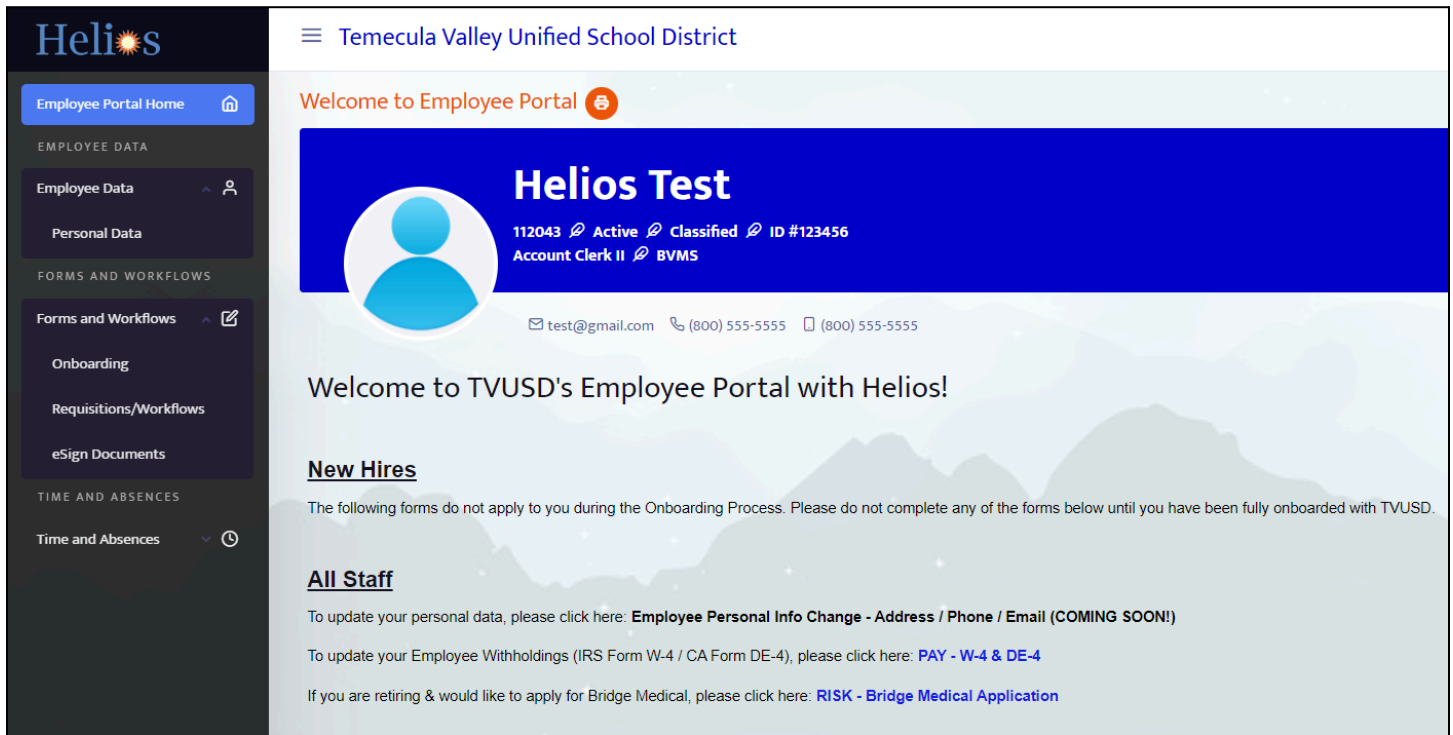
WORKFLOWS

Your current workflow assignments (Inbox) can be found either:

1. Home Screen - Workflows Inbox
 - You can navigate directly to the form listed by clicking on the form
1. Workflows Dashboard
 - To see your full Workflow Inbox, click Dashboards >> Workflows



Section 3: Employee Portal



The screenshot shows the Helios Employee Portal interface. On the left is a dark sidebar with navigation links: Employee Portal Home, EMPLOYEE DATA (Employee Data, Personal Data), FORMS AND WORKFLOWS (Forms and Workflows, Onboarding, Requisitions/Workflows, eSign Documents), and TIME AND ABSENCES (Time and Absences). The main content area has a header with the Helios logo and the user's name 'Helios Test' with details: 112043, Active, Classified, ID #123456, Account Clerk II, BVMS. Below this is a welcome message and sections for 'New Hires' and 'All Staff' with instructions on how to use the portal.

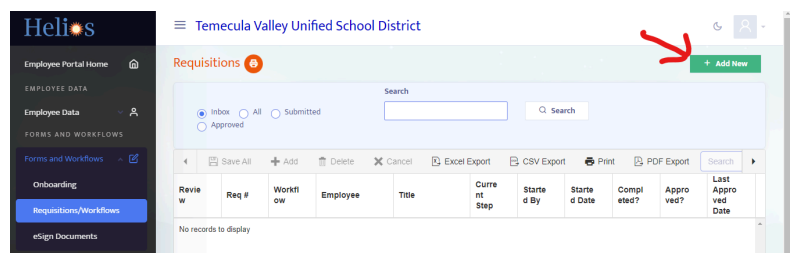
Follow the steps in [Section 1 - Employee Portal](#) to login

Commonly used workflow links can be found on the Home page.

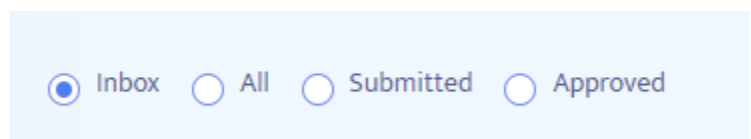
If you do not see the form you need to submit, navigate to the Workflows Dashboard.

- Forms and Workflows >> Requisitions/Workflows >> Add New

Change for the dashboard filter to navigate the different form statuses



The screenshot shows the 'Requisitions' dashboard in the Helios portal. It includes a sidebar, a header, and a main content area with a search bar, filter buttons (Inbox, All, Submitted, Approved), and a table of requisitions. A red arrow points to the '+ Add New' button in the top right corner.

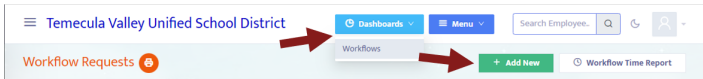


A close-up of the filter buttons at the bottom of the dashboard. The buttons are 'Inbox' (selected), 'All', 'Submitted', and 'Approved'.

4: PAR - Vacancy

Section 4: PAR - Vacancy

REQUIRES ADMIN PORTAL ACCESS

ORIGINATOR	
To initiate a PAR, navigate to the Workflow Dashboard, click: • Dashboards >> Workflow • Add New	
• Select Workflow Type: Personnel Action Request - PAR VACANCY • Click Start	Start New Workflow Workflow Type * Personnel Action Request - PAR VACANCY Start Cancel
HEADER SECTION • Workflow # - auto-generated upon submission • Title - DO NOT ENTER • Employee - DO NOT ENTER - this will be recorded by HRD in Step 16 • Location - Select "Site" from the dropdown list. This will determine the Site Admin to route the PAR to for approval. • Position - DO NOT ENTER - this will be recorded by Position Control in Step 11	Personnel Action Request - PAR VACANCY - Not Submitted Yet Workflow # 0 Title Employee Location * Site This field is required Position (only for Position Control)

FORM SECTION

- Prepare the Vacancy PAR as you normally would in Etrieve.
- The **Site** will populate automatically upon submission.

Action Type: Vacancy	Preparer Name This field is required	Date 11/03/2025 This field is required
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Position Information		
Fiscal Year This field is required	Site 	Work Location This field is required
TTS (x-xxx-xxxx) 	FTE This field is required	
Position Type This field is required	Employee Group 	Position Title This field is required
Hours Per Day This field is required	Days Per Year This field is required	Months Per Year This field is required

ATTACHMENTS SECTION

- You can attach any documents relevant to the PAR in this section.
- Select Document Category: “HRD/PAY - PAR Attachments”

Attach Documents	
Title 	Attach Document Click to Attach
Category HRD/PAY - PAR Attachments Add New Document	Description

ACTIONS

- Once complete, click **Submit** to initiate the PAR.
- You can click **Save Draft** to save your progress. The PAR will be assigned to your Inbox in the Workflows Dashboard.

Save Draft	Submit
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APPROVER

ASSIGNMENT NOTIFICATION EMAIL

- Approvers will receive an email from notifications@heliosedu.com when a workflow is assigned to them.
- Approvers can click the link in the email to be taken directly to the assigned workflow.
- To navigate to your Helios Workflow Inbox, you can click this link:
<https://gethelios.com/temeculavalleyusd/Workflows>

Helios Workflow Notification External

Helios Notifications notifications@heliosedu.com via [sendgrid.me](#) to me

Dear Approver,

This workflow is now in your inbox to review and approve. Please click on the links below to take action.

Workflow: #70131 - Personnel Action Request - PAR VACANCY for

[Click here to review this workflow](#)

[Click here to review all your workflows](#)

Thank you.

Helios Workflow Notification

ACTIONS

- Review the PAR
- Click **Approve** at the bottom of the page to move the form on to the next approver step in the workflow.

Action Type: Vacancy	Preparer Name test	Date 11/04/2025
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Position Information		
Fiscal Year 2024/2025	Site DO M&O	Work Location
TTS (0-1000-XXXX) 	FTE 1	
Position Type CERTIFICATED	Employee Group CERTIFICATED (01)	Position Title ACCOUNT CLERK II

 Approve

 Reject

SEND BACK FOR REVISIONS

- Click **Reject**
- Change the Routing Option to **Send Back & Re-route**
- Select which step to send the form back to using the **Send to Step** dropdown
- Type any relevant **Comments** as to the reason for sending the form back.
 - Please note, these comments will be included in the Approval Workflow History as well as in the email sent to the approver for the step you are returning the form to.

Reject Workflow

Rejection Reason
Routing Option ☐ Send back to step below ☒ Send back and re-route ☐ Reject completely
Send to Step *
Comments
Reject Cancel

Vacancy PAR Routing

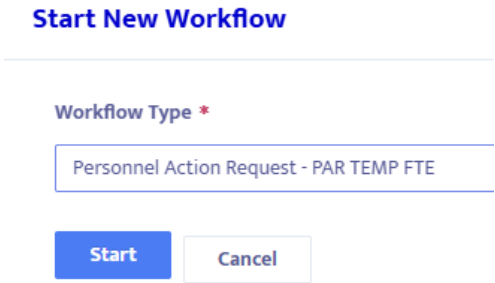
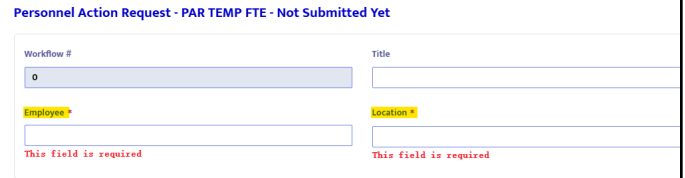
Step	Criteria		Approver
1 - Originator			
2 - HRD Admin Asst.	Position Type	CE	Nancy Mireles
		CL	Gina Roe
3 - Asst. Supt SSS	Site Location	HIIA	Nicole Dayus
	Position Type	CL	
4 - Categorical Program Tech	Site Location	DO A&A	Megan Duran
5 - SPED Director	Funding	Special Ed	Leticia DelMoral
	Position Type	CL	
6 - Principal/Director	Site Location		
7 - Categorical Program Tech	Funding	LCAP Categorical Title I/II	Megan Duran
8 - Funding Source Admin	Funding	LCAP Categorical Title I/II	Lisa Brown (A&A Director)
		CTE	Stephanie Medina (CTE Coordinator)
9 - HRD Director	Position Type	CE	Joe Mueller
		CL	Tiffany Martinez
10 - HRD Asst. Supt			Frank Arce
11 - Position Control			Michelle Gibson
12 - Fiscal Director			Kevin Brejnak
13 - Cabinet			Nicole Lash
14 - HRD Admin Asst.	Position Type	CE	Nancy Mireles
		CL	Gina Roe
15 - HRD Clerk (Fly Position)	Position Type	CE	Ashley Courtois
		CL	Vanessa Skewes
16 - HRD PS/CA (Fill Position)	Position Type & Last Name	CE (A-K)	Lupe Hernandez
		CE (L-Z)	Ivy Ames
		CL (A-K)	Michelle Dugan
		CL (L-Z)	Rosanne Berryman
17 - HRD Director	Position Type	CE	Joe Mueller
		CL	Tiffany Martinez
18 - Position Control			Michelle Gibson

Step	Criteria		Approver
19 - Post-Position Control			
19.A - Payroll	Last Name	A-Ch	Belinda Ribao
		Ci-G	Jenny Segal
		H-Mc	Kelly Leonard
		Md-R	Rebecca Baumgartner
		S-Z	Shawna Jennings
19.B - Risk Tech	Last Name	Classified	Maria Razbornik
		Certificated	Michelle Kelley
19.C - Risk Secretary			Cynthia Root
19.D - Risk Sr. Analyst			Sue Sikkink
19.E - IMS Network Specialists			Randy Stevens Ken Culp Luis Zuniga
19.F - HRD Clerk III			Adrienne Stutes-Cottrell (LTS)
19.G - Infinite Campus Clerk	Infinite Campus Access?	YES	Andrea Pierce Dawn McCown
19.H - Categorical Accountant	Funding	LCAP Categorical Title I/II	Julianne Sousa
19.I - HRD Sub Services	Last Name	A-K	Blake Archquette
		L-Z	Laufuti Valdez

5: PAR - Temp FTE (6/5ths)

Section 5: PAR - Temporary FTE (6/5ths)

REQUIRES ADMIN PORTAL ACCESS

ORIGINATOR	
To initiate a PAR, navigate to the Workflow Dashboard, click: • Dashboards >> Workflow • Add New	
• Select Workflow Type: Personnel Action Request - PAR TEMP FTE • Click Start	
HEADER SECTION • Workflow # - auto-generated upon submission • Title - DO NOT ENTER • Employee - Select the Employee from the dropdown list • Location - Select "Site" from the dropdown list. This will determine the Site Admin to route the PAR to for approval.	

FORM SECTION

- Prepare the Temporary FTE (6/5ths) PAR as you normally would in Etrieve.
- The **Site** will populate automatically upon submission.
- Employee's prime position details will prefill in the Personal Information section.

Action Type: Temp FTE (6/5)		Preparer Name This field is required	Date 11/05/2025 This field is required	
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Personal Information				
Fiscal Year This field is required		Site Location 		Work Location
First Name 		Middle Name 		Last Name
Employee Number 		TTS (Prime) 		FTE (Prime)
Position Type This field is required		Employee Group (Prime) 		Position Title (Prime)

Temporary FTE Change Type This field is required		FTE 		Assignment / Subject (ex, APEX, AVID, CTE, Math Co-Teaching, Science, UC Scout, etc.) 			
Hours Per Day 	Out-of-Class Reason 	Salary Schedule 	Row 	Column 			
Funding Source This field is required							
% (Must Total 100%) 	Fund 	Loc 	Resource 	PY 	Goal 	Function 	Object
Effective Date Select date This field is required			End Date Select date This field is required				

ATTACHMENTS SECTION

- You can attach any documents relevant to the PAR in this section.
- Select Document Category: "HRD/PAY - PAR Attachments"

Attach Documents	
Title 	Attach Document Click to Attach
Category HRD/PAY - PAR Attachments	Description
Add New Document	

ACTIONS

- Once complete, click Submit to initiate the PAR.
- You can click "Save Draft" to save your progress. The PAR will be assigned to your Inbox in the Workflows Dashboard.

Save Draft	Submit
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APPROVER

ASSIGNMENT NOTIFICATION EMAIL

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- Approvers can click the link in the email to be taken directly to the assigned workflow.
- To navigate to your Helios Workflow Inbox, you can click this link:
<https://gethelios.com/temeculavalleyusd/Workflows>

Helios Workflow Notification External ➤

Helios Notifications notifications@heliosedu.com via [sendgrid.me](#) to me ▼

Dear Approver,

This workflow is now in your inbox to review and approve. Please click on the links below to take action.

Workflow: #70131 - Personnel Action Request - PAR VACANCY for

[Click here to review this workflow](#)

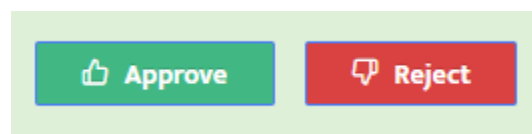
[Click here to review all your workflows](#)

Thank you.

Helios Workflow Notification

ACTIONS

- Review the PAR
- Click **Approve** at the bottom of the page to move the form on to the next approver step in the workflow.



SEND BACK FOR REVISIONS

- Click **Reject**
- Change the Routing Option to **Send Back & Re-route**
- Select which step to send the form back to using the **Send to Step** dropdown
- Type any relevant **Comments** as to the reason for sending the form back.
 - Please note, these comments will be included in the Approval Workflow History as well as in the email sent to the approver for the step you are returning the form to.

Reject Workflow

Rejection Reason

Routing Option

☐ Send back to step below ☒ Send back and re-route ☐ Reject completely

Send to Step *

Comments

Reject

Cancel

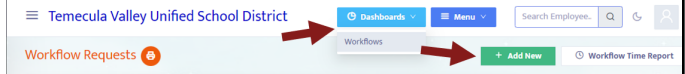
Temp FTE (6/5ths) PAR Routing

Step	Criteria		Approver
1 - Originator			
2 - Principal/Director	Site Location		
3 - Categorical Program Tech	Site Location		Megan Duran
4 - Funding Source Admin	Funding	LCAP Categorical Title I/II	Lisa Brown (A&A Director)
		CTE	Stephanie Medina (CTE Coordinator)
5 - HRD PS/CA	Position Type & Last Name	CE (A-K)	Lupe Hernandez
		CE (L-Z)	Ivy Ames
		CL (A-K)	Michelle Dugan
		CL (L-Z)	Rosanne Berryman
6 - HRD Admin Asst.	Position Type	CE	Nancy Mireles
		CL	Gina Roe
7 - HRD Director	Position Type	CE	Joe Mueller
		CL	Tiffany Martinez
8 - Position Control			Michelle Gibson
9 - Payroll (Post-Position Control)	Last Name	A-Ch	Belinda Ribao
		Ci-G	Jenny Segal
		H-Mc	Kelly Leonard
		Md-R	Rebecca Baumgartner
		S-Z	Shawna Jennings
10 - Categorical Accountant	Funding	LCAP Categorical Title I/II	Julianne Sousa

6: PAR - LOA

Section 6: PAR - LOA

REQUIRES ADMIN PORTAL ACCESS

ORIGINATOR													
To initiate a PAR, navigate to the Workflow Dashboard, click: • Dashboards >> Workflow • Add New													
• Select Workflow Type: Personnel Action Request - PAR LOA • Click Start	Start New Workflow Workflow Type * Personnel Action Request - PAR LOA Start Cancel												
HEADER SECTION • Workflow # - auto-generated upon submission • Title - DO NOT ENTER • Employee - Select the Employee from the dropdown list	Personnel Action Request - PAR LOA - Not Submitted Yet Workflow # 0 Title Employee * This field is required												
FORM SECTION • Prepare the Leave of Absence (LOA) PAR as you normally would in Etrieve. • The Site will populate automatically upon submission. • Employee's prime position details will prefill in the Personal Information section.	Personal & Position Information <table><tr><td>Fiscal Year This field is required </td><td>Site</td><td>Work Location</td></tr><tr><td>First Name</td><td>Middle Name</td><td>Last Name</td></tr><tr><td>Employee Number</td><td>TTS (X-XXX-XXX)</td><td>FTE</td></tr><tr><td>Position Type This field is required </td><td>Employee Group</td><td>Position Title</td></tr></table>	Fiscal Year This field is required	Site	Work Location	First Name	Middle Name	Last Name	Employee Number	TTS (X-XXX-XXX)	FTE	Position Type This field is required	Employee Group	Position Title
Fiscal Year This field is required	Site	Work Location											
First Name	Middle Name	Last Name											
Employee Number	TTS (X-XXX-XXX)	FTE											
Position Type This field is required	Employee Group	Position Title											

	Leave of Absence <table><tr><td>Type of Leave</td><td>Leave Reason (UNPAID)</td><td>Leave Reason (PAID)</td></tr><tr><td> This field is required </td><td></td><td></td></tr><tr><td>Effective Date</td><td>End Date</td><td>Reason Type</td><td>Comments</td></tr><tr><td> Select date This field is required </td><td> Select date This field is required </td><td> This field is required </td><td> </td></tr><tr><td>Notice Type</td><td>Return to Work Date</td><td colspan="2"></td></tr><tr><td> This field is required </td><td></td><td colspan="2"></td></tr><tr><td colspan="4">POSITION CONTROL - ONLY FILL OUT IF LEAVE TYPE IS UNPAID AND NOTICE TYPE IS RETURN TO WORK</td></tr><tr><td>New TTS (X-XXX-XXX)</td><td>Salary Schedule</td><td>Column</td><td>Row</td></tr></table>	Type of Leave	Leave Reason (UNPAID)	Leave Reason (PAID)	This field is required			Effective Date	End Date	Reason Type	Comments	Select date This field is required	Select date This field is required	This field is required		Notice Type	Return to Work Date			This field is required				POSITION CONTROL - ONLY FILL OUT IF LEAVE TYPE IS UNPAID AND NOTICE TYPE IS RETURN TO WORK				New TTS (X-XXX-XXX)	Salary Schedule	Column	Row
Type of Leave	Leave Reason (UNPAID)	Leave Reason (PAID)																													
This field is required																															
Effective Date	End Date	Reason Type	Comments																												
Select date This field is required	Select date This field is required	This field is required																													
Notice Type	Return to Work Date																														
This field is required																															
POSITION CONTROL - ONLY FILL OUT IF LEAVE TYPE IS UNPAID AND NOTICE TYPE IS RETURN TO WORK																															
New TTS (X-XXX-XXX)	Salary Schedule	Column	Row																												
ATTACHMENTS SECTION - You can attach any documents relevant to the PAR in this section. - Select Document Category: “HRD/PAY - PAR Attachments”	Attach Documents <table><tr><td>Title</td><td>Attach Document</td></tr><tr><td> </td><td> Click to Attach </td></tr><tr><td>Category</td><td>Description</td></tr><tr><td> HRD/PAY - PAR Attachments </td><td> </td></tr><tr><td colspan="2"> Add New Document </td></tr></table>	Title	Attach Document		Click to Attach	Category	Description	HRD/PAY - PAR Attachments		Add New Document																					
Title	Attach Document																														
	Click to Attach																														
Category	Description																														
HRD/PAY - PAR Attachments																															
Add New Document																															
ACTIONS - Once complete, click Submit to initiate the PAR. - You can click “Save Draft” to save your progress. The PAR will be assigned to your Inbox in the Workflows Dashboard.	Save Draft Submit																														

LOA PAR Routing

Step	Criteria		Approver
1 - Originator			
2 - HRD Director	Position Type	CE	Joe Mueller
		CL	Tiffany Martinez
3 - Position Control			Michelle Gibson
4 - Post-Position Control			
4A - Payroll	Last Name	A-Ch	Belinda Ribao
		Ci-G	Jenny Segal
		H-Mc	Kelly Leonard
		Md-R	Rebecca Baumgartner
		S-Z	Shawna Jennings
4B - Risk Tech	Last Name	A-K	Maria Razbornik
		L-Z	Michelle Kelley
4C - Risk Secretary			Cynthia Root
4D - Risk Sr. Analyst			Sue Sikkink
4F - Infinite Campus Clerk	Infinite Campus Access?	YES	Andrea Pierce Dawn McCown
5 - HRD Sub Services	Last Name	A-K	Blake Archquette
		L-Z	Laufuti Valdez

7: CE Offer of Employment

Section 7: Certificated Offer of Employment

NEW HIRE

Once TVUSD HRD initiates a Certificated Offer of Employment workflow in Helios, the new hire will receive an email from **Helios Notifications** <notifications@heliosedu.com> with a direct link to the workflow.

The New Hire can also navigate to the Helios website & login to the Employee Portal with the same email & password they used during Onboarding.

Website:

<https://gethelios.com/temeculavalleyusd/auth/login>

Helios Workflow Notification External *HELIOS x



Helios Notifications notifications@heliosedu.com via sendgrid.me

to me ▾

Dear [REDACTED],

Your Offer of Employment from TVUSD is ready for your review and signature.

[Click here to log in and complete your Offer of Employment.](#)

Thank you,

TVUSD HRD

In the left menu, click **Forms and Workflows** >> **Requisitions/Workflows** >> **Inbox**

Click the orange circle under **Review** to complete the document.

Forms and Workflows ^

Onboarding

Requisitions/Workflows

eSign Documents

Requisitions

☒ Inbox ☐ All ☐ Submitted ☐ Approved

Save All Add Delete Cancel

Review

Req #

Workflow



70528

HRD - Offer of Employment - CE

To retrieve a copy of your Offer of Employment workflow in the future, follow these step:

In the left menu, click **Forms and Workflows** >> **Requisitions/Workflows** >> All

Forms and Workflows ^ 

Onboarding

Requisitions/Workflows

eSign Documents

Requisitions 

☐ Inbox

☒ All

☐ Submitted

☐ Approved

 Save All

 Add

 Delete

 Cancel

 Excel Export

Review	Req #	Workflow	Employee
	78489	HRD - Offer of Employment - CE	Helios Test

8: CE Notice of Intent

Certificated Notice of Intent to Serve

1. Email from Helios

You will receive an email from Helios Notifications <notifications@heliosedu.com> notifying you of a pending document requiring your review & signature.

Click the link in the email to open the Helios document.

Please review and sign document External



Helios Notifications notifications@heliosedu.com via sendgrid.me
to me ▾

Hello

You are requested to review the following document/form and electronically sign it.

CE Notice of Intent to Serve – 2026/2027

[Click here to sign the document/form](#)

Thank you.

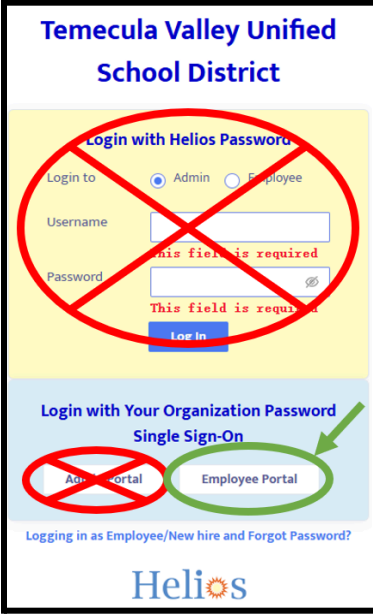
2. Login to Employee Portal

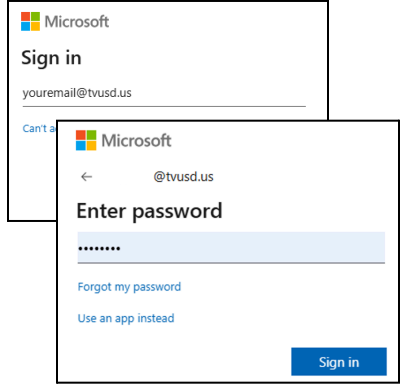
Website:

<https://gethelios.com/temeculavalleyusd/auth/login>

Email and Password: Same credentials as your TVUSD email

NOTE: Helios utilizes Single Sign-On (SSO) hosted through Microsoft. It is a “smart sign in” so if you are signed in to your email account in the browser directly or have authenticated your TVUSD email account via Microsoft for another website that utilizes SSO, Helios will automatically log you in.





3. Accept Terms of Use

At first login to the Helios Employee Portal, you are asked to accept the terms of use and privacy policy - toggle to **Yes** and click **Accept and Login**.

You will not be prompted if you have signed in to Helios before.



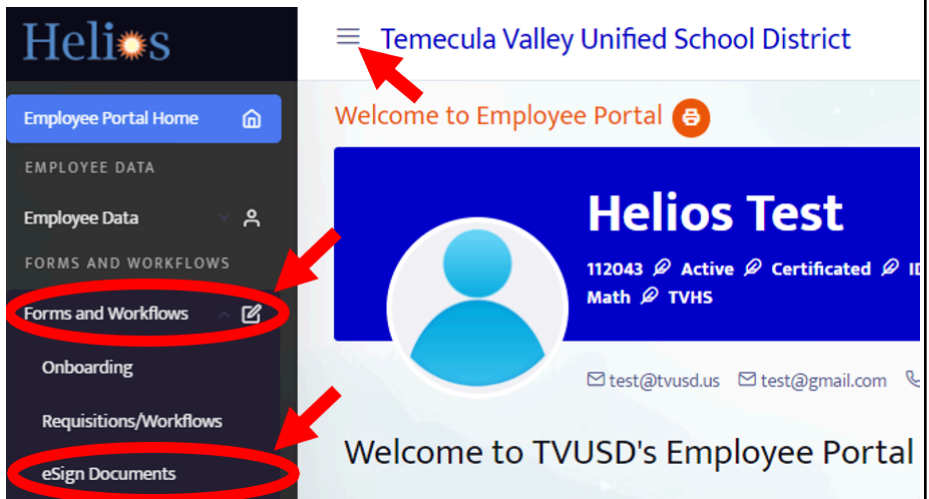
4. Review, Sign, & Submit Document

Log in to the Helios Employee Portal
(See step 2)

Click the **3 horizontal lines** to
expand the sidebar menu.

Click **Forms and Workflows** in the
navigation pane on the left-side of
the screen.

Click **eSign Documents**.



Helios

Employee Portal Home

EMPLOYEE DATA

Employee Data

FORMS AND WORKFLOWS

Forms and Workflows

Onboarding

Requisitions/Workflows

eSign Documents

Temecula Valley Unified School District

Welcome to Employee Portal

Helios Test

112043 Active Certificated ID

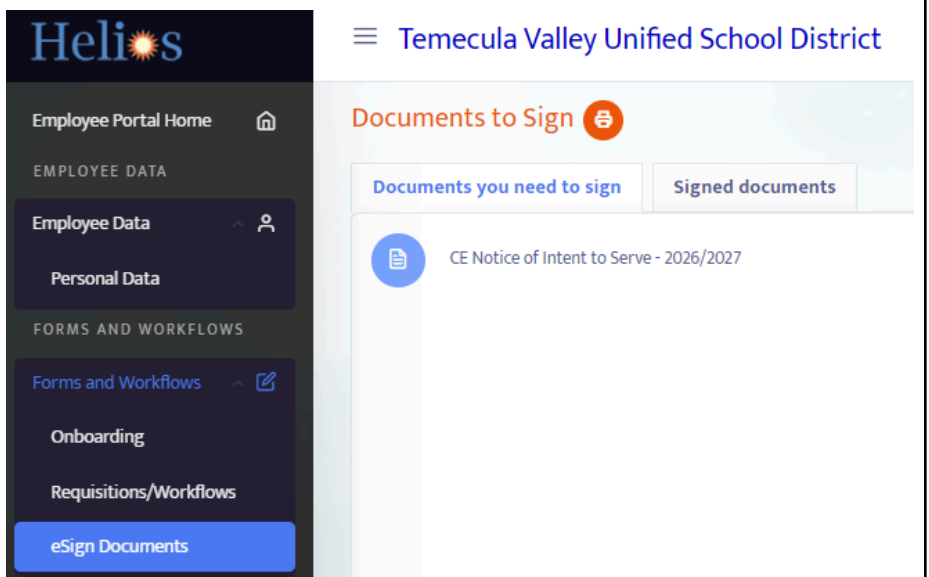
Math TVHS

test@tvusd.us test@gmail.com

Welcome to TVUSD's Employee Portal

Click the **Documents you need to sign**
tab

Click anywhere on the document
titled "**CE Notice of Intent to Serve**
- 2026/2027"



Helios

Employee Portal Home

EMPLOYEE DATA

Employee Data

Personal Data

FORMS AND WORKFLOWS

Forms and Workflows

Onboarding

Requisitions/Workflows

eSign Documents

Temecula Valley Unified School District

Documents to Sign

Documents you need to sign Signed documents

CE Notice of Intent to Serve - 2026/2027

Please complete the form by April 24, 2026.

Electronically sign the form

Indicate one of the two options:

- “I INTEND to serve during the 2026/2027 school year”

OR

- “I DO NOT INTEND to serve during the 2026/2027 school year”

If you select “I DO NOT INTEND...”-

Select the applicable notice type:

- Resignation/Retirement
- Leave of Absence



YOU MUST CLICK SAVE & SIGN AT THE BOTTOM OF PAGE 4 TO SUBMIT THIS FORM

Certificated Notice of Intent to Serve

First Name	Last Name	Employee ID	School Year
Helios	Test	123456	2026/2027
Site	Employee Group	Position	
TVHS	CE - CERTIFICATED (01)	Helios High Teacher	
Personal Home Address (Street, City, State, Zip)		Personal Email Address	Personal Phone
31350 Rancho Vista Rd Temecula, CA 92592		test@gmail.com	(800) 555-5555

We are pleased to inform you that the Temecula Valley Unified School District is offering continuation of your employment as a member of the District's certificated staff for the 2026/2027 school year.

Please indicate your intent to serve, or not serve, during the 2026/2027 school year by checking the appropriate box and sign below by **April 24, 2026**:

☐ I INTEND to serve during the 2026/2027 school year. **** DISREGARD PAGES 3 & 4 BELOW ****

ACCEPTANCE OF OFFER

I accept the offer of employment set forth above, subject to the terms and conditions therein, and declare that I am not under contract with any other school district for the school year indicated above. I hold a valid teaching credential authorizing service through the school year referenced above. I further understand my credential must be recorded in the Office of the Riverside County Superintendent of Schools prior to entering the classroom and the laws of the State of California do not permit a school district to pay me if I do not obtain the requisite credentials.

☐ I DO NOT INTEND to serve during the 2026/2027 school year.

BELOW IS MY NOTICE OF:

☐ RESIGNATION **COMPLETE PAGE 3 (SKIP PAGE 4)** ☐ RETIREMENT **COMPLETE PAGE 3 (SKIP PAGE 4)** ☐ LEAVE OF ABSENCE **COMPLETE PAGE 4 (SKIP PAGE 3)**

Employee Signature: Helios Test Date: 04/06/2026

If the Human Resources Department office of the Temecula Valley Unified School District has not received your response to this notice, forty-five days after notice for probationary employees or by June 30, 2026 for tenured employees, it may be deemed as a declination of employment, which could result in termination of employment on June 30, 2026. (Please refer to reverse side of this document for a statement of Education Code § 44842 below).

We look forward to your continued service in the Temecula Valley Unified School District during the school year.

Sincerely,

Francisco Ace
Assistant Superintendent, Human Resources Development

Please indicate your intent to serve, or not serve, during the 2026/2027 school year by checking the appropriate box and sign below by **April 24, 2026**:

☐ I INTEND to serve during the 2026/2027 school year. **** DISREGARD PAGES 3 & 4 BELOW ****

ACCEPTANCE OF OFFER

I accept the offer of employment set forth above, subject to the terms and conditions therein, and declare that I am not under contract with any other school district for the school year indicated above. I hold a valid teaching credential authorizing service through the school year referenced above. I further understand my credential must be recorded in the Office of the Riverside County Superintendent of Schools prior to entering the classroom and the laws of the State of California do not permit a school district to pay me if I do not obtain the requisite credentials.

☐ I DO NOT INTEND to serve during the 2026/2027 school year.

☒ I DO NOT INTEND to serve during the 2026/2027 school year.

BELOW IS MY NOTICE OF:

☐ RESIGNATION **COMPLETE PAGE 3 (SKIP PAGE 4)** ☐ RETIREMENT **COMPLETE PAGE 3 (SKIP PAGE 4)** ☐ LEAVE OF ABSENCE **COMPLETE PAGE 4 (SKIP PAGE 3)**

Resignation/Retirement

Continue to Page 3 & complete all required fields

****Skip Page 4****

Resignation / Retirement Form

Please accept my resignation/retirement from the Temecula Valley Unified School District on the effective date indicated below:

Retirement

Employee Information			
First Name: Helios	Last Name: Test	Employee ID: 123456	
Birth Date: 10/25/2000	Work Site / Location: TVHS		
Position Type: Certificated	Employee Group: CE - CERTIFICATED (01)		
Position Title: Helios High Teacher		Supervisor: supervisor-ResRet	
Last TVUSD Work Date: Select date	Retirement Date: Select date		
Reason:			
Street Address: 31350 Rancho Vista Rd	City: Temecula	State: CA	Zip: 92592
Personal Phone #: (800) 555-5555	Personal Email: test@gmail.com		

Signature: Date: 03/30/2026

Retirement Publications and District Retirement Event	☐ YES - I give permission for TVUSD to publish my name.	☐ YES - I would like to be included in the retirement event. <i>*My name and information may be included regardless of whether I am able to attend the celebration.</i>
	☐ NO - I elect to NOT be included in retirement publications (other than official District business), and NOT be included in a district retirement event.	

Please contact our Substitute Services Technician (951) 506-7954, if you wish to be placed on the substitute list.

NOTE: If an employee leaves before the completion of their entire work year, they may leave owing the District money for salary and/or health benefits received, but not yet earned. This would need to be repaid to the District; and the District will seek reimbursement. For questions when your health benefits end, please contact Risk Management.

Unpaid Leave of Absence

****Skip Page 3****

Continue to Page 4 & complete all required fields

Application for Unpaid Leave of Absence

TVEA Articles 10.6, 10.7, 10.11, or CSEA Articles 9.5.2, 9.6, 9.9

APPENDIX G-3

Employee Information			
First Name: Helios	Last Name: Test	Employee ID: 123456	
Position Type: Certificated	Employee Group: CE - CERTIFICATED (01)		
Position Title: Helios High Teacher	Reason for Leave:		
School or Department: TVHS	☐ Peace Corps ☐ Care for Ill Family Member ☐ Long-Term Illness for the Unit Member ☐ Professional Study or Research		
Date(s) Leave Requested: Select date	Select date		
Address While on Leave			
Street Address: 31350 Rancho Vista Rd	City: Temecula	State: CA	Zip: 92592
Explain in detail the purpose of leave:			

In requesting the above leave, I agree to conform to the provisions of applicable regulations of the Temecula Valley Unified School District. I understand that failure to notify Human Resources Development of my intention to return to work on or before 90 days prior to termination of my leave will be considered a resignation unless advance arrangements for extensions are made.

Signature: Date: 03/30/2026

Click the blue **"Save and Sign"** button at the bottom of the packet (after page 4) to submit.

 **Save and Sign**

Once you have successfully Saved & Signed the form, it will move from the "Documents you need to sign" to the "**Signed Documents**" tab in Helios.

This is a quick way to verify no further action is required on this document.

Temecula Valley Unified School District

Documents to Sign

Documents you need to sign

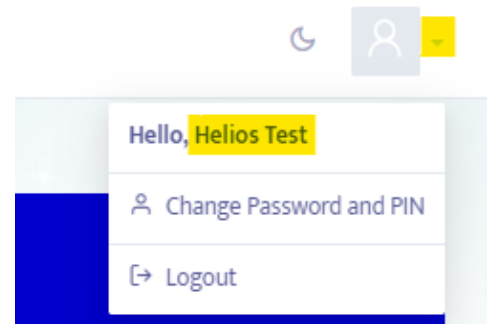
Signed documents

FAQ / Troubleshooting

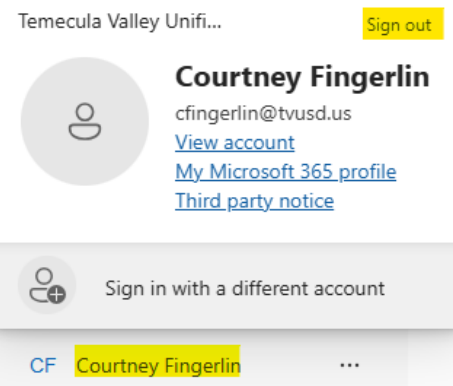
Q1: When trying to login to Helios, it is signing me in under another user

A1: Helios a "smart" login, if another employee has signed into ADFS for any other software program with their credentials today, it will automatically log in as that employee.

In Helios, if you click the person icon at the top right corner of the website & the name shown is not your name please follow the steps below.



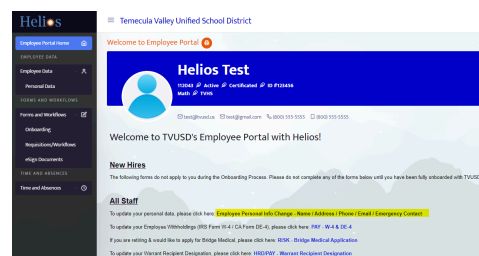
1. To sign out of their account, go to <https://www.office.com/>
2. At the bottom left, click on the **NAME** that shows (not the 3 horizontal dots)
3. At the top right of that pop-up, click Sign Out
4. Return to Helios & log in again with your TVUSD email address



Q2: My personal home address, phone &/or email is incorrect & I cannot edit the form. How do I update this information?

FAQ / Troubleshooting

A2: If you need to update your personal contact information (address, phone, email), please complete an [Employee Personal Info Change](#) form in Helios



9: CL Reasonable Assurance

Classified Reasonable Assurance

1. Email from Helios

You will receive an email from Helios Notifications <notifications@heliosedu.com> notifying you of a pending document requiring your review & signature.

Click the link in the email to open the Helios document.

Please review and sign document External



Helios Notifications notifications@heliosedu.com via sendgrid.me
to me ▾

Hello

You are requested to review the following document/form and electronically sign it.

CL Reasonable Assurance – 2026/2027

[Click here to sign the document/form](#)

Thank you.

2. Login to Employee Portal

2A. TVUSD Email

Website:

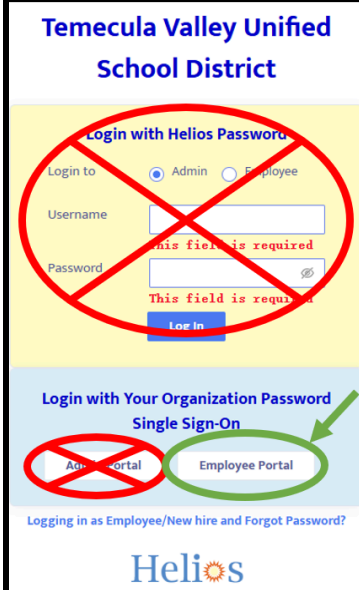
<https://gethelios.com/temeculavalleyusd/auth/login>

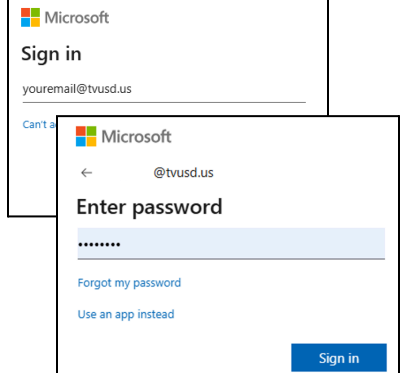
Click **Employee Portal** in **BLUE** section

Username: TVUSD email (jdoe@tvusd.us)

Password: TVUSD email password

NOTE: Helios utilizes Single Sign-On (SSO) hosted through Microsoft. It is a “smart sign in” so if you are signed in to your email account in the browser directly or have authenticated your TVUSD email account via Microsoft for another website that utilizes SSO, Helios will automatically log you in.





2B. Personal Email

Website:

<https://gethelios.com/temeculavalleyusd/auth/login>

Username: Personal email address
(NOT TVUSD EMAIL)

Password: Helios account password

***** If you have never logged in to Helios using your personal email address, please see instructions below *****

Temecula Valley Unified School District

Login with Helios Password

Login to ☐ Admin ☒ Employee

Username

This field is required

Password

This field is required

Log In

At first login to the Helios Employee Portal using your Personal Email Address, you will need to reset your account password

1. Click "[Logging in as Employee/New Hire and Forgot Password?](#)"
2. Type your Personal Email Address to request the password reset code
3. You will receive an email with a One-Time-Passcode (OTP) - Type this 6-digit code into the "Reset Password" box in Helios
4. Enter your New Password, retype to confirm, & click "Change Password"
5. Follow steps in 2B

Temecula Valley Unified School District

Login with Helios Password

Login to ☐ Admin ☒ Employee

Username

This field is required

Password

This field is required

Log In

Logging in as Employee/New Hire and Forgot Password?

Admin Portal Employee Portal

Helios

Reset Password

Please enter your registered Work or Personal Email below in order to proceed.

Work/Personal Email

Request Reset Code

Reset your password

Helios Notifications notifications@helioseds.com

Subject: Reset Password

This email is being sent to you in response to your request for password reset. The OTP you can use when resetting your password is:

123456

Please note that this OTP will be valid only for the next 30 minutes.

Reset Password

Please enter your registered Work or Personal Email below in order to proceed.

Work/Personal Email

This field is required

Request Reset Code

Reset your password

Helios Notifications notifications@helioseds.com

Subject: Reset Password

This email is being sent to you in response to your request for password reset. The OTP you can use when resetting your password is:

123456

Please note that this OTP will be valid only for the next 30 minutes.

Reset Password

Please enter your registered Work or Personal Email below in order to proceed.

Work/Personal Email

This field is required

Request Reset Code

Reset your password

Helios Notifications notifications@helioseds.com

Subject: Reset Password

This email is being sent to you in response to your request for password reset. The OTP you can use when resetting your password is:

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Please note that this OTP will be valid only for the next 30 minutes.

Reset Password

Please enter your registered Work or Personal Email below in order to proceed.

Work/Personal Email

This field is required

Request Reset Code

Reset your password

Helios Notifications notifications@helioseds.com

Subject: Reset Password

This email is being sent to you in response to your request for password reset. The OTP you can use when resetting your password is:

123456

Please note that this OTP will be valid only for the next 30 minutes.

Reset Password

Please enter your registered Work or Personal Email below in order to proceed.

Work/Personal Email

This field is required

Request Reset Code

Reset your password

Helios Notifications notifications@helioseds.com

Subject: Reset Password

This email is being sent to you in response to your request for password reset. The OTP you can use when resetting your password is:

123456

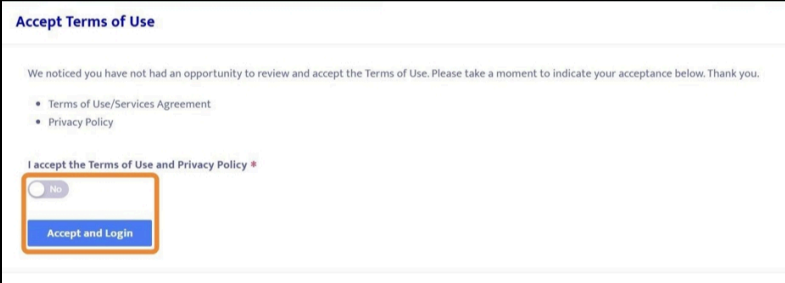
Please note that this OTP will be valid only for the next 30 minutes.

Reset Password

3. Accept Terms of Use

At first login to the Helios Employee Portal, you are asked to accept the terms of use and privacy policy - toggle to **Yes** and click **Accept and Login**.

You will not be prompted if you have signed in to Helios before.



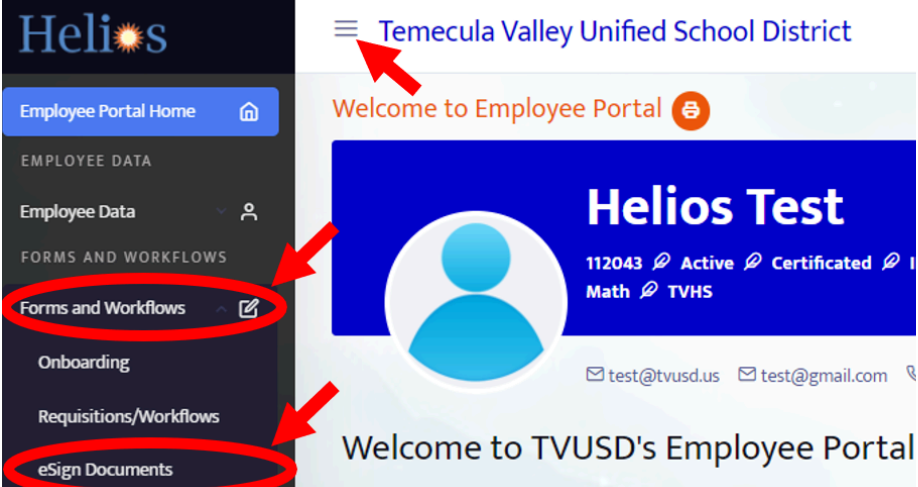
4. Review, Sign, & Submit Document

Log in to the Helios Employee Portal (See step 2)

Click the **3 horizontal lines** to expand the sidebar menu.

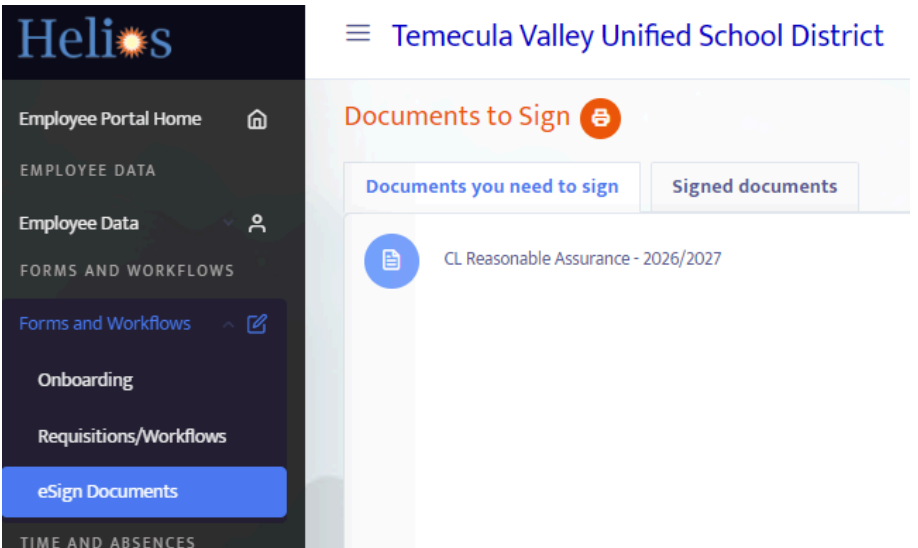
Click **Forms and Workflows** in the navigation pane on the left-side of the screen.

Click **eSign Documents**.



Click the **Documents you need to sign** tab

Click anywhere on the document titled **"CL Reasonable Assurance - 2026/2027"**



Please complete the form by April 24, 2026.

Electronically sign the form

Indicate one of the two options:

- “YES, I will be returning for the 2026/2027 school year”

OR

- “NO, I will not be returning for the 2026/2027 school year”

If you select “NO...”-

Select the applicable notice type:

- Resignation/Retirement





YOU MUST CLICK SAVE & SIGN AT THE BOTTOM OF PAGE 2 TO SUBMIT THIS FORM

Classified Reasonable Assurance

First Name	Last Name	Employee ID	School Year
Helios	Test	123456	2026/2027
Site	Employee Group	Position	
TVHS	CE - CERTIFICATED (01)	Helios High Teacher	
Personal Home Address (Street, City, State, Zip)		Personal Email Address	Personal Phone
31350 Rancho Vista Rd Temecula, CA 92592		test@gmail.com	(800) 555-5555

You are hereby notified that you have Reasonable Assurance of returning to work for TVUSD in the **2026/2027** school year, after the summer recess period. You also have Reasonable Assurance of returning to work in your usual capacity at the close of all holiday and recess periods during that school year. Your services will not be needed during the **2026** summer, unless you are notified in writing by **June 5, 2026**.

You may, nonetheless file an Unemployment Insurance (UI) claim. Your entitlement to benefits will be determined by the Employment Development Department (EDD) and not by this educational institution. If you are not rehired after the recess period, you may be entitled to UI benefits retroactive to the date you filed an initial claim, if you are otherwise eligible and you filed a claim for each week, and if a claim for retroactive benefits is made within 30 days of the start of the next school year/term.

If you file a UI claim, the following address should be written on you claim form:

Temecula Valley Unified School District
C/O WORKFORCE SOLUTIONS
PO Box 283
St. Louis, MO 63166-0283

To update our files, please complete, sign, date, and submit this form on or before **April 24, 2026:**

☐ YES, I will be returning for the 2026/2027 school year.

** DISREGARD PAGE 2 BELOW **

☐ NO, I will not be returning for the 2026/2027 school year.

** CONTINUE TO PAGE 2 BELOW **

BELOW IS MY NOTICE OF: _____

-Sign by clicking here-

Employee Signature: Helios Test

Date: 03/26/2026

E-signed on: 3/26/2026 1:23:09 PM

2026/2027 CLASSIFIED WORK YEAR CALENDAR POSTED ONLINE

Sincerely,
Tiffany Martinez
Director, Human Resources Development

To update our files, please complete, sign, date, and submit this form on or before **April 24, 2026:**

☐ YES, I will be returning for the 2026/2027 school year.

** DISREGARD PAGE 2 BELOW **

☐ NO, I will not be returning for the 2026/2027 school year.

** CONTINUE TO PAGE 2 BELOW **

BELOW IS MY LETTER OF: _____

☒ NO, I will not be returning for the 2026/2027 school year.

** CONTINUE TO PAGE 2 BELOW **

BELOW IS MY NOTICE OF: _____

This field is required

Resignation/Retirement

Continue to Page 2 & complete all required fields

Resignation / Retirement Form

Please accept my resignation/retirement from the Temecula Valley Unified School District on the effective date indicated below:

Retirement

Employee Information			
First Name:	Helios	Last Name:	Test
Birth Date:	10/25/2000	Work Site / Location:	TVHS
Position Type:	Certificated	Employee Group:	CE - CERTIFICATED (01)
Position Title:	Helios High Teacher		Supervisor:
Last TVUSD Work Date:	Select date	Retirement Date:	Select date
Reason:			
Street Address:	City:	State:	Zip:
31350 Rancho Vista Rd	Temecula	CA	92592
Personal Phone #:	(800) 555-5555	Personal Email:	test@gmail.com

Signature: Date: 03/30/2026

Retirement Publications and District Retirement Event	☐ YES - I give permission for TVUSD to publish my name.	☐ YES - I would like to be included in the retirement event. <i>*My name and information may be included regardless of whether I am able to attend the celebration.</i>
	☐ NO - I elect to NOT be included in retirement publications (other than official District business), and NOT be included in a district retirement event.	

Please contact our Substitute Services Technician (951) 506-7954, if you wish to be placed on the substitute list.

NOTE: If an employee leaves before the completion of their entire work year, they may leave owing the District money for salary and/or health benefits received, but not yet earned. This would need to be repaid to the District; and the District will seek reimbursement. For questions when your health benefits end, please contact Risk Management.

Click the blue “Save and Sign” button at the bottom of the packet (after page 2) to submit.

 Save and Sign

Once you have successfully Saved & Signed the form, it will move from the “Documents you need to sign” to the “Signed Documents” tab in Helios.

This is a quick way to verify no further action is required on this document.

≡ Temecula Valley Unified School District

Documents to Sign 

Documents you need to sign

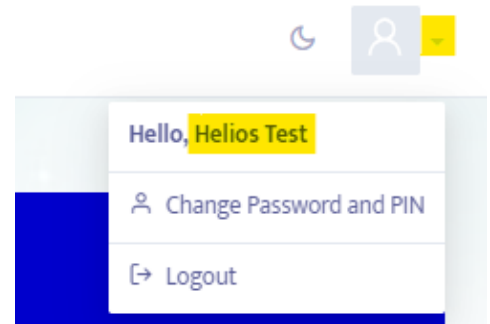
Signed documents

FAQ / Troubleshooting

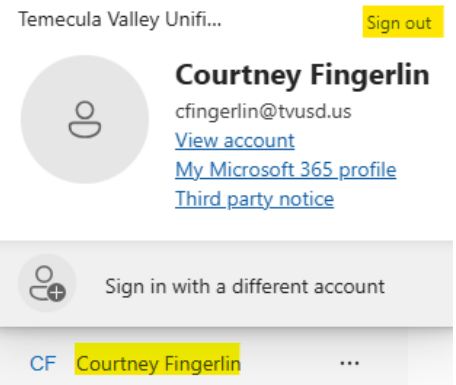
Q1: When trying to login to Helios, it is signing me in under another user

A1: Helios a "smart" login, if another employee has signed into ADFS for any other software program with their credentials today, it will automatically log in as that employee.

In Helios, if you click the person icon at the top right corner of the website & the name shown is not your name please follow the steps below.

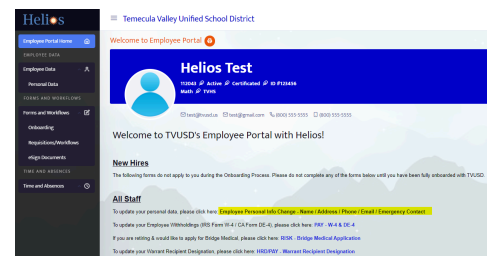


1. To sign out of their account, go to <https://www.office.com/>
2. At the bottom left, click on the **NAME** that shows (not the 3 horizontal dots)
3. At the top right of that pop-up, click Sign Out
4. Return to Helios & log in again with your TVUSD email address



Q2: My personal home address, phone &/or email is incorrect & I cannot edit the form. How do I update this information?

A2: If you need to update your personal contact information (address, phone, email), please complete an [Employee Personal Info Change](#) form in Helios



10: CE Credential & Education

Certificated Credential & Education Verification Process

1. Email from Helios

You will receive an email from Helios Notifications <notifications@heliosedu.com> notifying you of a pending document requiring your review & signature.

Click the link in the email to open the Helios document.

Please review and sign document External Inbox x



Helios Notifications notifications@heliosedu.com via sendgrid.me
to me ▾

Hello

You are requested to review the following document/form and electronically sign it.

Certificated Credential & Education Verification

[Click here to sign the document/form](#)

Thank you.

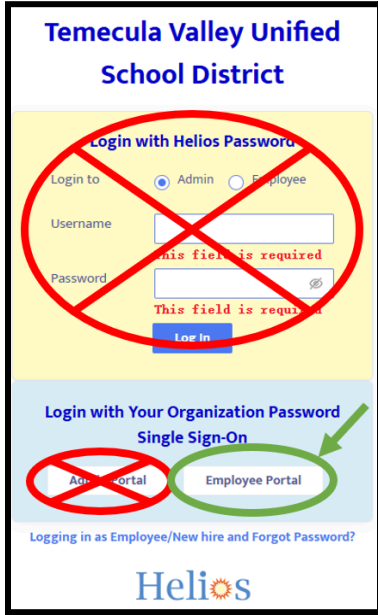
2. Login to Employee Portal

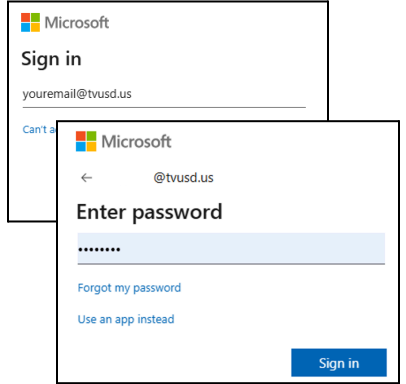
Website:

<https://gethelios.com/temeculavalleyusd/auth/login>

Email and Password: Same credentials as your TVUSD email

NOTE: Helios utilizes Single Sign-On (SSO) hosted through Microsoft. It is a “smart sign in” so if you are signed in to your email account in the browser directly or have authenticated your TVUSD email account via Microsoft for another website that utilizes SSO, Helios will automatically log you in.

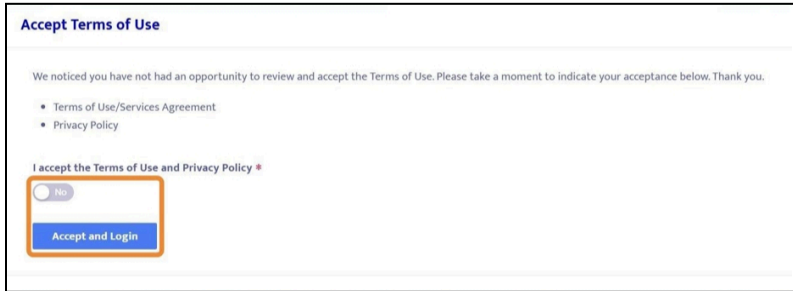




3. Accept Terms of Use

At first login to the Helios Employee Portal, you are asked to accept the terms of use and privacy policy - toggle to **Yes** and click **Accept and Login**.

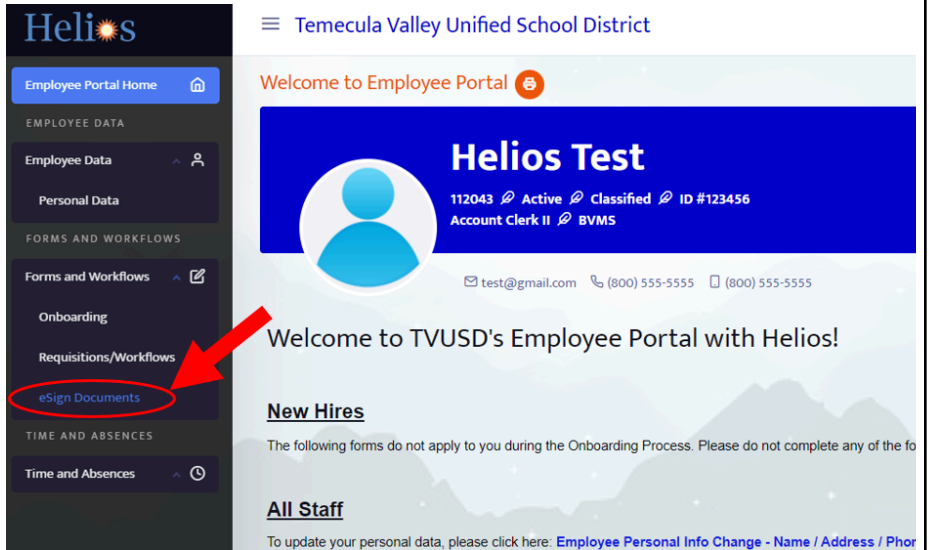
You will not be prompted if you have signed in to Helios before.



4. Review, Sign, & Submit Document

Log in to the Helios Employee Portal
(See step 2)

Click **eSign Documents** in the navigation pane on the left-side of the screen.



Temecula Valley Unified School District

Welcome to Employee Portal

Helios Test
112043 Active Classified ID #123456
Account Clerk II BVMS
test@gmail.com (800) 555-5555 (800) 555-5555

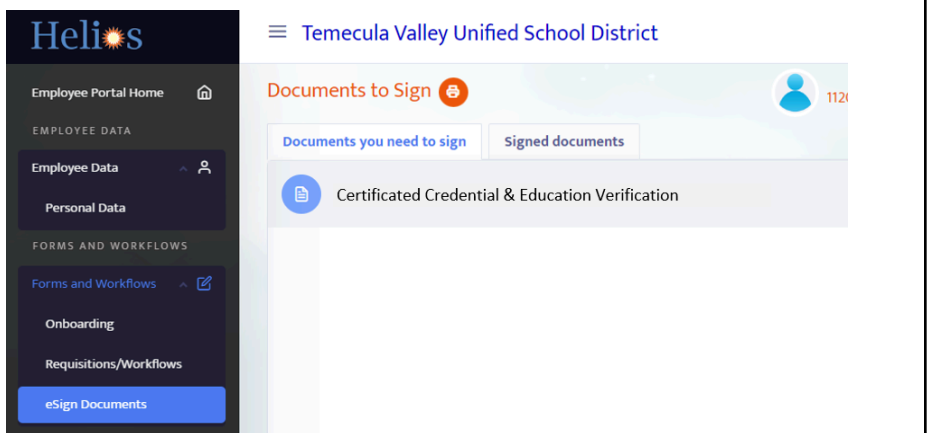
Welcome to TVUSD's Employee Portal with Helios!

New Hires
The following forms do not apply to you during the Onboarding Process. Please do not complete any of the fo

All Staff
To update your personal data, please click here: [Employee Personal Info Change - Name / Address / Phor](#)

Click the **Documents you need to sign** tab

Click anywhere on the document titled **"Certificated Credential & Education Verification"**



Temecula Valley Unified School District

Documents to Sign

Documents you need to sign Signed documents

Certificated Credential & Education Verification

Please review the provided credential information, education units/degrees, District hire date & seniority date

Site TVHS	Position Title Math	Hire Date 07/01/2020	Seniority Date 07/01/2020
--------------	------------------------	-------------------------	------------------------------

Education			
Line #	Degree	Subject	Units
1	BA	Test	55.5
2			

Credentials							
Line #	Document #	License Title	Auth Code	Authorized Subjects	Supplementary Authorized Subjects	License Issue Date	License Expire Date
1	1234567890	Multiple Subject Teaching Credential	R2M			01/01/2026	01/01/2030
2						Select date	Select date

Indicate one of the two options at the bottom of the form:

- **“No changes”** if all information is accurate, or
- **“Changes needed”** if you are submitting corrections or updates.

Acknowledgement

I certify the information displayed above pertaining to my education and credentials requires:

NO CHANGES

Acknowledgement

I certify the information displayed above pertaining to my education and credentials requires:

CHANGES NEEDED

If you select **“Changes needed”**- Enter any corrections or updates that may be needed in the textbox, such as new credentials or authorizations you have obtained.

Examples:

- Additional single subject credential
- English Learner authorization

Please describe the necessary updates to your credential or education data shown below.

Update line 1 of education - units total should be 60.
Add new English Learner authorization.

Electronically Sign the form under the Acknowledgement section.

I HAVE REVIEWED AND NOTED THE FOLLOWING CHANGES/CORRECTIONS IN THE TEXTBOX BELOW.

--Sign by clicking here--

Helios Test

--E-signed on: 1/16/2026 9:27:55 AM

x Remove sign

Click the blue **“Save and Sign”** button at the bottom of the page to submit.

 **Save and Sign**

FAQ / Troubleshooting

Q1: Only one of my authorized subjects is listed for my credential, how can I see all?

Science: Chemistry
(Examination),Scienc

Science: Chemistry
(Examination),Science:
Biological Sciences
(Examination)



The credential form fields are multi-row textboxes. Please be sure to scroll down within the textbox using the up & down arrows to the right of the textbox to read all field contents.

You can resize a multi-row textbox by dragging the resize handle (small square with diagonal lines) at the bottom-right corner of the textbox to adjust its height and width simultaneously, similar to resizing images.

11: SUB Reasonable Assurance

Substitute Reasonable Assurance

1. Email from Helios

You will receive an email from Helios Notifications <notifications@heliosedu.com> notifying you of a pending document requiring your review & signature.

Click the link in the email to open the Helios document.

Please review and sign document External



Helios Notifications notifications@heliosedu.com via sendgrid.me to me ▾

Hello Courtney E Fingerlin,

You are requested to review the following document/form and electronically sign it.

SUB Reasonable Assurance – 2026/2027

[Click here to sign the document/form](#)

Thank you.

2. Login to Employee Portal

2A. TVUSD Email

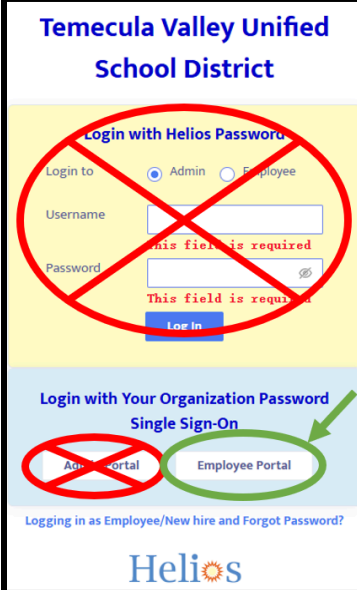
Website:

<https://gethelios.com/temeculavalleyusd/auth/login>

Username: TVUSD email (jdoe@tvusd.us)

Password: TVUSD email password

NOTE: Helios utilizes Single Sign-On (SSO) hosted through Microsoft. It is a “smart sign in” so if you are signed in to your email account in the browser directly or have authenticated your TVUSD email account via Microsoft for another website that utilizes SSO, Helios will automatically log you in.



Temecula Valley Unified School District

Login with Helios Password

Login to ☒ Admin ☐ Employee

Username

Password

This field is required

This field is required

Login

Login with Your Organization Password

Single Sign-On

☒ Admin Portal ☐ Employee Portal

Logging in as Employee/New hire and Forgot Password?

Helios



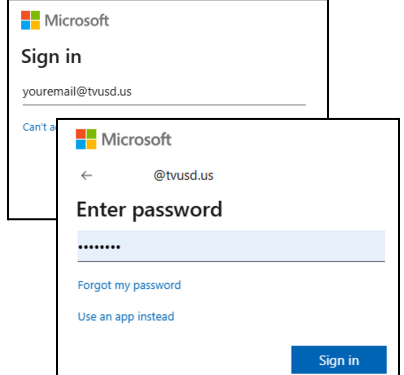
Login with Your Organization Password

Single Sign-On

☒ Admin Portal ☐ Employee Portal

Logging in as Employee/New hire and Forgot Password?

Helios



Microsoft

Sign in

youremail@tvusd.us

Can't access your account?

Microsoft

← @tvusd.us

Enter password

.....

[Forgot my password](#)

[Use an app instead](#)

Sign in

2B. Personal Email

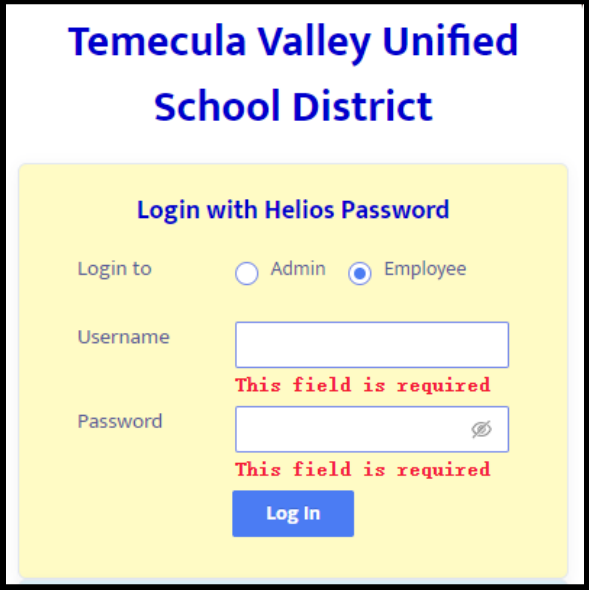
Website:

<https://gethelios.com/temeculavalleyusd/auth/login>

Username: Personal email address
(**NOT TVUSD EMAIL**)

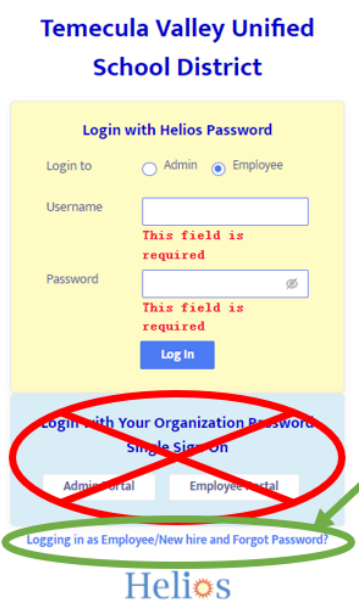
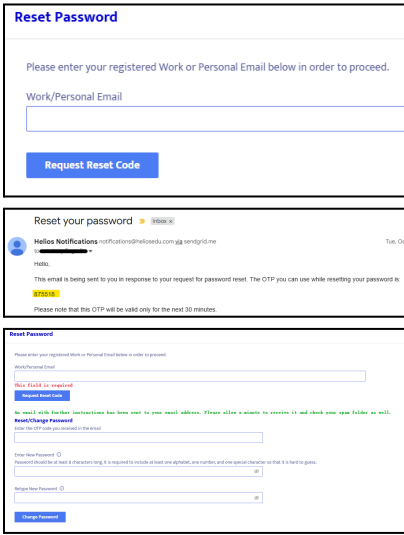
Password: Helios account password

***** If you have never logged in to Helios using your personal email address, please see instructions below *****



At first login to the Helios Employee Portal using your Personal Email Address, you will need to reset your account password

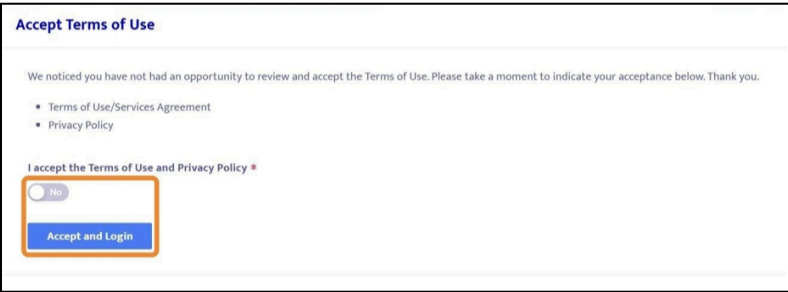
1. Click "[Logging in as Employee/New Hire and Forgot Password?](#)"
2. Type Personal Email Address to request the password reset code.
3. You will receive an email with a One-Time-Passcode (OTP) - Type this 6-digit code into the "Reset Password" box in Helios
4. Enter your New Password, retype to confirm, & click "Change Password"
5. Follow steps in 2B

3. Accept Terms of Use

At first login to the Helios Employee Portal, you are asked to accept the terms of use and privacy policy - toggle to **Yes** and click **Accept and Login**.

You will not be prompted if you have signed in to Helios before.





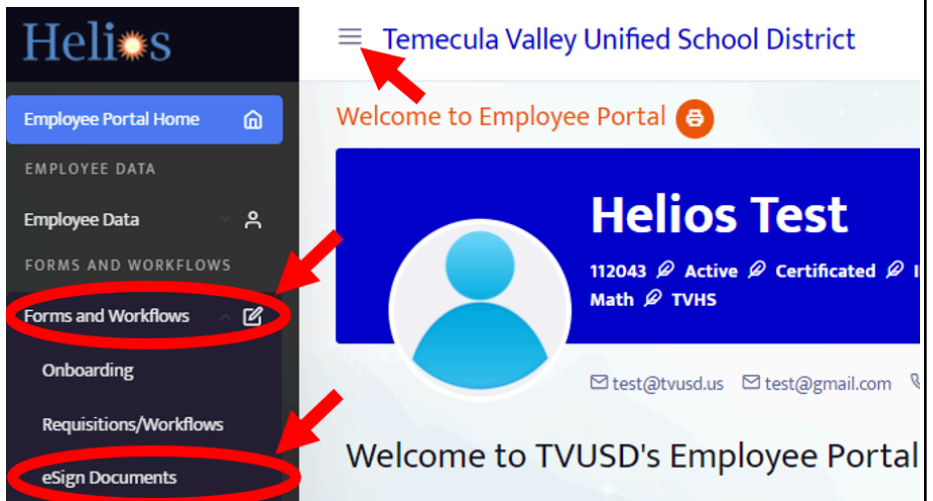
4. Review, Sign, & Submit Document

Log in to the Helios Employee Portal
(See step 2)

Click the **3 horizontal lines** to
expand the sidebar menu.

Click **Forms and Workflows** in the
navigation pane on the left-side of
the screen.

Click **eSign Documents**.



Helios

Employee Portal Home

EMPLOYEE DATA

Employee Data

FORMS AND WORKFLOWS

Forms and Workflows

Onboarding

Requisitions/Workflows

eSign Documents

Temecula Valley Unified School District

Welcome to Employee Portal

Helios Test

112043 Active Certified I

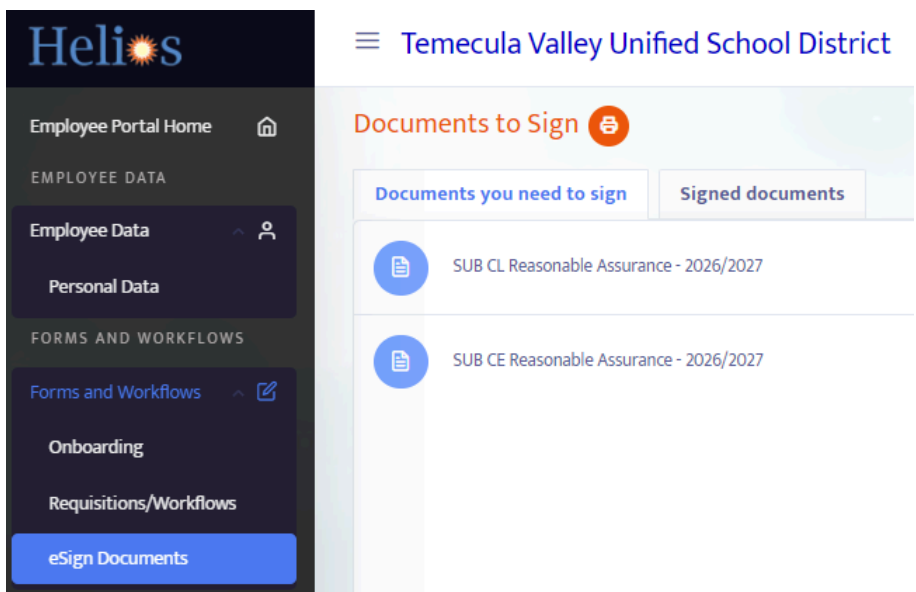
Math TVHS

test@tvusd.us test@gmail.com

Welcome to TVUSD's Employee Portal

Click the **Documents you need to
sign** tab

Click anywhere on the document
titled "**SUB CE/CL Reasonable
Assurance - 2026/2027**"



Helios

Employee Portal Home

EMPLOYEE DATA

Employee Data

Personal Data

FORMS AND WORKFLOWS

Forms and Workflows

Onboarding

Requisitions/Workflows

eSign Documents

Temecula Valley Unified School District

Documents to Sign

Documents you need to sign Signed documents

SUB CL Reasonable Assurance - 2026/2027

SUB CE Reasonable Assurance - 2026/2027

Please complete the form by May 29, 2026.

Electronically sign the form



YOU MUST CLICK "SAVE & SIGN" AT THE BOTTOM OF PAGE 1 TO SUBMIT THIS FORM

Certificated Substitute Reasonable Assurance

First Name	Last Name	Employee ID	School Year
Helios	Test	123456	2026/2027
Site	Employee Group	Position	
TVHS	CE - CERTIFICATED (01)	Helios High Teacher	
Personal Home Address (Street, City, State, Zip)		Personal Email Address	Personal Phone
31350 Rancho Vista Rd Temecula, CA 92592		test@gmail.com	(800) 555-5555

You are hereby notified that you have reasonable assurance of returning to work for TVUSD in the **2026/2027** school year as an on-call substitute beginning on or about **August 14, 2026**. You also have reasonable assurance of returning to work in a substitute capacity at the close of all holiday and recess periods during that school year, including the Thanksgiving, winter, and spring breaks, so long as you choose to remain on our substitute list. Your services will not be needed during the **2026** summer break, unless you are notified in writing by **June 5, 2026**.

Under California Unemployment Insurance Code, individuals employed by an educational institution who work during the academic year are generally ineligible for benefits during periods between academic years and scheduled breaks if they have been provided reasonable assurance of returning to work in the same or similar capacity in the subsequent academic year or term. The District considers issuance of a contract, assignment, or written notification of continued employment for the upcoming school year, including this notice, as reasonable assurance of reemployment.

Please note, you are permitted to file an unemployment claim with the Employment Development Department ("EDD") at the conclusion of the academic year or term and the EDD, not the District, will make a determination related to your eligibility. If you are not offered an opportunity to provide service during the **2026-27** school year, you shall be entitled to retroactive benefits so long as you file a timely claim with EDD. Please visit www.edd.ca.gov for additional information and note that the District's mailing address is 31350 Rancho Vista Road, CA 92592.

To update our files, please complete, sign, date, and submit this form on or before **May 29, 2026**:

☐ YES, I accept the District's offer to return as an on-call substitute employee during the 2026/2027 school year.

☐ NO, I do not accept the District's offer to return as an on-call substitute employee during the 2026/2027 school year.

If you request NOT to work as an on-call substitute, or if the District does not receive your reply by **May 29, 2026**, your name will be removed from the District's substitute list.

Substitute Signature:  Date: 04/07/2026
-E signed on: 4/7/2026 11:34:05 AM
 Remove Sign

Sincerely,
Francisco Ace
 Assistant Superintendent
 Human Resources Development



YOU MUST CLICK "SAVE & SIGN" AT THE BOTTOM OF PAGE 1 TO SUBMIT THIS FORM

Classified Substitute Reasonable Assurance

First Name	Last Name	Employee ID	School Year
Helios	Test	123456	2026/2027
Site	Employee Group	Position	
TVHS	CE - CERTIFICATED (01)	Helios High Teacher	
Personal Home Address (Street, City, State, Zip)		Personal Email Address	Personal Phone
31350 Rancho Vista Rd Temecula, CA 92592		test@gmail.com	(800) 555-5555

You are hereby notified that you have Reasonable Assurance of returning to work for TVUSD in the **2026/2027** school year as an on-call substitute. You also have Reasonable Assurance of returning to work in a substitute capacity at the close of all holiday and recess periods during that school year. Your services will not be needed during the **2026** summer, unless you are notified in writing by **June 30, 2026**.

You may nonetheless file an Unemployment Insurance (UI) claim. Your entitlement to benefits will be determined by the Employment Development Department (EDD) and not by this educational institution. If you are not rehired after the recess period, you may be entitled to UI benefits retroactive to the date you filed an initial claim, if you are otherwise eligible and you filed a claim for each week, and if a claim for retroactive benefits is made within 30 days of the start of the next school year/term.

To update our files, please complete, sign, date, and submit this form on or before **May 29, 2026**:

☐ YES, I wish to work as an on-call substitute for the 2026/2027 school year

☐ NO, I do not wish to work as an on-call substitute for the 2026/2027 school year

If you request NOT to work as an on-call substitute, or if the District does not receive your reply by **May 29, 2026**, your name will be removed from the District's substitute list.

Substitute Signature:  Date: 04/07/2026
-E signed on: 4/7/2026 11:34:38 AM
 Remove Sign

Sincerely,
Francisco Ace
 Assistant Superintendent
 Human Resources Development

Indicate one of the two options:

- “**YES**, I wish to work as an on-call substitute for the 2026/2027 school year”

OR

- “**NO**, I do not wish to work as an on-call substitute for the 2026/2027 school year”

To update our files, please complete, sign, date, and submit this form on or before **May 29, 2026**:

☐ YES, I wish to work as an on-call substitute for the 2026/2027 school year

☐ NO, I do not wish to work as an on-call substitute for the 2026/2027 school year

Click the blue “**Save and Sign**” button at the bottom of the packet (after page 1) to submit.

 **Save and Sign**

Once you have successfully Saved & Signed the form, it will move from the “Documents you need to sign” to the “**Signed Documents**” tab in Helios.

This is a quick way to verify no further action is required on this document.

≡ Temecula Valley Unified School District

Documents to Sign 

Documents you need to sign

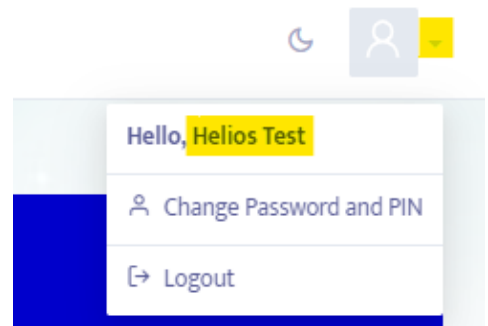
Signed documents

FAQ / Troubleshooting

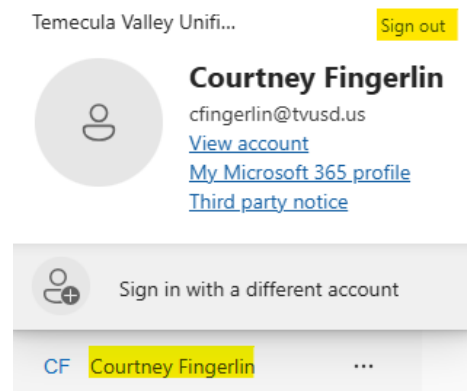
Q1: When trying to login to Helios, it is signing me in under another user

A1: Helios a "smart" login, if another employee has signed into ADFS for any other software program with their credentials today, it will automatically log in as that employee.

In Helios, if you click the person icon at the top right corner of the website & the name shown is not your name please follow the steps below.

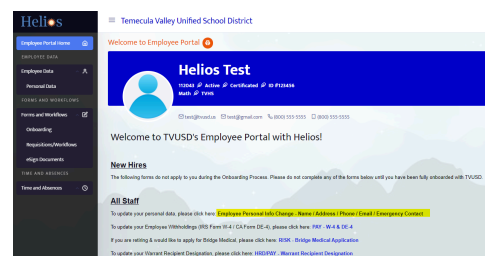


5. To sign out of their account, go to <https://www.office.com/>
6. At the bottom left, click on the **NAME** that shows (not the 3 horizontal dots)
7. At the top right of that pop-up, click Sign Out
8. Return to Helios & log in again with your TVUSD email address



Q2: My personal home address, phone &/or email is incorrect & I cannot edit the form. How do I update this information?

A2: If you need to update your personal contact information (address, phone, email), please complete an [Employee Personal Info Change](#) form in Helios



12: Risk Managment

Section 1: Signing In

Employee Portal with TVUSD Email Address

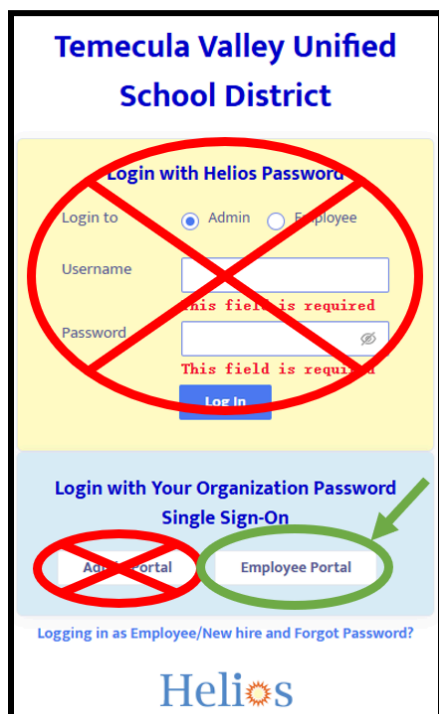
Website: <https://gethelios.com/temeculavalleyusd/auth/login>

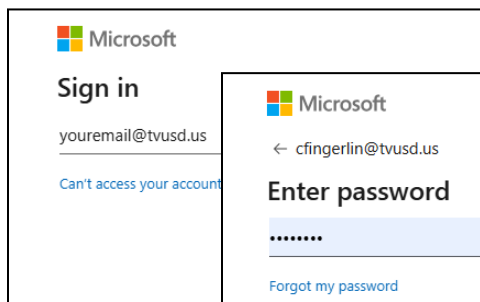
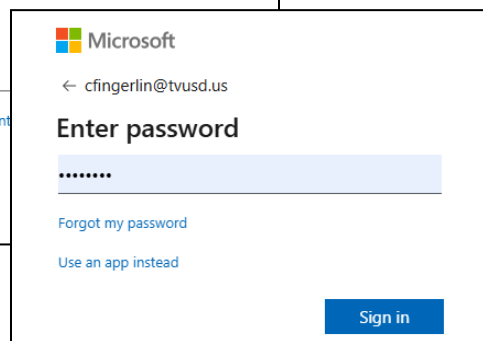
Click **Employee Portal** in **BLUE** section

Username: TVUSD email (someone@tvusd.us)

Password: TVUSD email password

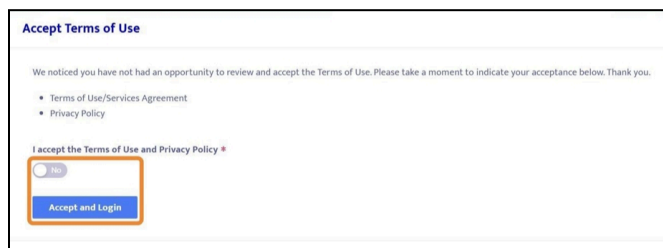
NOTE: Helios utilizes Single Sign On (SSO) hosted through Microsoft. It is a "smart sign in" so if you are logged into your Microsoft email account in the browser directly or have authenticated your TVUSD email account via Microsoft for another website that utilizes SSO, Helios will automatically sign you in.



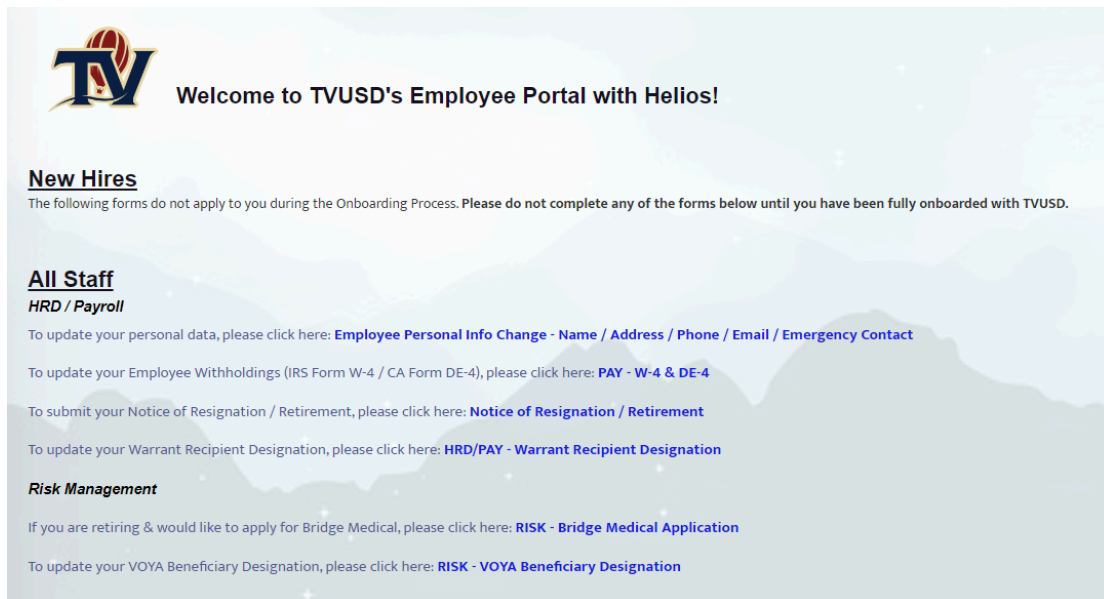
Accept Terms of Use

At first login to the Helios Employee Portal, you are asked to accept the terms of use and privacy policy - toggle to **Yes** and click **Accept and Login**. *You will not be prompted if you have signed in to Helios before.*



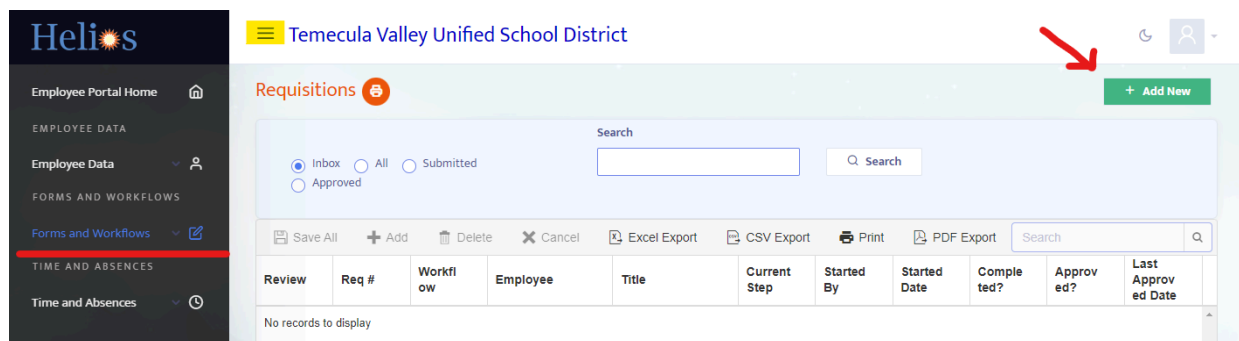
Section 2: Employee Portal

Commonly used workflow links can be found on the Home page

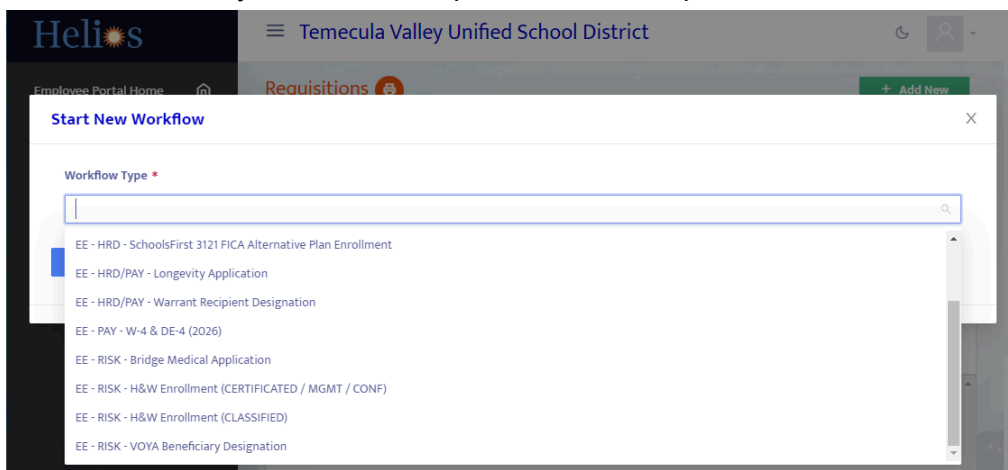


If you do not see the form you need to submit, navigate to the Workflows Dashboard.

Forms and Workflows >> Requisitions/Workflows >> Add New



You will be able to select the form you need to complete from the dropdown menu.



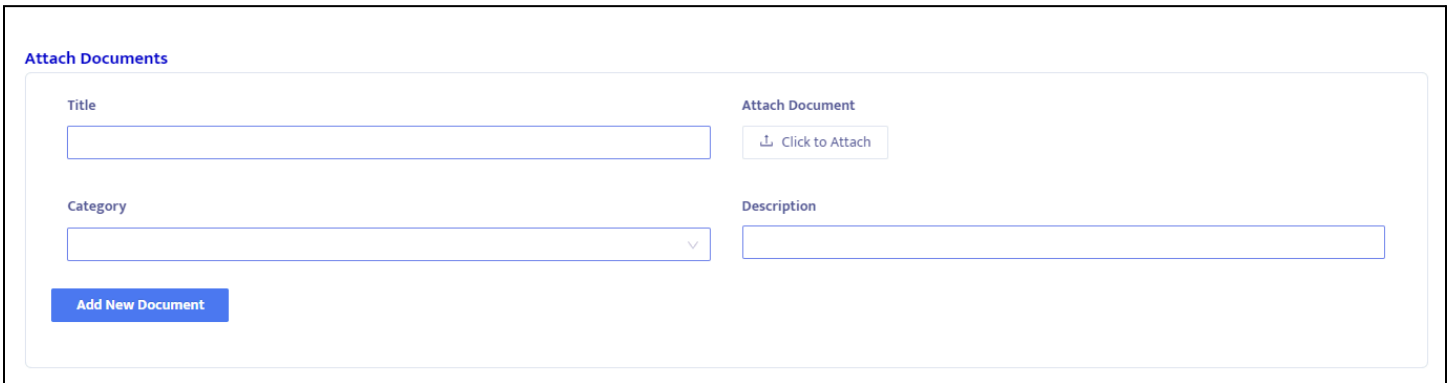
Risk Management has the following forms available on Helios:

- EE - Risk Medical Bridge Application
- EE - Health & Welfare Enrollment (Certificated/MGMT/CONF)
- EE - Health & Welfare Enrollment (Classified)
- EE – VOYA Beneficiary Designation

To add attachments to your form submission, scroll down to the bottom of the page.

- **Title:** Describe the attachment (ex. Proof of coverage, birth certificate, marriage certificate, etc.)
- **Attach Document:** select the document you would like to upload from your device
- **Category:**
- **Description:** Not required

Click the blue “Add New Document” button



Attach Documents

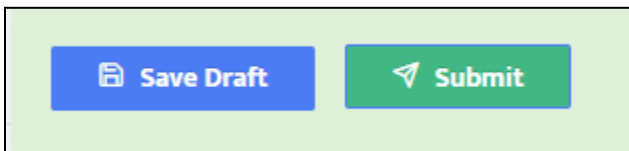
Title

Attach Document

Category

Description

Click the green “Submit” button at the bottom of the page to submit.

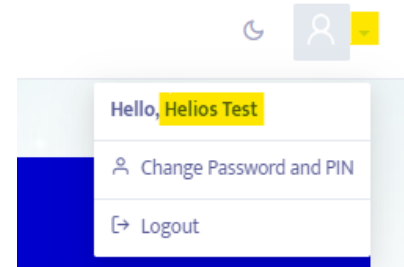


FAQ / Troubleshooting

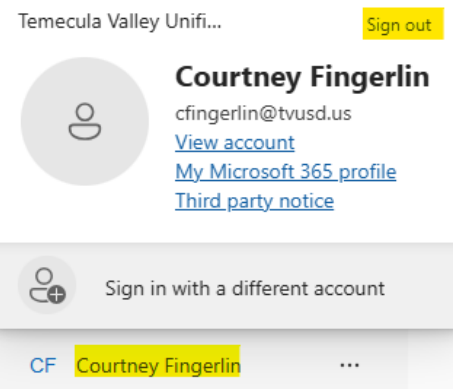
Q1: When trying to login to Helios, it is signing me in under another user

A1: Helios a "smart" login, if another employee has signed into ADFS for any other software program with their credentials today, it will automatically log in as that employee.

In Helios, if you click the person icon at the top right corner of the website & the name shown is not your name please follow the steps below.

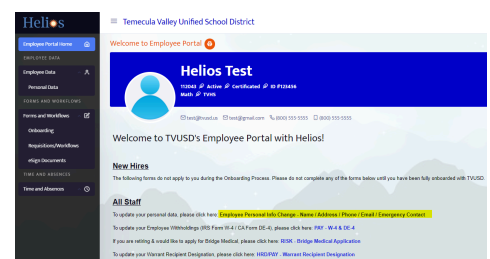


1. To sign out of their account, go to <https://www.office.com/>
2. At the bottom left, click on the **NAME** that shows (not the 3 horizontal dots)
3. At the top right of that pop-up, click Sign Out
4. Return to Helios & log in again with your TVUSD email address



Q2: My personal home address, phone &/or email is incorrect & I cannot edit the form. How do I update this information?

A2: If you need to update your personal contact information (address, phone, email), please complete an [Employee Personal Info Change](#) form in Helios



Q3: I have more than 4 beneficiaries for my VOYA Beneficiary Designation, how do I add more?

A3: Please attach a list of the additional beneficiaries to the workflow. Be sure to include all required information as shown on the form.

Name (First, Middle Initial, Last / Full Trust Name)	Birth Date / Trust Date	Gender	SSN/TIN	Relationship	%	Beneficiary Type
Attach Documents Title: Attach Document: Category: Description: Add New Document						

13: WorkAbility Student Workers

WorkAbility - Student Workers Onboarding

Welcome Email from Helios

A welcome email will be sent from Helios Notifications <notifications@heliosedu.com> to the Student's personal email.

Follow the steps to create a password for Helios.

If you have a Helios password already, skip Step 1, proceed to Step 2, & login to Helios.

Welcome to Onboarding for Temecula Valley Unified School District

Convert to PDF

External Inbox x



Helios Notifications notifications@heliosedu.com via sendgrid.me
to me

1:12 PM (0 minutes ago) ☆ ⌂ ↶ ⋮

Hi

Welcome to the Temecula Valley Unified School District WorkAbility! To become a student worker, you will need to complete forms through an online portal, Helios.

To begin, you need to set up your Helios account and complete your onboarding forms. Please follow the simple steps below using your **personal email address**

Step 1: Create Helios Password for Personal Email

- To setup a password, please click this link: <https://gethelios.com/temeculavalleyusd/auth/login?cmd=showemreset>
- Enter your personal email address and click **Request Reset Code**.
- Look for a 6-digit code sent to your email, and type that code into the box on the Helios screen.
- Create your new password. Your password must have
 - At least 8 characters
 - Letters and Numbers
 - At least 1 UPPERCASE LETTER
 - At least 1 special character (such as ! or #)
- Click **Change Password**

Step 2: Log in to Helios

- Go to the website: <https://gethelios.com/temeculavalleyusd>
- Choose **Employee** and log in using your **personal email address** and your newly created password (from step 1).
- If prompted to accept the terms of use, toggle to **Yes** and click **Accept and Login**.

Step 3: Complete your Onboarding Packet

- Once logged in, your **Onboarding Packet** will appear.
- Click through the **tabs** on the screen to fill out your information. You must complete each page before moving on to the next.
- Click **Submit** when you are done. You will see a confirmation screen that says "Onboarding is Complete"

Need Help?

If you have any trouble, please reach out to Itza Chavira <ichavira@tvusd.us> or Bridget Denton <bdenton@tvusd.us> for help.

Please do not reply to this email as this is an automated email and is not monitored.

Thank you,
TVUSD Human Resources Development

Step 1 - Set/Reset Password for Personal Email

- Type your personal email address & click **Request Reset Code**.
- You will receive an email to your personal email with a One-Time-Passcode (OTP). Type this 6-digit code into the "Reset Password" box in Helios.
- Create a new password. Password must have:
 - At least 8 characters
 - Letters and Numbers,
 - At least 1 UPPERCASE LETTER
 - At least 1 special character (such as ! or #)
- Click "Change Password"

Reset Password

Please enter your registered Work or Personal Email below in order to proceed.

Work/Personal Email

Request Reset Code

Reset your password > Inbox x



Helios Notifications notifications@heliosedu.com via sendgrid.me

Tue, Oc

Hello,

This email is being sent to you in response to your request for password reset. The OTP you can use while resetting your password is:

875518

Please note that this OTP will be valid only for the next 30 minutes.

Reset Password

Please enter your registered Work or Personal Email below in order to proceed.

Work/Personal Email

This field is required

[Request Reset Code](#)

An email with further instructions has been sent to your email address. Please allow a minute to receive it and check your spam folder as well.

Reset/Change Password

Enter the OTP code you received in the email

Enter New Password

Password should be at least 8 characters long. It is required to include at least one alphabet, one number, and one special character so that it is hard to guess.

Retype New Password

[Change Password](#)

Step 2 - Login

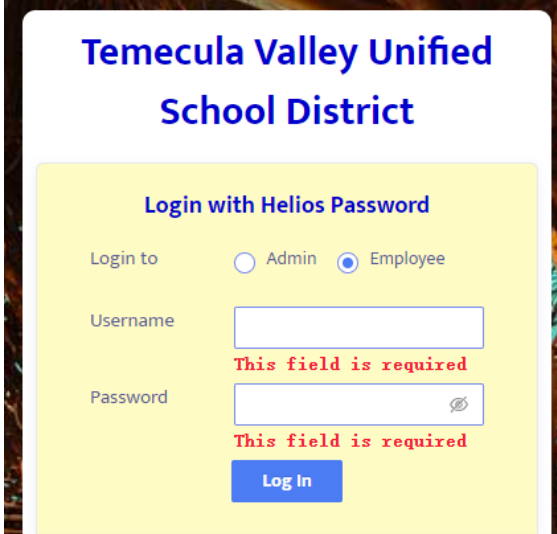
Return to the Helios home screen to login with your personal email & new password in the **YELLOW** section

Website:

<https://gethelios.com/temeculavalleyusd/auth/login>

Username: Personal email address
(NOT TVUSD EMAIL)

Password: Helios account password



Temecula Valley Unified School District

Login with Helios Password

Login to ☐ Admin ☒ Employee

Username

This field is required

Password

This field is required

[Log In](#)

At first login to the Helios Employee Portal, you are asked to accept the terms of use and privacy policy - toggle to **Yes** and click **Accept and Login**.

You will not be prompted if you have signed in to Helios before.

Accept Terms of Use

We noticed you have not had an opportunity to review and accept the Terms of Use. Please take a moment to indicate your acceptance below. Thank you.

- Terms of Use/Services Agreement
- Privacy Policy

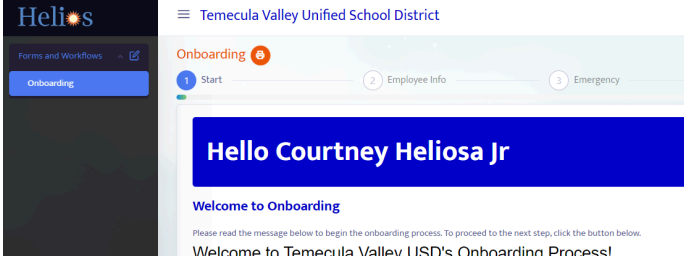
I accept the Terms of Use and Privacy Policy *

☒ Yes

[Accept and Login](#)

Step 3 - Complete Onboarding Packet

- Once logged in, your **Onboarding Packet** will appear.
- Click through the **tabs** on the screen to fill out your information. You must complete each page before moving on to the next.



Helios

Temecula Valley Unified School District

Forms and Workflows

Onboarding

Onboarding 6

1 Start 2 Employee Info 3 Emergency

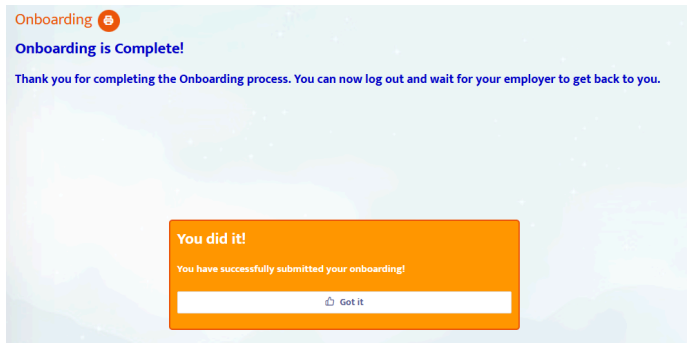
Hello Courtney Heliosa Jr

Welcome to Onboarding

Please read the message below to begin the onboarding process. To proceed to the next step, click the button below.

Welcome to Temecula Valley USD's Onboarding Process!

3. Click **Submit** when you are done. You will see a confirmation screen that says *"Onboarding is Complete!"*



If you have any trouble, please reach out to Itza Chavira <ichavira@tvusd.us> or Bridget Denton <bdenton@tvusd.us> for help.

14: AENP

Annual Employee Notification Packet

1. Email from Helios

You will receive an email from Helios Notifications <notifications@heliosedu.com> notifying you of a pending document requiring your review & signature.

Click the link in the email to open the Helios document.

Please review and sign document External



Helios Notifications notifications@heliosedu.com via sendgrid.me
to me ▾

Hello

You are requested to review the following document/form and electronically sign it.

Annual Employee Notification Packet

[Click here to sign the document/form](#)

Thank you.

2. Login to Employee Portal

2A. TVUSD Email

Website:

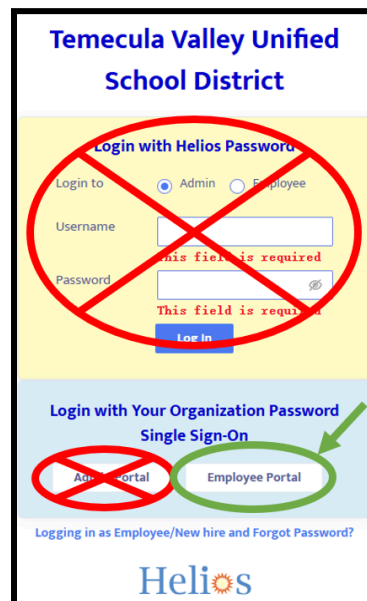
<https://gethelios.com/temeculavalleyusd/auth/login>

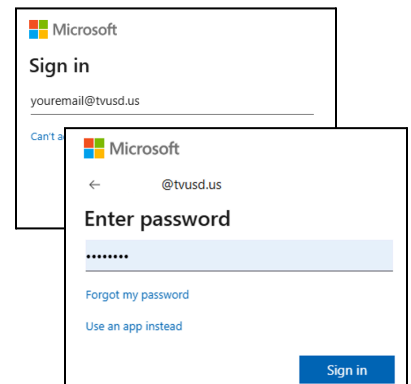
Click **Employee Portal** in BLUE section

Username: TVUSD email (jdoe@tvusd.us)

Password: TVUSD email password

NOTE: Helios utilizes Single Sign-On (SSO) hosted through Microsoft. It is a "smart sign in" so if you are signed in to your email account in the browser directly or have authenticated your TVUSD email account via Microsoft for another website that utilizes SSO, Helios will automatically log you in.





2B. Personal Email

Website:

<https://gethelios.com/temeculavalleyusd/auth/login>

Username: Personal email address
(NOT TVUSD EMAIL)

Password: Helios account password

***** If you have never logged in to Helios using your personal email address, please see instructions below *****

Temecula Valley Unified School District

Login with Helios Password

Login to ☐ Admin ☒ Employee

Username

This field is required

Password

This field is required

Log In

At first login to the Helios Employee Portal using your Personal Email Address, you will need to reset your account password

6. Click "[Logging in as Employee/New Hire and Forgot Password?](#)"
7. Type your Personal Email Address to request the password reset code
8. You will receive an email with a One-Time-Passcode (OTP) - Type this 6-digit code into the "Reset Password" box in Helios
9. Enter your New Password, retype to confirm, & click "Change Password"
10. Follow steps in 2B

Temecula Valley Unified School District

Login with Helios Password

Login to ☐ Admin ☒ Employee

Username

This field is required

Password

This field is required

Log In

Logging in as Employee/New Hire and Forgot Password?

Admin Portal Employee Portal

Helios

Reset Password

Please enter your registered Work or Personal Email below in order to proceed.

Work/Personal Email

Request Reset Code

Reset your password

Helios Notifications notifications@helioseds.com gip.smygindme

Reset

This email is being sent to you in response to your request for password reset. The OTP you can use while resetting your password is:

123456

Please note that this OTP will be valid only for the next 30 minutes.

Reset Password

Please enter your registered Work or Personal Email below in order to proceed.

Work/Personal Email

This field is required

Request Reset Code

An email with further instructions has been sent to your email address. Please allow a minute to receive it and check your spam folder as well.

Reset/Change Password

Enter New Password (12)

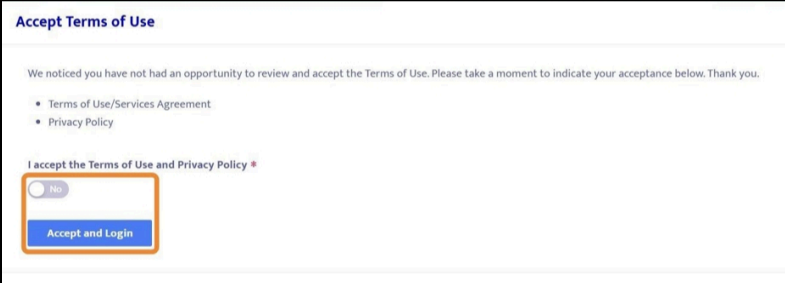
Confirm New Password (12)

Change Password

3. Accept Terms of Use

At first login to the Helios Employee Portal, you are asked to accept the terms of use and privacy policy - toggle to **Yes** and click **Accept and Login**.

You will not be prompted if you have signed in to Helios before.



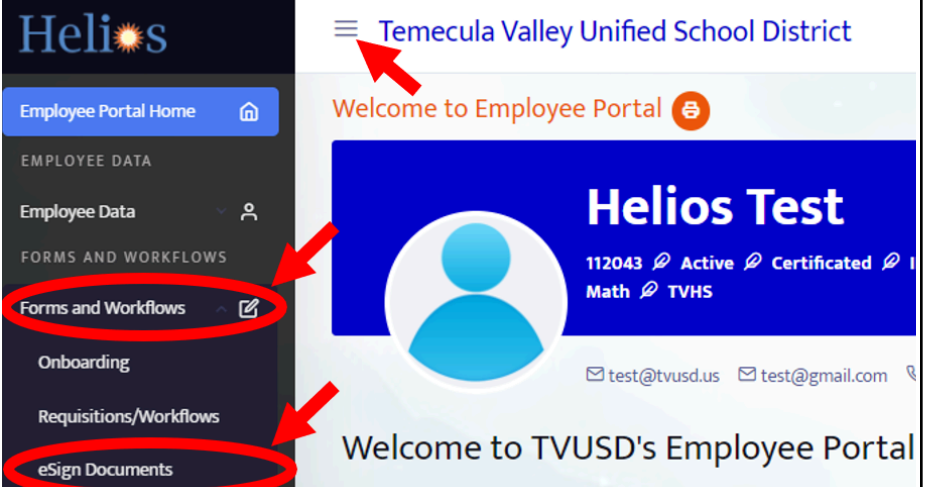
4. Review, Sign, & Submit Document

Log in to the Helios Employee Portal
(See step 2)

Click the **3 horizontal lines** to expand the sidebar menu.

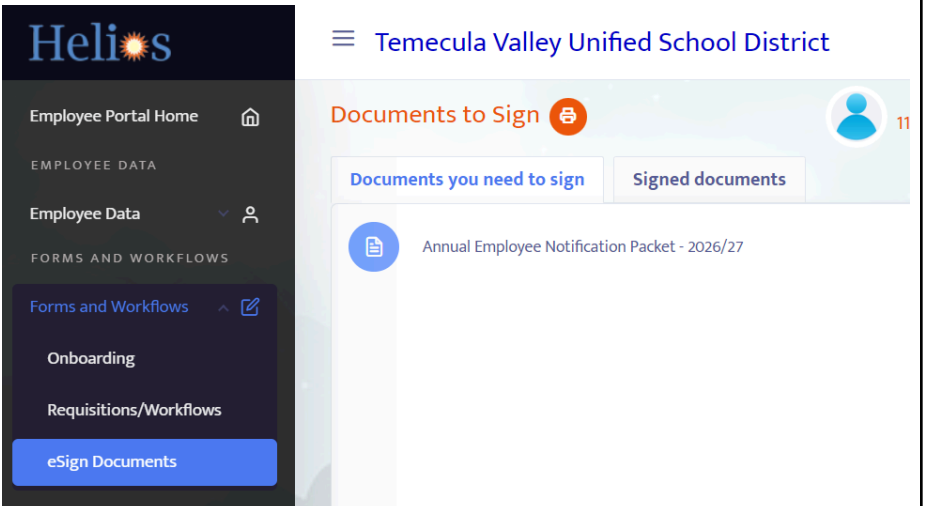
Click **Forms and Workflows** in the navigation pane on the left-side of the screen.

Click **eSign Documents**.



Click the **Documents** you need to sign tab

Click anywhere on the document titled **"Annual Employee Notification Packet"**



Please complete the form by
October 9, 2026.

Electronically sign the form



**Temecula Valley Unified School District
Annual Employee Notification Packet 2026 - 2027**

SIGNATURE ACKNOWLEDGEMENT FORM

All District Employees –

*Please fill out this form and return it to your Department/
Site Secretary by Friday, October 9, 2026*

Please do not return this form to Human Resources Development

This form will notify the Temecula Valley Unified School District, my employer, that I have been instructed on where I may access and review the 2026/27 Annual Employee Notification Packet (AENP) and/or review a hard copy available at my department/site administrative office. I may also access and review the 2026/27 AENP at the following link:

Employee Name:

Department/ School Site:

Job Title:

Employee Type:

Signature: **Date:**

https://drive.google.com/drive/folders/1PEYvCG-fDd0Zht4tSpMH3VK3cL_vdMa7F?usp=drive_link

Click the blue **"Save and Sign"** button at the bottom of the packet to submit.

 **Save and Sign**

Once you have successfully Saved & Signed the form, it will move from the "Documents you need to sign" to the **"Signed Documents"** tab in Helios.

This is a quick way to verify no further action is required on this document.

 **Temecula Valley Unified School District**

Documents to Sign 

Documents you need to sign

Signed documents

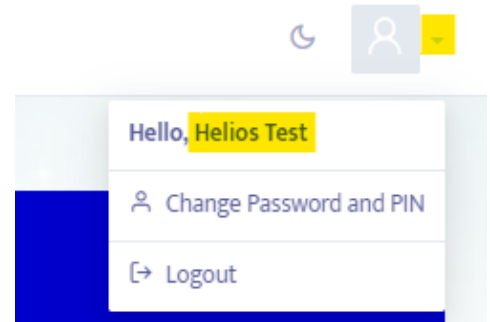


FAQ / Troubleshooting

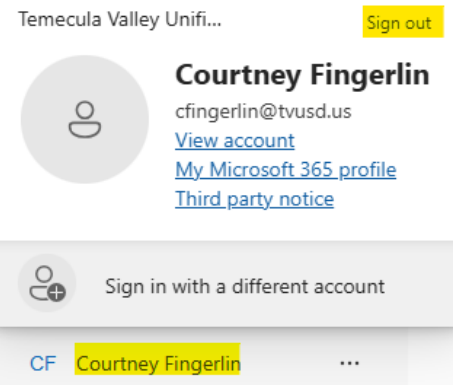
Q1: When trying to login to Helios, it is signing me in under another user

A1: Helios a "smart" login, if another employee has signed into ADFS for any other software program with their credentials today, it will automatically log in as that employee.

In Helios, if you click the person icon at the top right corner of the website & the name shown is not your name please follow the steps below.



9. To sign out of their account, go to <https://www.office.com/>
10. At the bottom left, click on the **NAME** that shows (not the 3 horizontal dots)
11. At the top right of that pop-up, click Sign Out
12. Return to Helios & log in again with your TVUSD email address



Q2: My personal home address, phone &/or email is incorrect & I cannot edit the form. How do I update this information?

A2: If you need to update your personal contact information (address, phone, email), please complete an [Employee Personal Info Change](#) form in Helios

