

Frequently Asked Questions

How do I sign on to the Employee Access Center (EAC)?

You have many choices – both at work and at non-work locations.

At Work:

1. Each pay period you will receive an email message that states, “Your pay information is available on the Employee Access Center (EAC)”. Simply click the link in the mail and it will take you to the EAC. Then all you have to do is type in your User ID and Password.

-OR-

2. Click on the Internet Explorer on your CCPS computer desktop and type the following web address in your browser:

<https://eac.ccps.wan/eac5/Login.aspx>

Then all you have to do is type in your User ID and Password.

-OR-

3. Click on the TS Web Portal Icon on your desktop or in your internet explorer favorites and then click Employee Access Center from application group two. Then all you have to do is type on your User ID and Password.

At Home (or any non-work computer):

1. Click on the Internet Explorer and type the following web address in your browser:

<https://eac.carrollk12.org/eac51/Login.aspx>

Then all you have to do is type in your User ID and Password just like you were at work.

What is my User ID and Password?

Each employee has a unique User ID (often called “AD username”) and Password.

Your User ID is almost always the first initial of your first name, the first initial of your middle name, and then the first 5 letters of your last name. So, for example, Harry S. Truman would have a username of **hstruma**. If you need assistance with your User ID please contact the person at your school or department who can access the User Management System (typically the cost center administrator) or contact Technology Services at extension 3500.

Your password is something that you create after you log in for the first time. If you have never logged on before, your password is going to be your Employee ID number. After your initial login you will be prompted to change/create your own password.

What if I don't have a computer assigned to me at work?

If you currently do not have a computer assigned to you at work it is okay! Each school has a designated computer area where employees are able to view their payroll information. Check with your school's principal's office to verify where the computer is located.

What if I have trouble signing in at work or have other questions?

Again, don't worry. The financial secretary at your school is the designated expert there to assist you. If the problem cannot be solved with the financial secretary's assistance, it may be necessary to enter a Technology Services Helpdesk Request ticket. The financial secretary can assist you with the TS Helpdesk process as well.

If this information secure?

YES!! The information is kept behind the Carroll County Public School's firewall even though you can view it on the internet with the proper User ID and Password. CCPS uses SSL encryption similar to online banking transactions.