

# Employee Access Center (EAC) and Email access



Carroll County Public Schools  
Building the Future



## How to check your email and log into the Employee Access Center from HOME

For assistance with email/log in issues, please contact the  
Help Desk at 410-751-3501.

Wendy A. Clise  
Jocelyn Quinn-York

410-751-3176  
410-751-3077

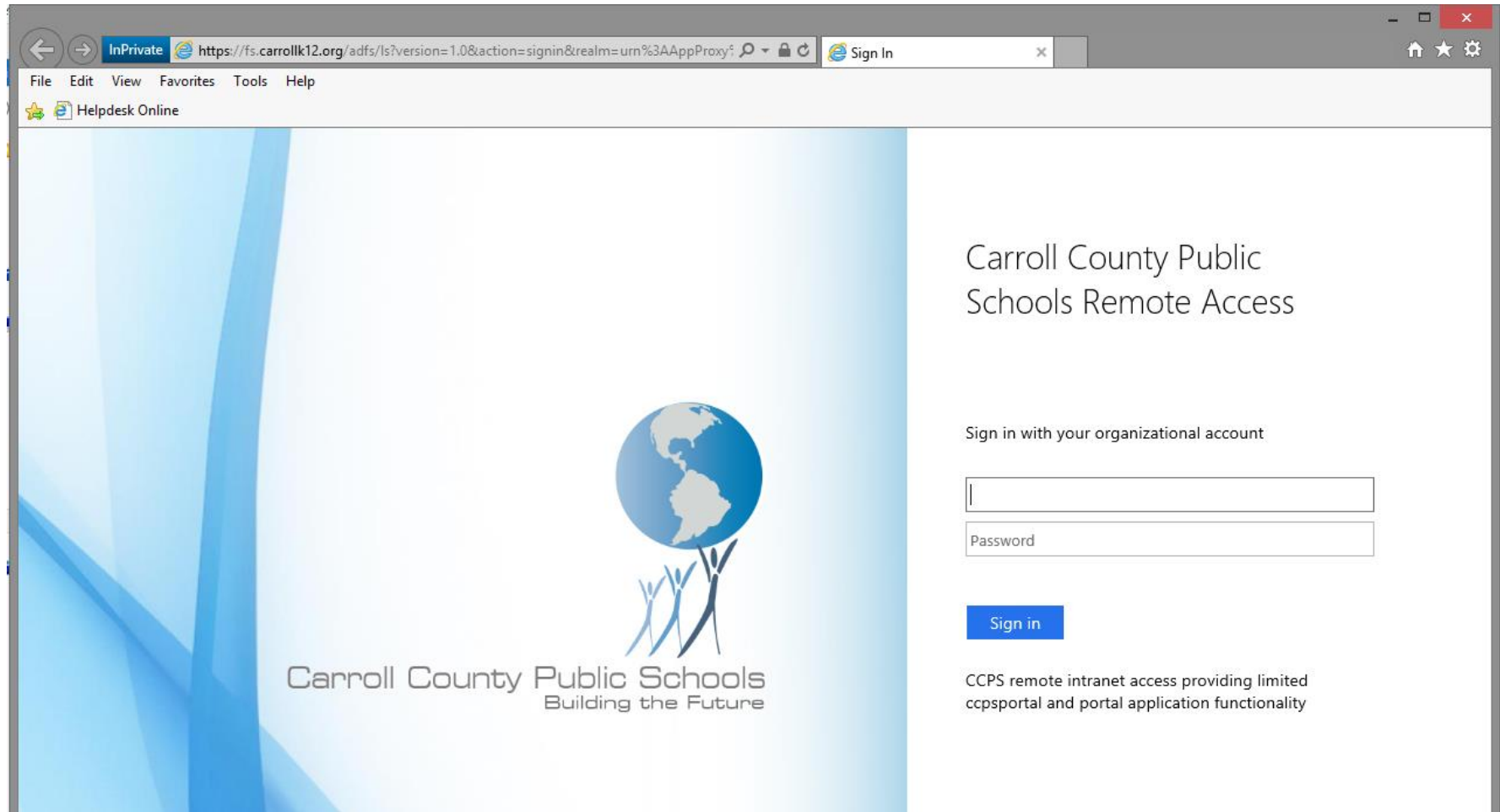
# Open your web browser....



Enter the following web address into the toolbar:  
<https://remote.carrollk12.org>



**Enter your e-mail (ex. jtest@carrollk12.org) and password  
and click 'Sign in'**



The screenshot shows a web browser window with the address bar displaying `https://fs.carrollk12.org/adfs/ls?version=1.0&action=signin&realm=urn%3AAAppProxy%3A`. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. A bookmark for 'Helpdesk Online' is visible. The page features a large blue abstract graphic on the left with the Carroll County Public Schools logo, which consists of a globe and stylized figures holding hands, with the text 'Carroll County Public Schools Building the Future' below it. On the right, the heading 'Carroll County Public Schools Remote Access' is displayed. Below this, the text 'Sign in with your organizational account' is followed by two input fields: one for the email address and another labeled 'Password'. A blue 'Sign in' button is positioned below the password field. At the bottom, a note states: 'CCPS remote intranet access providing limited ccpsportal and portal application functionality'.

Carroll County Public Schools Remote Access

Sign in with your organizational account

Password


[Sign in](#)

CCPS remote intranet access providing limited ccpsportal and portal application functionality

# Click on Portal


File Edit View Favorites Tools Help

Helpdesk Online

 **Carroll County Public Schools**  
**Technology Services Portal**  
phone: 410.751.3500 help desk: 410.751.3501 fax: 410.751.3462

[Home](#) [My Info](#) [Portal](#) [About Us](#) [Calendar](#) [Resources](#) [Tech Purchases](#) [Test Connections](#)

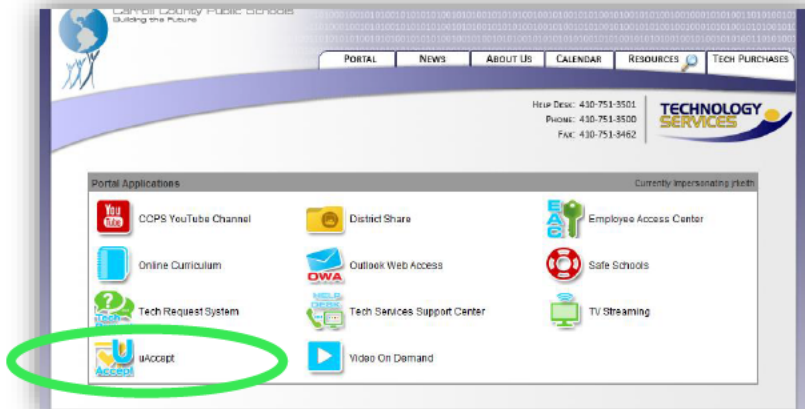
### Tech Services News



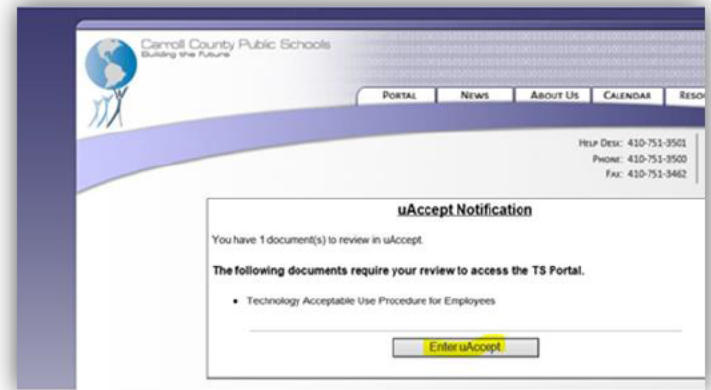
### News and Recently Added FAQs and Tips

- What happened to the Office 365 link that used to be on the CCPS homepage?
- How do I share School Messengers messages with others in my school?
- Where can I get additional training for using School Messenger?
- When trying to run reports and export data in some TS Portal apps, my Excel spreadsheet does not open, all I see is a blank gray screen. How do I fix this?
- How do I make documents accessible and Section 508 compliant for the visually impaired?
- CCPS Cell Phone List
- CCPS Remote Access**
- Office365: Cloud Services for Students and Staff

# uAccept

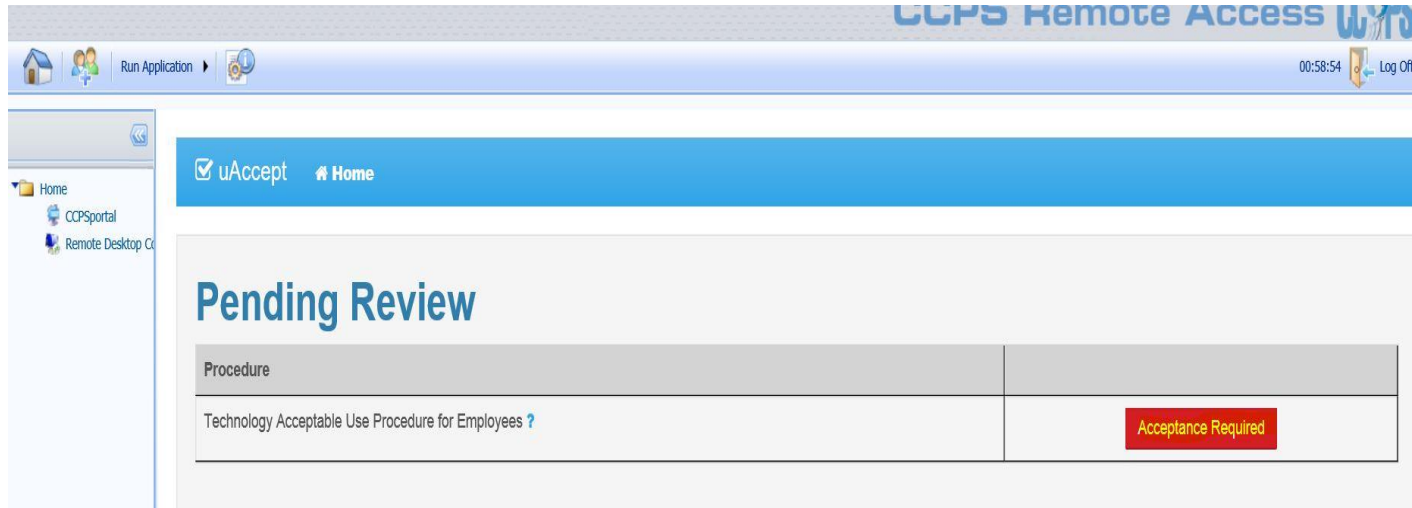


The **uAccept** application allows CCPS employees to electronically accept the Technology Acceptable Use Procedure and Mobile Device Acceptable Use Procedure.



You will be prompted to enter the uAccept application if you have not accepted the Technology Acceptable Use Procedure.

# Technology Acceptable Use Procedure



The Technology Acceptable Use Procedure is a condition of employment with Carroll County Public Schools. You will need to electronically accept this procedure. Click the Acceptance Required button.

The screenshot shows a web application window titled "Run Application". The left sidebar contains a "Home" button and two links: "CCPSportal" and "Remote Desktop C". The main content area is titled "Technology Acceptable Use Procedure" and "Overview".

**Technology Acceptable Use Procedure**

## Overview

The Board of Education of Carroll County (the "Board") recognizes that electronic communication is an efficient for better perform their public duties. The use of e-communication, however, raises a number of issues concerning arc Information Act (the "PIA"), Children's Internet Protection Act ("CIPA"), Protecting Children In The 21st Century Ac also recognizes the value of Internet research as well as the risks involved with Internet use that is inappropriate fo issues and to provide guidance on the appropriate use of Carroll County Public Schools (CCPS) network commun

The Board is committed to protecting CCPS employees, students, and the school system from illegal or damaging is responsible for implementing appropriate systems and procedures to enable and enforce acceptable use.

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating sy browsing, and FTP, are the property of CCPS. These systems are to be used for business purposes in serving the operations.

Appropriate use of technology and security is a team effort involving the participation and support of every CCPS e is the responsibility of every technology user to know these guidelines and to conduct their activities accordingly.

## Purpose

The purpose of this procedure is to outline the acceptable use of technology equipment at CCPS. These rules are exposes CCPS to risks including virus attacks, compromise of network systems and services, and legal issues.

## Scope

Employee Number:

Please read the Technology Acceptable Use Procedure. After reading, scroll to the bottom and enter your employee identification number. Then, click the "I accept the above procedure" button.

# Mobile Device Acceptable Use Procedure

A screenshot of a mobile application interface. At the top is a blue header bar with a white checkmark icon and the text 'uAccept' on the left, and a white house icon and the text 'Home' on the right. Below the header is a light gray section titled 'About this document:' in blue. The text below this title reads: 'The Mobile Device Acceptable Use Procedure is an optional agreement between employees and CCPS to govern the use of personally owned mobile devices used to sync email and/or attach to the CCPS network. Users must accept this agreement to sync CCPS Exchange email and/or attach their devices to the CCPS network either wired or wirelessly. Acceptance is required if you opt to use a personal device as described.' Below this is another light gray section titled 'Mobile Device Acceptable Use Procedure' in large blue font, followed by 'Purpose' in a smaller blue font. The text below 'Purpose' reads: 'The purpose of this Mobile Device Acceptable Use Procedure (the "Procedure") is to define standards, processes, and restrictions for end users who have legitimate business uses for connecting a mobile device to Carroll County Public Schools' CCPS wireless network. **The use of mobile devices is limited to access via the CCPS wireless network only.**' At the bottom of this section, there is a line of text that is partially cut off: 'The over-riding goal of this Procedure is to protect the integrity of the confidential data and systems that reside within Carroll County Public'. A vertical scrollbar is visible on the right side of the 'Purpose' section.

The Mobile Device Acceptable Use Procedure is a voluntary program and employees can choose to opt out. Employees who opt out may not use mobile devices on the network nor attach to CCPS email with their mobile device.



breaches and/or misuse. **The User agrees to and accepts that his or her access and/or connection to CCPS networks may be monitored to record dates, times, duration of access, etc., in order to identify unusual usage patterns or other suspicious activity.** This monitoring is necessary in order to identify accounts/computers that may have been compromised by external parties.

- The User agrees to **immediately report** to his/her manager and Technology Services any incident or suspected incidents of unauthorized data access, data loss, and/or disclosure of CCPS resources, databases, networks, etc.
- The User should refrain from using device specific or carrier specific signatures that could be interpreted as advertising.
- Any questions relating to this Procedure should be directed to Technology Services.

## Non-Compliance

Failure to comply with this Procedure may, at the full discretion of CCPS, result in the suspension of any or all technology use and connectivity privileges, disciplinary action, and possible termination of employment. The Assistant Superintendent of Administration will be advised of breaches of this procedure and will be responsible for appropriate action.

Employee Number:

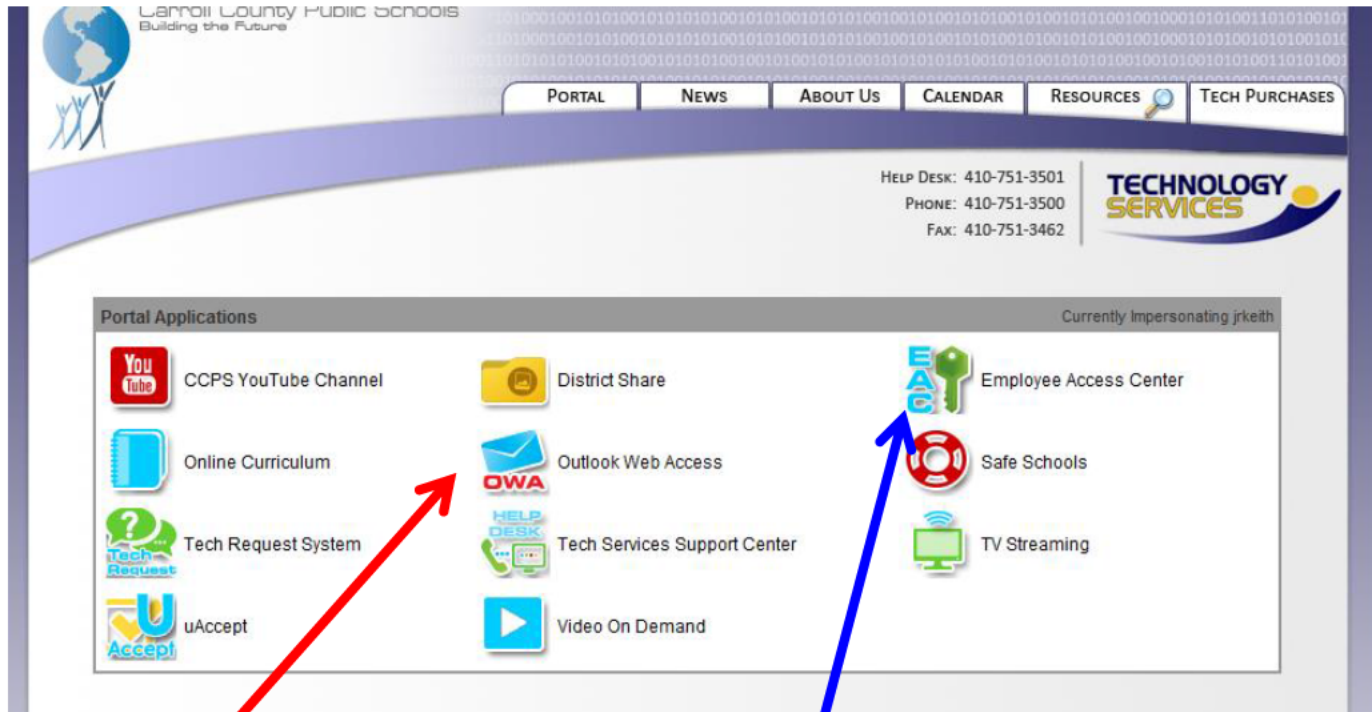
I accept the above procedure

I choose NOT to accept the above procedure

© Carroll County Public Schools

Once you have read the Mobile Device Acceptable Use Procedure, please scroll to the bottom and enter your employee identification number. You may select “I accept the above procedure” or “I choose NOT to accept the above procedure” depending upon whether or not you would like to connect to the CCPS network with a mobile device.

# CCPS Portal



The **Outlook Web Access** application will provide access to your CCPS email. The **Employee Access Center** application will provide access to your paystubs and other employee-related information.

# Outlook Web Access (OWA)

A screenshot of the Outlook Web App login interface. On the left is a blue vertical bar with the Outlook logo (a white 'O' and a checkmark). To the right, the text 'Outlook Web App' is displayed in blue. Below this are two input fields: 'User name:' and 'Password:'. Red lines point from the 'User name:' field to a red-bordered box labeled 'Username' and from the 'Password:' field to a red-bordered box labeled 'Password'. At the bottom, a 'sign in' button with a blue circular arrow icon is circled in red.

Clicking on the **Outlook Web Access** icon in the Portal will take you to the login screen to access your CCPS email. You will need to enter your Username, Password, and then click 'sign in'.

# Employee Access Center (EAC)



**eFinancePlus+**

Employee Access Center

User ID:   
Password:

Login

Welcome to the Carroll County Public Schools Employee Access Center.

**You MUST login to the Employee Access Center using your Active Directory (AD) user name and password.**

This website provides access to employee payroll and benefits data. Each page contains instructions regarding the information available on the particular page as well as instructions for updating employee information such as home address, tax withholding and deduction data.

Clicking on the **Employee Access Center** icon in the Portal will take you to the login screen to access your employee information. You will need to enter your User ID (ex. jtest), Password, and then click 'Login'.

# Once in the Employee Access Center, your employee demographic information will appear:

The screenshot displays the eFinancePlus+ Employee Access Center interface. On the left, a sidebar menu lists various tasks, with 'Payroll Checks' highlighted by a red circle. The main content area shows a form for updating employee demographic information. The form is titled 'Information' and includes an 'Update' button. It is divided into two columns of fields, each followed by a large black redaction box. The left column contains fields for Employee ID, First Name, Middle Name, Last Name, Suffix, Address 1, Address 2, City, State, Zip, Personal Email, Other Phone, Years in District, and Emergency Contact. The right column contains fields for Previous Name, Release Information, Phone Number, Work Phone, Birth Date, Hire Date, Department, Check Location, Personal Cell Phone, Emergency Cell Phone, Years in State, and Emergency Phone. Above the form, there are instructions on how to change information and a link to the Change of Address Form. A note at the bottom of the form explains the meaning of 'Years in District' and 'Years in State'.

**eFinancePlus+** Employee Access Center

<< Hide HOME | HELP | LOGOUT

Employee Tasks:  
[Demographic Information](#)  
[Payroll Checks](#)  
[Address and Contact](#)  
[Leave Information](#)  
[Print W2s](#)  
[Tax Information](#)  
[Deductions and Benefits](#)  
[What if? Paycheck Calculator](#)  
Links:

To change information, click on "Update".  
To correct name, access the Change of Address Form on the CCPS website at: <http://www.carrollk12.org/admin/financeservices/payroll/forms/>  
Contact the Human Resources Department to report any other inaccuracies (e.g. Birth Date, Hire Date, etc.).  
Please note: "Years in District" are years of service with Carroll County Public Schools. "Years in State" are years of service in Maryland excluding service in Carroll County.

**Information**  
Update

Employee ID:		Previous Name:	
First Name:		Release Information:	
Middle Name:		Phone Number:	
Last Name:		Work Phone:	
Suffix:			
Address 1:		Birth Date:	
Address 2:		Hire Date:	
City:		Department:	
State:		Check Location:	
Zip:		Personal Cell Phone:	
Personal Email:		Emergency Cell Phone:	
Other Phone:		Years in State:	
Years in District:		Emergency Phone:	
Emergency Contact:			

To view your paystubs, click on the **Payroll Checks** link from the left-hand menu.

Your list of pay checks will appear in the Payroll Check Information table:

Future dated direct deposit amounts will be posted on the pay date shown by 9:00am.

#### Payroll Check Information

Check Message	<a href="#">Check Number</a>	<a href="#">Check Date</a>	<a href="#">Pay Type</a>	<a href="#">Manual/Void/Adjustment</a>
	<a href="#">V1499125</a>	02/28/2014	Direct Deposit	
	<a href="#">V1494601</a>	02/14/2014	Direct Deposit	
	<a href="#">V1490042</a>	01/31/2014	Direct Deposit	
	<a href="#">V1485573</a>	01/15/2014	Direct Deposit	
	<a href="#">V1481013</a>	12/31/2013	Direct Deposit	
	<a href="#">V1476445</a>	12/13/2013	Direct Deposit	
	<a href="#">V1471818</a>	11/29/2013	Direct Deposit	
	<a href="#">V1467178</a>	11/15/2013	Direct Deposit	
	<a href="#">V1462649</a>	10/31/2013	Direct Deposit	
	<a href="#">V1458127</a>	10/15/2013	Direct Deposit	
	<a href="#">V1453749</a>	09/30/2013	Direct Deposit	
	<a href="#">V1449599</a>	09/13/2013	Direct Deposit	
	<a href="#">V1445878</a>	08/30/2013	Direct Deposit	
	<a href="#">V1442156</a>	08/15/2013	Direct Deposit	
	<a href="#">V1440740</a>	07/31/2013	Direct Deposit	

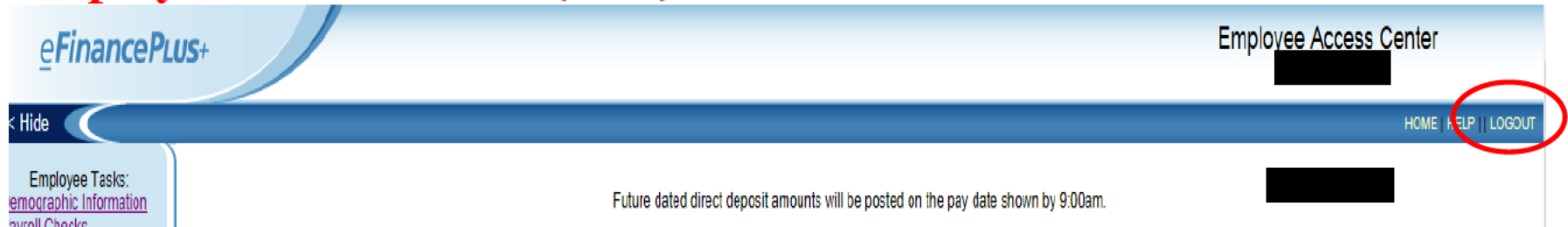
You will need to click on each blue check number to view that specific pay check. Once you click on a paycheck, the check will open in a new window.

# Logging out of the EAC & OWA

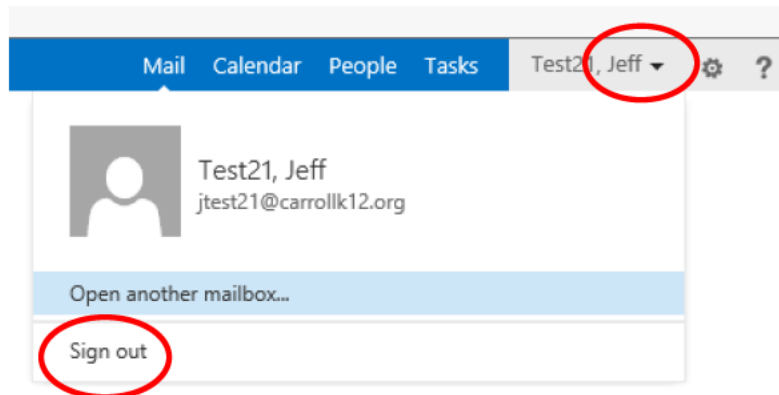


When you're finished in the EAC and OWA, please be sure to log out of each program. The Logout and Log Off links are in the upper right-hand corner of each program:

## Employee Access Center (EAC):



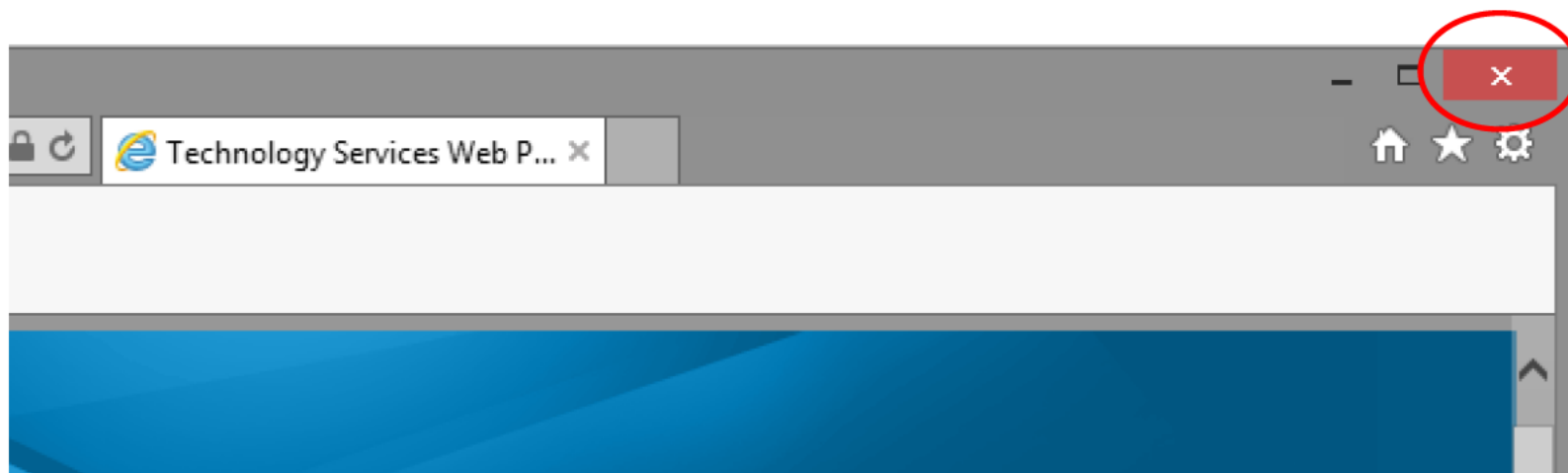
## Outlook Web Access (OWA):



# Logging off the Portal



To ensure security, please make sure you close your browser window when you have finished in the Portal:





If you forget or lose your password, you must contact the Help Desk at 410-751-3501 to have your password re-set. Please do not call the Human Resources Department.