

Employee Access Center – Registering Instructions

The Employee Access Center (EAC) is an online application that allows employees to view their information. The following is a list of steps on how to register to the EAC.

1. Click on the Employee Access Center (EAC) link from the Employee Access Center Home Page to access the EAC.
2. Enter your employee ID in the “User ID” box and the default password, which is your social security number, excluding any hyphens (-) (ex. 999999999), in the “Password” box.
3. Once you are able to login it is recommended that you change your password; refer to the documentation on how to create a strong password.
4. Click the “Forgot Password” link in case you do not know your password. The system will send you an e-mail message with your password. The e-mail will come from hr_personnel@uisd.net.