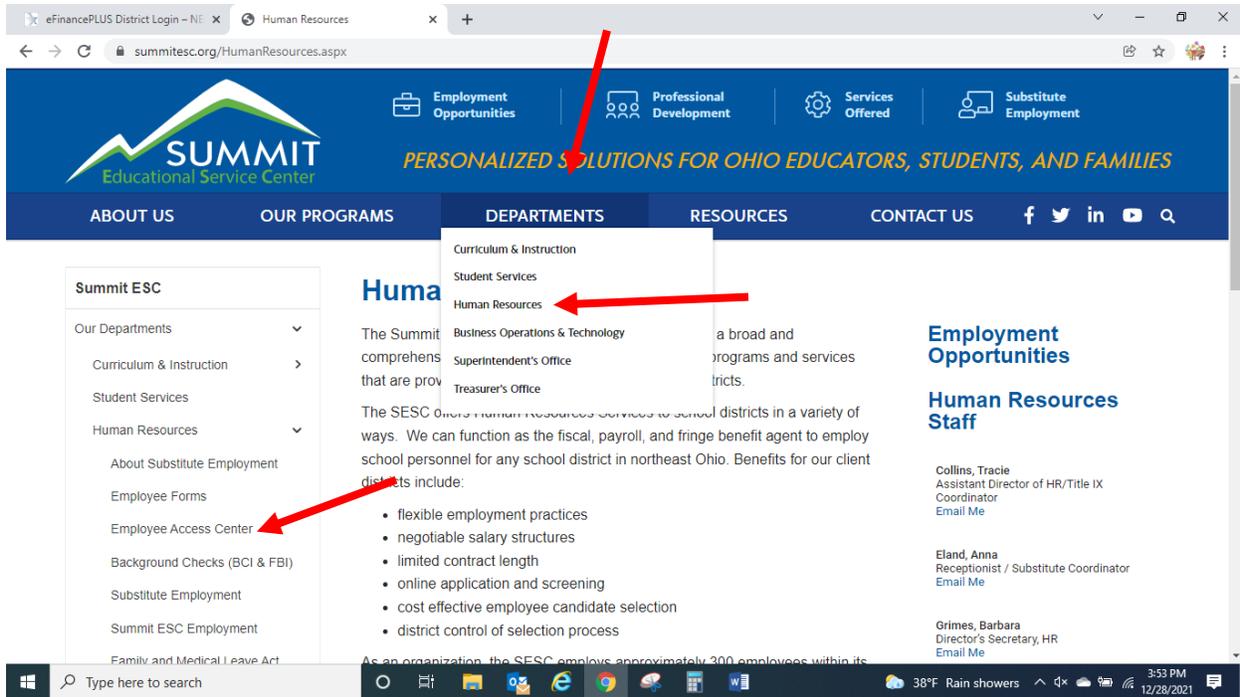
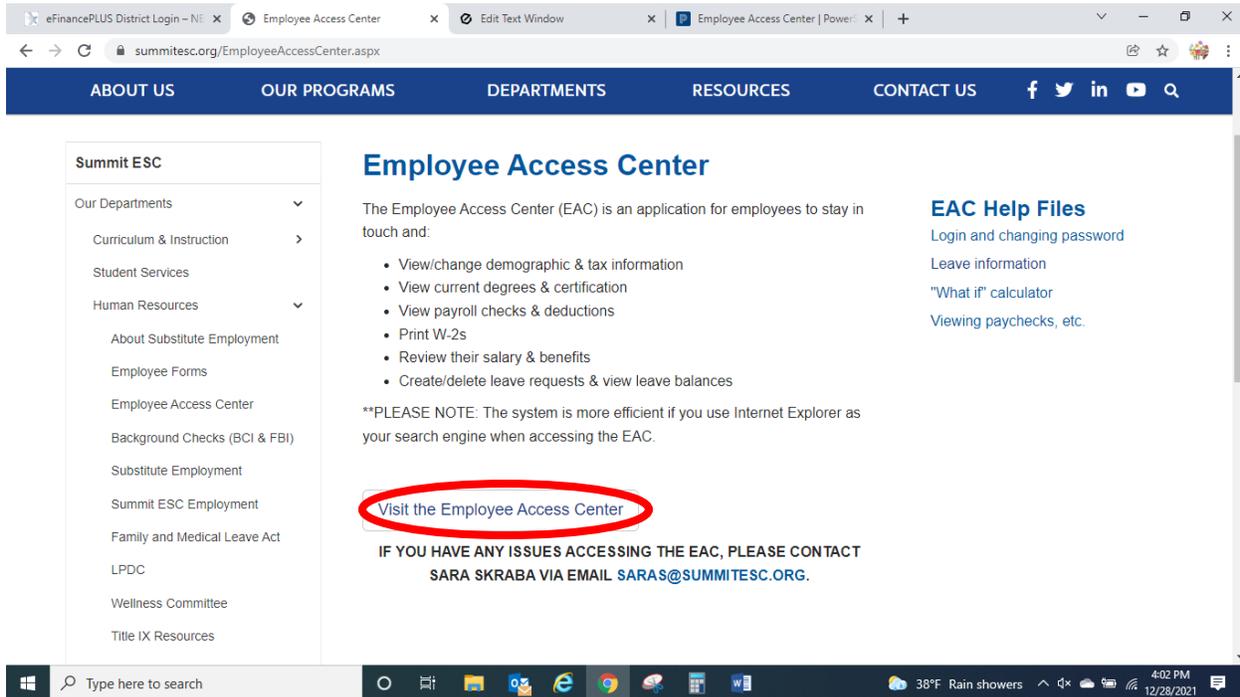


Visit the Summit ESC website at <https://www.summitesc.org/>

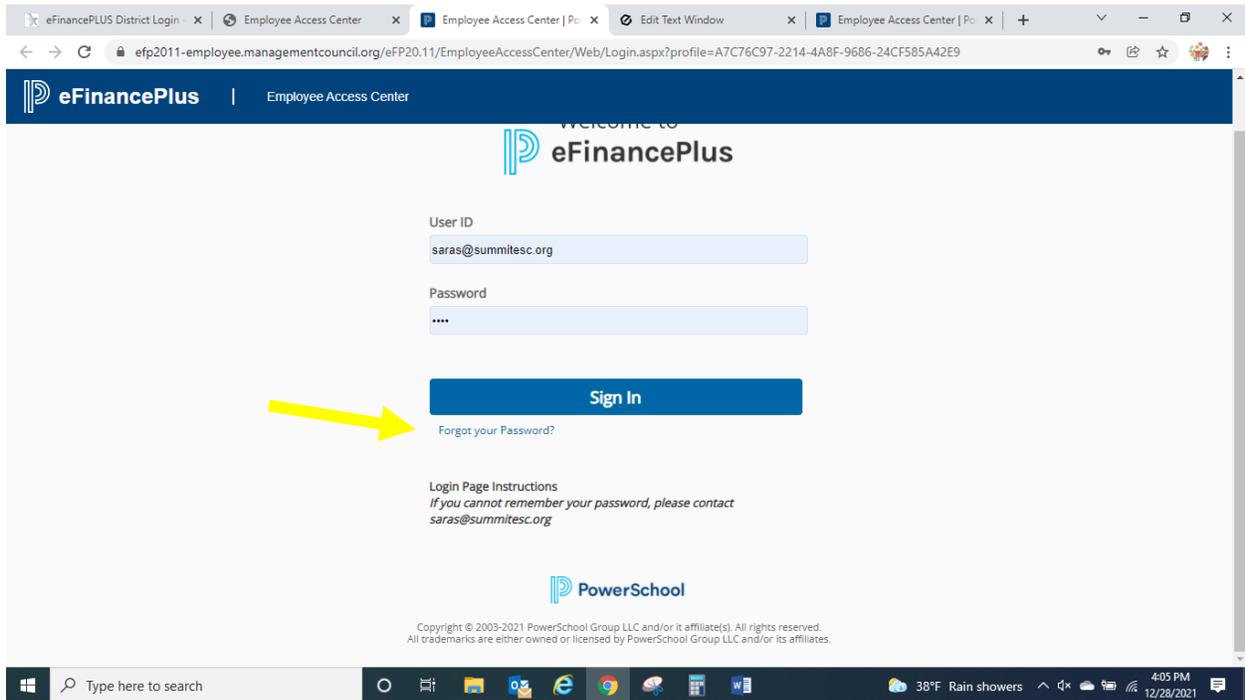
Once you reach the home page, choose “Departments” > “Human Resources” > “Employee Access Center”



Once you reach the screen below, choose the button “Visit the Employee Access Center” in the middle of the page.



That will take you to the sign on page of the Employee Access Center (EAC).



**PLEASE NOTE: IF YOU HAVE FORGOTTEN YOUR PASSWORD, THERE IS A LINK BELOW THE SIGN IN BUTTON FOR YOU TO RESET IT. IN ORDER TO RESET YOUR PASSWORD, YOU MUST KNOW YOUR USER ID. (YOUR USER ID IS ALWAYS YOUR WORK EMAIL.)**

**For complete directions on how to change your password, please go to the Summit ESC website > HR page > choose the "Change Password" directions under the "EAC Help Files" on right side of page.**

## Employee Access Center

The Employee Access Center (EAC) is an application for employees to stay in touch and:

- View/change demographic & tax information
- View current degrees & certification
- View payroll checks & deductions
- Print W-2s
- Review their salary & benefits
- Create/delete leave requests & view leave balances

### EAC Help Files

Logging Into the EAC

**Changing Your Password**

Leave information

"What if" calculator

Viewing paychecks, etc.