

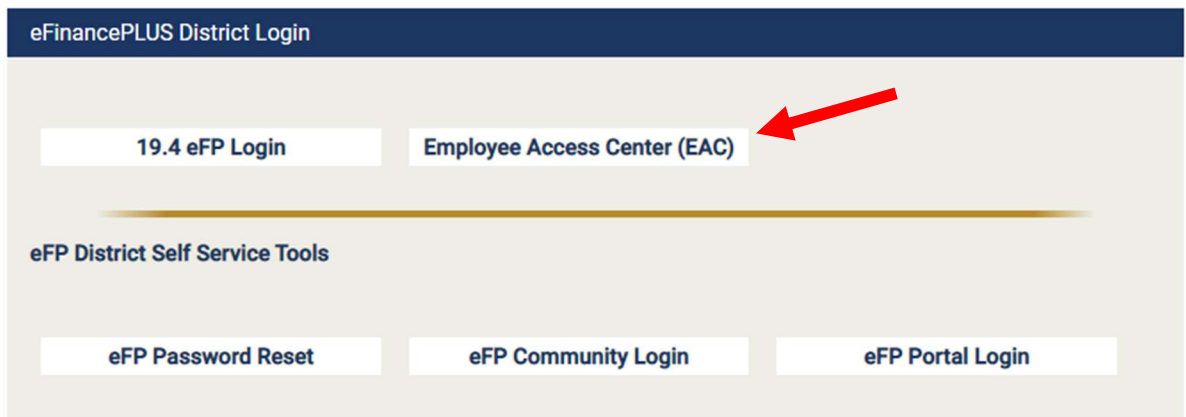
# Employee Access Center

## Log-in Instructions

**Note: The Employee Access Center is more efficient when using Internet Explorer. Your browser must also allow pop-up windows.**

### Logging In

1. On the Employee Access Center page, click on the “Visit the Employee Access Center” button
2. Click on “Employee Access Center (EAC)” Button



3. Click on “Summit ESC” Button
4. Log in using your district-assigned e-mail address. Your password will be the last four digits of your Social Security number until you change your password.

- a. Once on the main information screen, you can change your password by clicking on your name in the upper right-hand corner and selecting Preferences. Enter old password, the new password twice and click on the Change Password button.

Old Password:

New Password:

Re-Type New Password:

**"What If" Paycheck Calculator**

**Pay Information**

Pay Description	Hours/Days	Pay Rate	Amount
OTHER TECHNICAL ASSIGN - SALARY			2,000.00
<b>TOTAL PAY:</b>			<b>2,000.00</b>

**Taxes**

Tax Authority	Exempt	Filing Status	# of Exemptions	Additional Withholding
Federal	N - Not Exempt <input type="checkbox"/>	MARRIED <input type="checkbox"/>	2	0.00
State: OH <input type="checkbox"/>	N - Not Exempt <input type="checkbox"/>	MARRIED <input type="checkbox"/>	2	0.00
Locality: UNKNOWN <input type="checkbox"/>	UNKNOWN <input type="checkbox"/>	UNKNOWN <input type="checkbox"/>	0	0.00