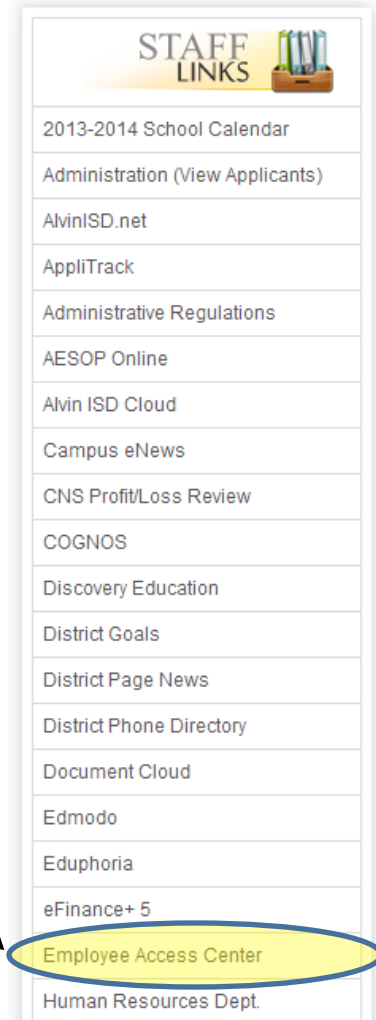


# Employee Access Center

- Open Google Chrome and click “Employee Access Center” from the menu on the right



A vertical menu titled "STAFF LINKS" with a logo of a bookshelf. The menu contains the following items:

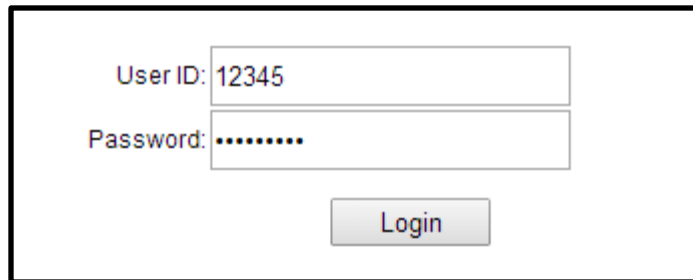
2013-2014 School Calendar
Administration (View Applicants)
AlvinISD.net
AppliTrack
Administrative Regulations
AESOP Online
Alvin ISD Cloud
Campus eNews
CNS Profit/Loss Review
COGNOS
Discovery Education
District Goals
District Page News
District Phone Directory
Document Cloud
Edmodo
Eduphoria
eFinance+ 5
<b>Employee Access Center</b>
Human Resources Dept.

An arrow points to the "Employee Access Center" item, which is highlighted with a yellow oval.

# Employee Access Center

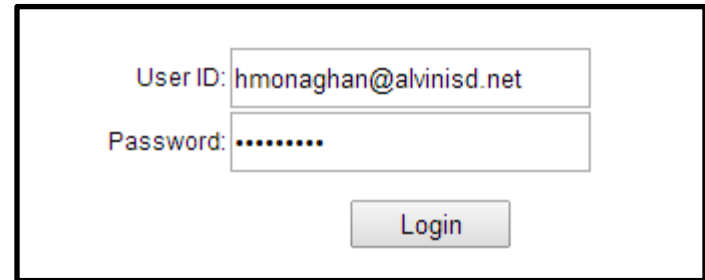
- **First time users:**

- User ID: 5 digit employee ID number **OR** district email address
- Password: Social Security Number without dashes



A login form with two input fields and a button. The first field is labeled 'User ID:' and contains the text '12345'. The second field is labeled 'Password:' and contains seven dots. Below the fields is a button labeled 'Login'.

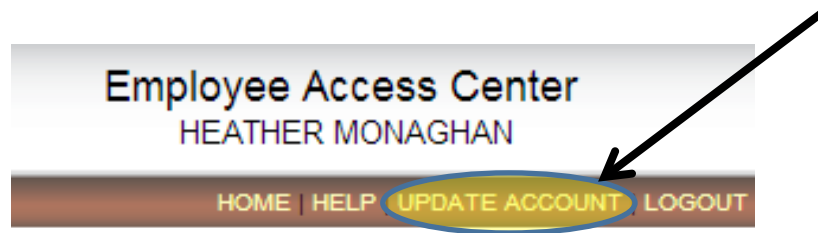
OR



A login form with two input fields and a button. The first field is labeled 'User ID:' and contains the text 'hmonaghan@alvinisd.net'. The second field is labeled 'Password:' and contains seven dots. Below the fields is a button labeled 'Login'.

# Employee Access Center

- To change your password, click “UPDATE ACCOUNT” from the menu bar at the top
- Follow the instructions to create a new password



# Employee Access Center

- You will be given instructions to verify your personal information
- You will also be emailed when it is time to verify your salary information

# Employee Access Center

- Use the menu on the left to access information on payroll, demographics, etc.



# Employee Access Center

- If you have any concerns, contact Charlette Brown in Human Resources

[cbrown@alvinisd.net](mailto:cbrown@alvinisd.net)

(281) 388-1130