Previous Employees – How to Register and Login to TEAMS Employee Service Center

1. Go to https://magnolia.tx01.teams360.net/servicecenter/EntryPointSignOnAction.do
2. Your login and password you use to use will no longer work on TEAMS Employee Service Center (T-ESC) you will need to click the register button (red arrow, figure 1)

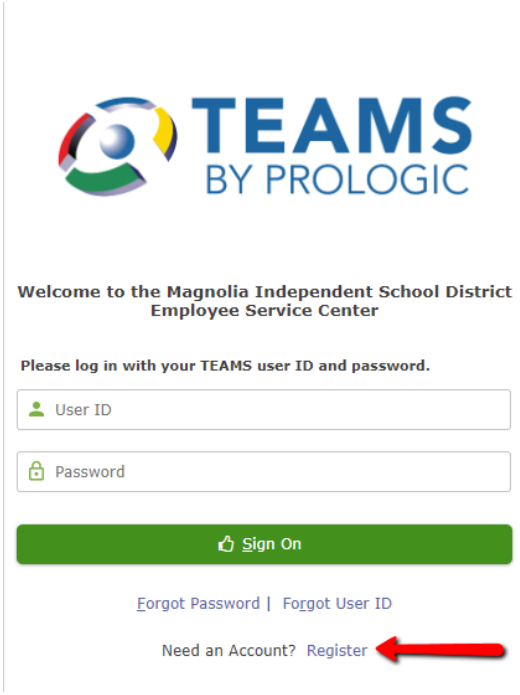
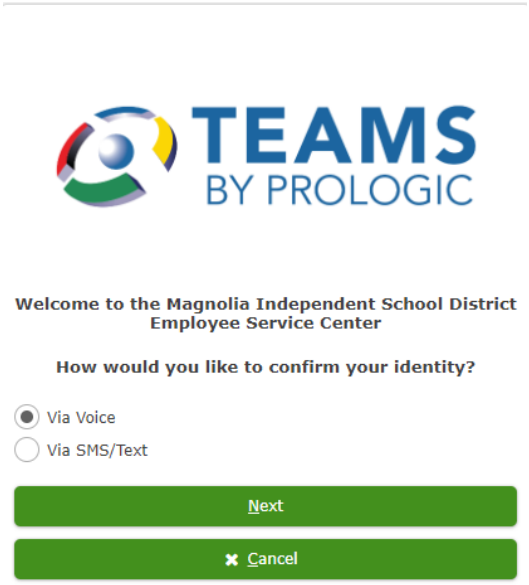


Figure 1

3. Now you will need to fill in the information (figure2). You must use your last name that we had on file for you. Then click next (blue arrow, figure 2)

Figure 2

4. Now TEAMS is going to want to verify it is actually you wanting to login and not a random person. They will send a code to your phone via text message or call you. If your number has changes since you worked here you will need to call the office so that we can update it. You will not see any numbers listed on the screen (figure 3). After you click next you should receive the phone call or text shortly



5. After that you should be prompted to create a username and password, so this is whatever you want it to be, once you create it please remember it as we are unable to look it up for you.