

# Employee Access Center (EAC) and Email access



Carroll County Public Schools  
Building the Future



## How to check your email and log into the Employee Access Center from HOME

*For assistance with email/log in issues, please contact the  
Help Desk at 410-751-3501.*

Wendy A. Clise  
Jocelyn Quinn-York

410-751-3176  
410-751-3077

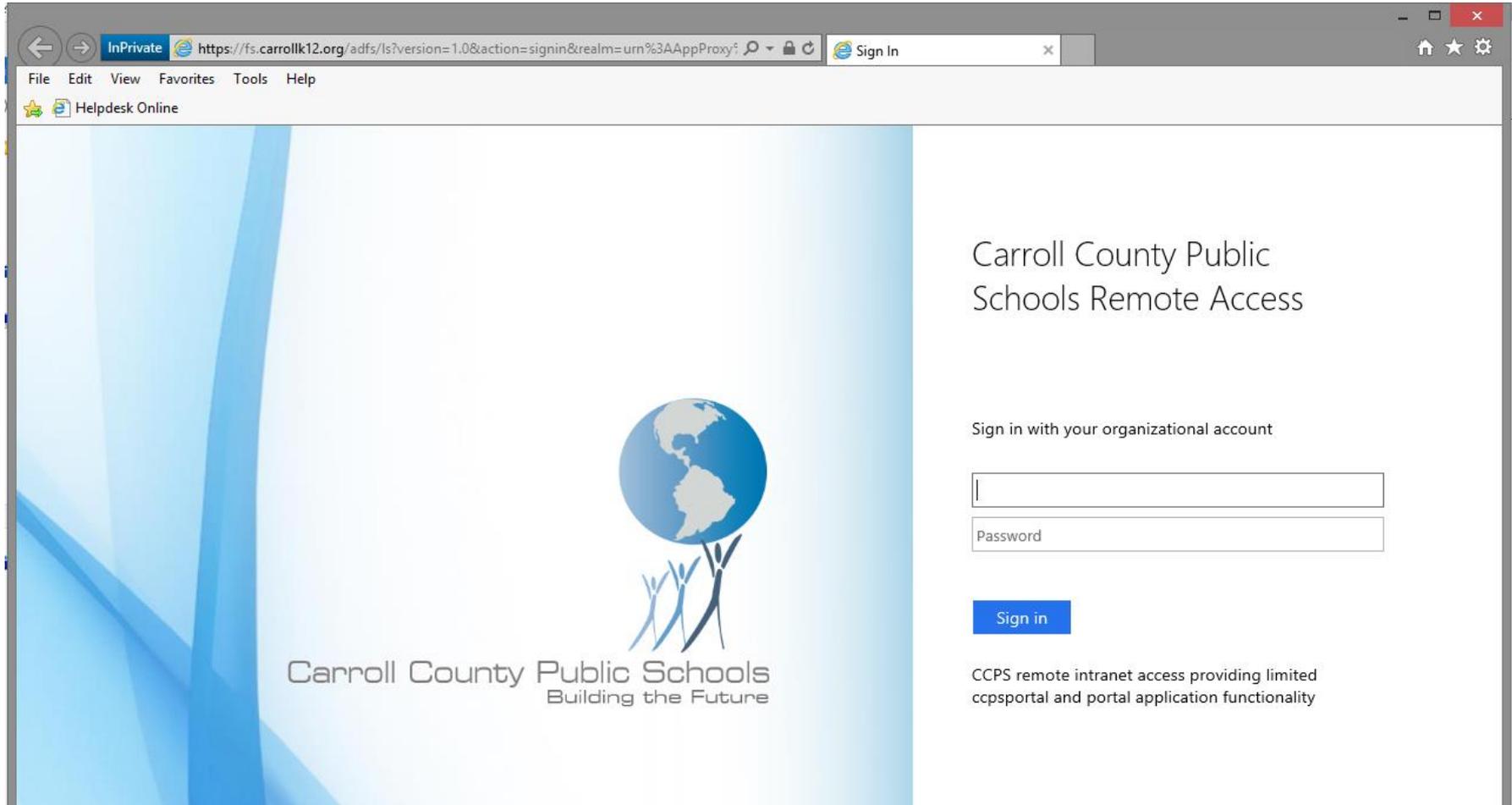
# Open your web browser....



Enter the following web address into the toolbar:  
<https://remote.carrollk12.org>



**Enter your e-mail (ex. [jtest@carrollk12.org](mailto:jtest@carrollk12.org)) and password  
and click 'Sign in'**



The screenshot shows a web browser window with the following elements:

- Address Bar:** InPrivate mode, URL: <https://fs.carrollk12.org/adfs/ls/?version=1.0&action=signin&realm=urn%3AAAppProxy%3A>, Tab: Sign In
- Menu Bar:** File, Edit, View, Favorites, Tools, Help
- Navigation:** Home, Star, Settings icons; Helpdesk Online link
- Page Content:**
  - Header:** Carroll County Public Schools Remote Access
  - Text:** Sign in with your organizational account
  - Form:** Two input fields for email and password.
  - Button:** Sign in (blue)
  - Text:** CCPS remote intranet access providing limited ccpsportal and portal application functionality
- Logo:** Carroll County Public Schools logo featuring a globe and stylized figures, with the tagline "Building the Future".

# Click on Portal

File Edit View Favorites Tools Help

Helpdesk Online

 Carroll County Public Schools  
**Technology Services Portal**  
phone: 410.751.3500 help desk: 410.751.3501 fax: 410.751.3462

[Home](#) [My Info](#) [Portal](#) [About Us](#) [Calendar](#) [Resources](#) [Tech Purchases](#) [Test Connections](#)

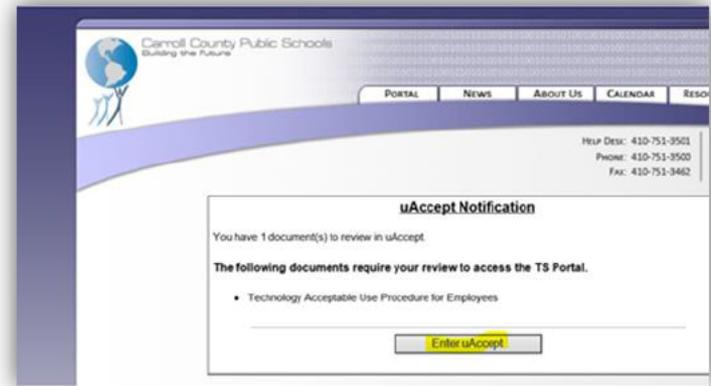
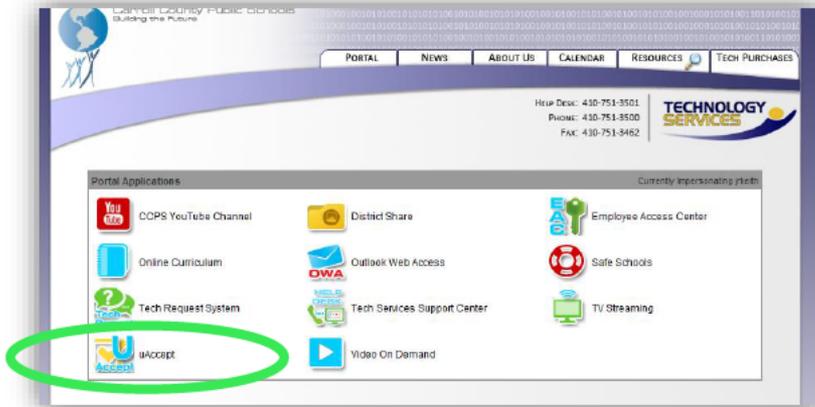
### Tech Services News



### News and Recently Added FAQs and Tips

- What happened to the Office 365 link that used to be on the CCPS homepage?
- How do I share School Messengers messages with others in my school?
- Where can I get additional training for using School Messenger?
- When trying to run reports and export data in some TS Portal apps, my Excel spreadsheet does not open, all I see is a blank gray screen. How do I fix this?
- How do I make documents accessible and Section 508 compliant for the visually impaired?
- CCPS Cell Phone List
- CCPS Remote Access**
- Office365: Cloud Services for Students and Staff

# uAccept



The **uAccept** application allows CCPS employees to electronically accept the Technology Acceptable Use Procedure and Mobile Device Acceptable Use Procedure.

You will be prompted to enter the uAccept application if you have not accepted the Technology Acceptable Use Procedure.

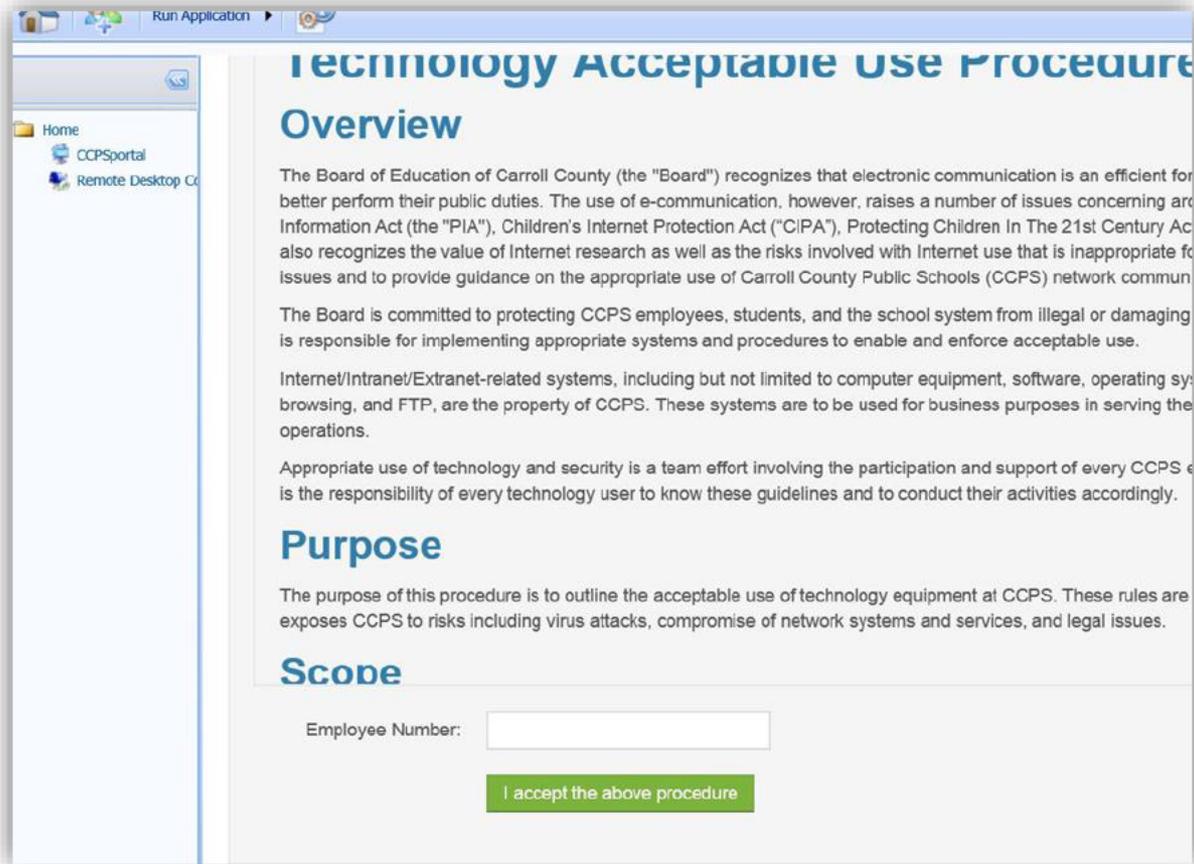
# Technology Acceptable Use Procedure



The screenshot shows a web application interface for 'uAccept'. The top navigation bar is blue and contains a checkmark icon, the text 'uAccept', and a 'Home' link. Below this, the main content area has a heading 'Pending Review'. Underneath the heading is a table with two columns. The first column contains the text 'Technology Acceptable Use Procedure for Employees ?'. The second column contains a red button with the text 'Acceptance Required'. The interface also shows a Windows taskbar at the top with 'CCPS Remote Access' and a system tray with the time '00:58:54' and a 'Log Off' button. A sidebar on the left shows a 'Home' folder and links to 'CCPSportal' and 'Remote Desktop C'.

Procedure	
Technology Acceptable Use Procedure for Employees ?	Acceptance Required

The Technology Acceptable Use Procedure is a condition of employment with Carroll County Public Schools. You will need to electronically accept this procedure. Click the Acceptance Required button.



Please read the Technology Acceptable Use Procedure. After reading, scroll to the bottom and enter your employee identification number. Then, click the “I accept the above procedure” button.

# Mobile Device Acceptable Use Procedure



uAccept   Home

**About this document:**

The Mobile Device Acceptable Use Procedure is an optional agreement between employees and CCPS to govern the use of personally owned mobile devices used to sync email and/or attach to the CCPS network. Users must accept this agreement to sync CCPS Exchange email and/or attach their devices to the CCPS network either wired or wirelessly. Acceptance is required if you opt to use a personal device as described.

**Mobile Device Acceptable Use Procedure**

**Purpose**

The purpose of this Mobile Device Acceptable Use Procedure (the "Procedure") is to define standards, processes, and restrictions for end users who have legitimate business uses for connecting a mobile device to Carroll County Public Schools' CCPS wireless network. **The use of mobile devices is limited to access via the CCPS wireless network only.**

The over-riding goal of this Procedure is to protect the integrity of the confidential data and systems that reside within Carroll County Public

The Mobile Device Acceptable Use Procedure is a voluntary program and employees can choose to opt out. Employees who opt out may not use mobile devices on the network nor attach to CCPS email with their mobile device.

breaches and/or misuse. **The User agrees to and accepts that his or her access and/or connection to CCPS networks may be monitored to record dates, times, duration of access, etc., in order to identify unusual usage patterns or other suspicious activity.** This monitoring is necessary in order to identify accounts/computers that may have been compromised by external parties.

- The User agrees to **immediately report** to his/her manager and Technology Services any incident or suspected incidents of unauthorized data access, data loss, and/or disclosure of CCPS resources, databases, networks, etc.
- The User should refrain from using device specific or carrier specific signatures that could be interpreted as advertising.
- Any questions relating to this Procedure should be directed to Technology Services.

## Non-Compliance

Failure to comply with this Procedure may, at the full discretion of CCPS, result in the suspension of any or all technology use and connectivity privileges, disciplinary action, and possible termination of employment. The Assistant Superintendent of Administration will be advised of breaches of this procedure and will be responsible for appropriate action.

Employee Number:

I accept the above procedure

I choose NOT to accept the above procedure

© Carroll County Public Schools

Once you have read the Mobile Device Acceptable Use Procedure, please scroll to the bottom and enter your employee identification number. You may select “I accept the above procedure” or “I choose NOT to accept the above procedure” depending upon whether or not you would like to connect to the CCPS network with a mobile device.

# CCPS Portal



Lanham County Public Schools  
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PORTAL NEWS ABOUT US CALENDAR RESOURCES TECH PURCHASES

HELP DESK: 410-751-3501  
PHONE: 410-751-3500  
FAX: 410-751-3462

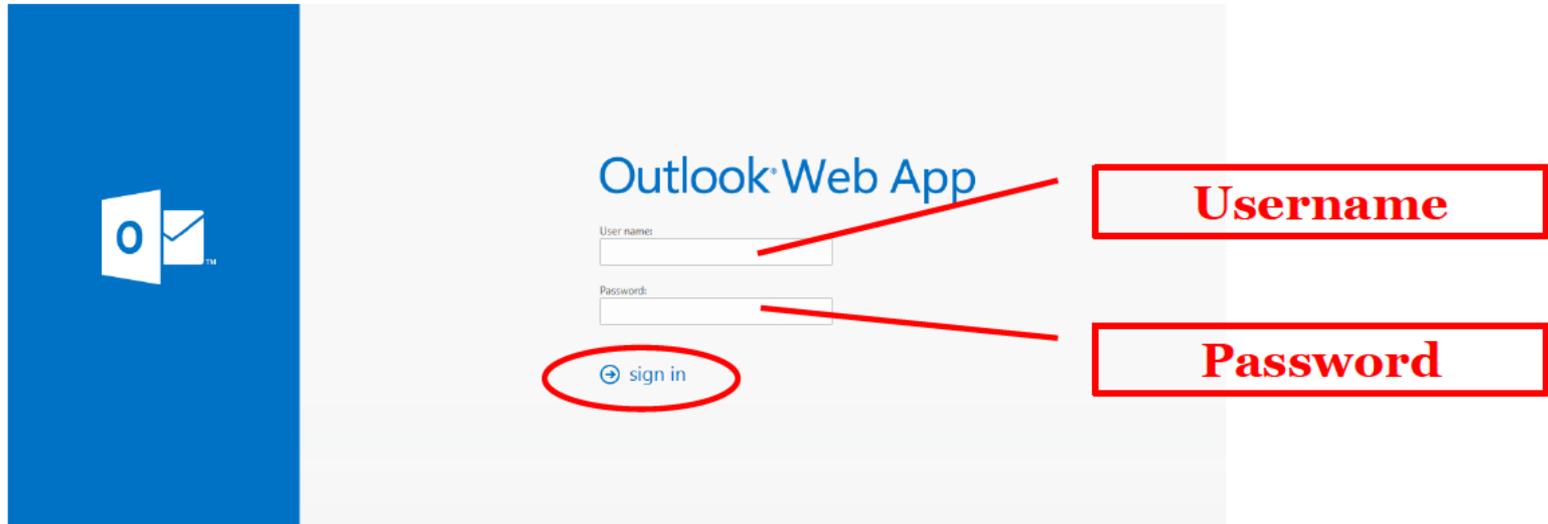
TECHNOLOGY SERVICES

Portal Applications Currently Impersonating jrkeith

- CCPS YouTube Channel
- District Share
- Employee Access Center
- Online Curriculum
- Outlook Web Access
- Safe Schools
- Tech Request System
- Tech Services Support Center
- TV Streaming
- uAccept
- Video On Demand

The **Outlook Web Access** application will provide access to your CCPS email. The **Employee Access Center** application will provide access to your paystubs and other employee-related information.

# Outlook Web Access (OWA)



Clicking on the **Outlook Web Access** icon in the Portal will take you to the login screen to access your CCPS email. You will need to enter your Username, Password, and then click 'sign in'.

# Employee Access Center (EAC)



eFinancePlus+

Employee Access Center

User ID:

Password:

Login

Welcome to the Carroll County Public Schools Employee Access Center.

**You MUST login to the Employee Access Center using your Active Directory (AD) user name and password.**

This website provides access to employee payroll and benefits data. Each page contains instructions regarding the information available on the particular page as well as instructions for updating employee information such as home address, tax withholding and deduction data.

Clicking on the **Employee Access Center** icon in the Portal will take you to the login screen to access your employee information. You will need to enter your User ID (ex. jtest), Password, and then click 'Login'.

# Once in the Employee Access Center, your employee demographic information will appear:

The screenshot displays the Employee Access Center interface. At the top left is the eFinancePlus+ logo, and at the top right is the text "Employee Access Center" with a redacted area below it. A navigation bar contains "<< Hide" on the left and "HOME | HELP | LOGOUT" on the right. A left-hand menu lists "Employee Tasks" with sub-links: "Demographic Information", "Payroll Checks" (circled in red), "Release and Report", "Leave Information", "Print W2s", "Tax Information", "Deductions and Benefits", "What if Paycheck Calculator", and "Links". The main content area features a blue header "Information" with an "Update" button. Below this, there are two columns of demographic information, each with a large black redaction box. The left column lists: Employee ID, First Name, Middle Name, Last Name, Suffix, Address 1, Address 2, City, State, Zip, Personal Email, Other Phone, Years in District, and Emergency Contact. The right column lists: Previous Name, Release Information, Phone Number, Work Phone, Birth Date, Hire Date, Department, Check Location, Personal Cell Phone, Emergency Cell Phone, Years in State, and Emergency Phone. Text instructions above the form state: "To change information, click on 'Update'." and "To correct name, access the Change of Address Form on the CCPS website at: http://www.carrollk12.org/admin/financeservices/payroll/forms/". A note at the bottom reads: "Please note: 'Years in District' are years of service with Carroll County Public Schools. 'Years in State' are years of service in Maryland excluding service in Carroll County."

To view your paystubs, click on the **Payroll Checks** link from the left-hand menu.

## Your list of pay checks will appear in the Payroll Check Information table:

Future dated direct deposit amounts will be posted on the pay date shown by 9:00am.

### Payroll Check Information

Check Message	<a href="#">Check Number</a>	<a href="#">Check Date</a>	<a href="#">Pay Type</a>	<a href="#">Manual/Void/Adjustment</a>
	<a href="#">V1499125</a>	02/28/2014	Direct Deposit	
	<a href="#">V1494601</a>	02/14/2014	Direct Deposit	
	<a href="#">V1490042</a>	01/31/2014	Direct Deposit	
	<a href="#">V1485573</a>	01/15/2014	Direct Deposit	
	<a href="#">V1481013</a>	12/31/2013	Direct Deposit	
	<a href="#">V1476445</a>	12/13/2013	Direct Deposit	
	<a href="#">V1471818</a>	11/29/2013	Direct Deposit	
	<a href="#">V1467178</a>	11/15/2013	Direct Deposit	
	<a href="#">V1462649</a>	10/31/2013	Direct Deposit	
	<a href="#">V1458127</a>	10/15/2013	Direct Deposit	
	<a href="#">V1453749</a>	09/30/2013	Direct Deposit	
	<a href="#">V1449599</a>	09/13/2013	Direct Deposit	
	<a href="#">V1445878</a>	08/30/2013	Direct Deposit	
	<a href="#">V1442156</a>	08/15/2013	Direct Deposit	
	<a href="#">V1440740</a>	07/31/2013	Direct Deposit	

You will need to click on each blue check number to view that specific pay check. Once you click on a paycheck, the check will open in a new window.

# Logging out of the EAC & OWA



When you're finished in the EAC and OWA, please be sure to log out of each program. The Logout and Log Off links are in the upper right-hand corner of each program:

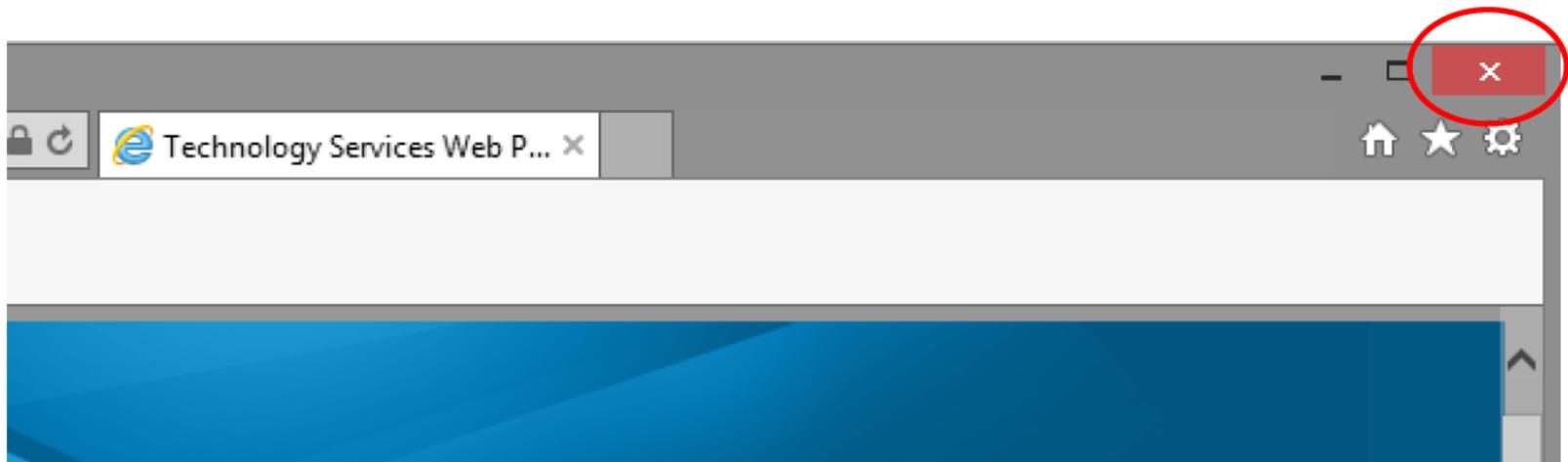
## Employee Access Center (EAC):

## Outlook Web Access (OWA):

# Logging off the Portal



To ensure security, please make sure you close your browser window when you have finished in the Portal:



If you forget or lose your password, you must contact the Help Desk at 410-751-3501 to have your password re-set. Please do not call the Human Resources Department.