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**

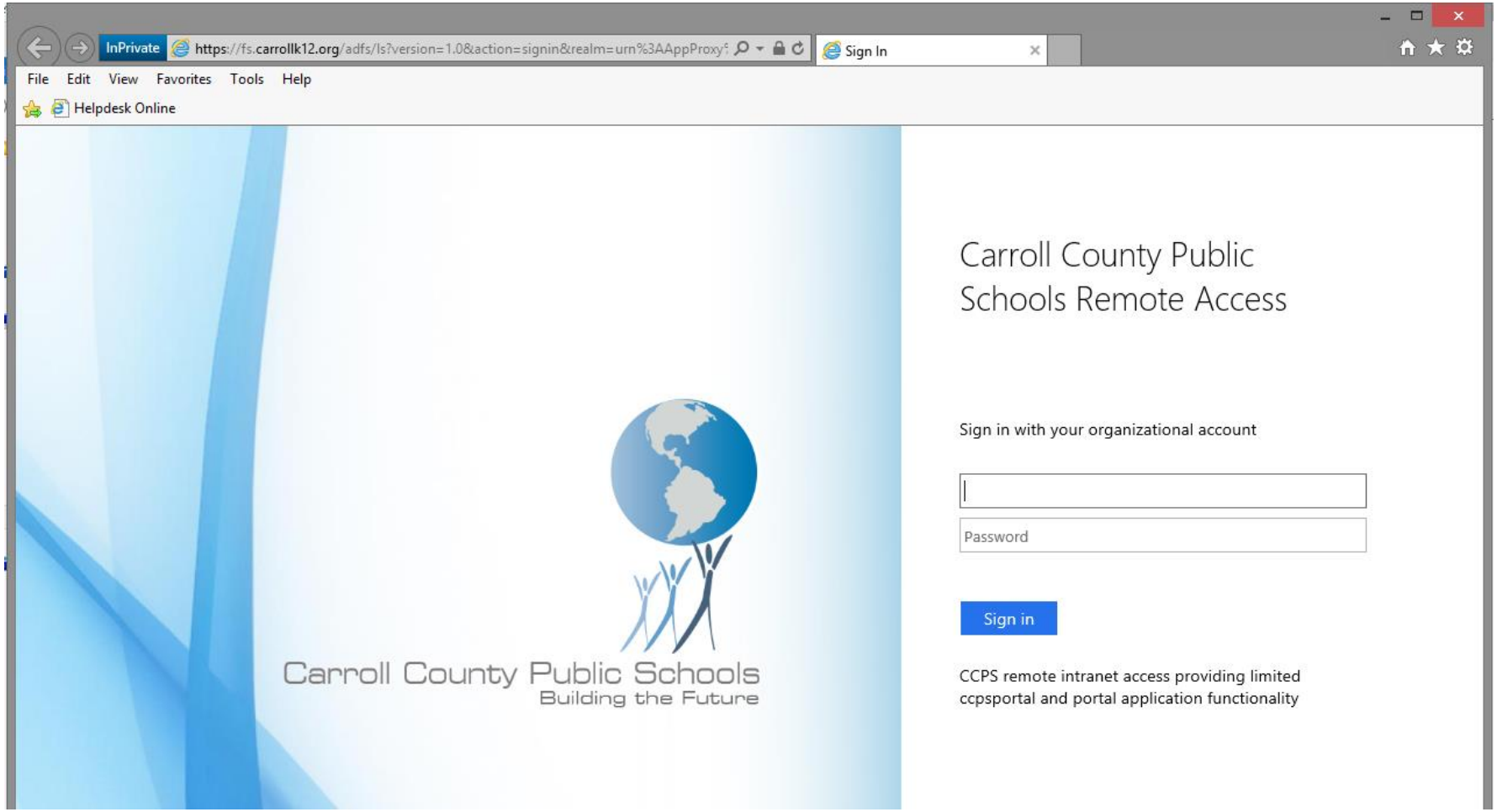
For assistance with email/log in issues, please contact the Help Desk at 410-751-3501.

Wendy A. Clise 410-751-3176
Jocelyn Quinn-York 410-751-3077

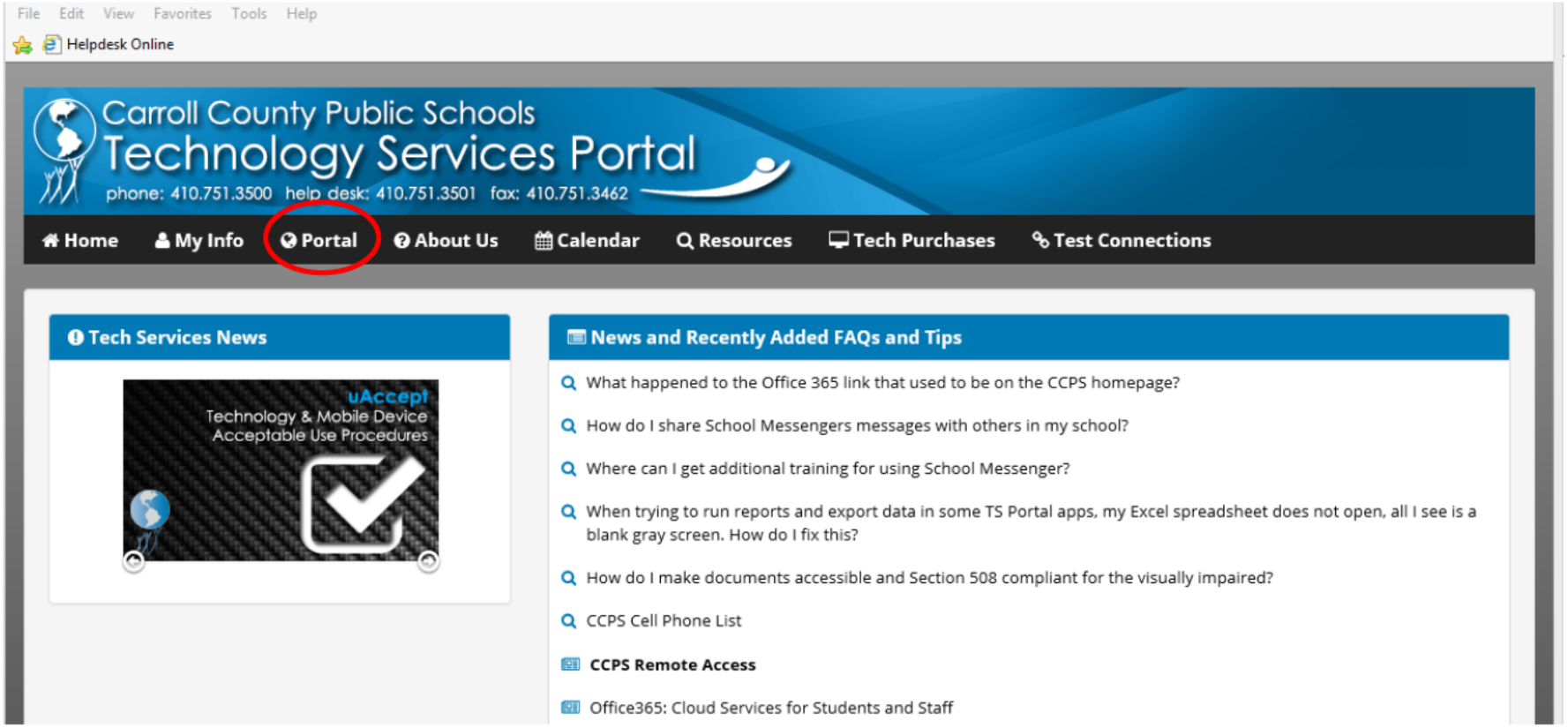
Open your web browser….

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

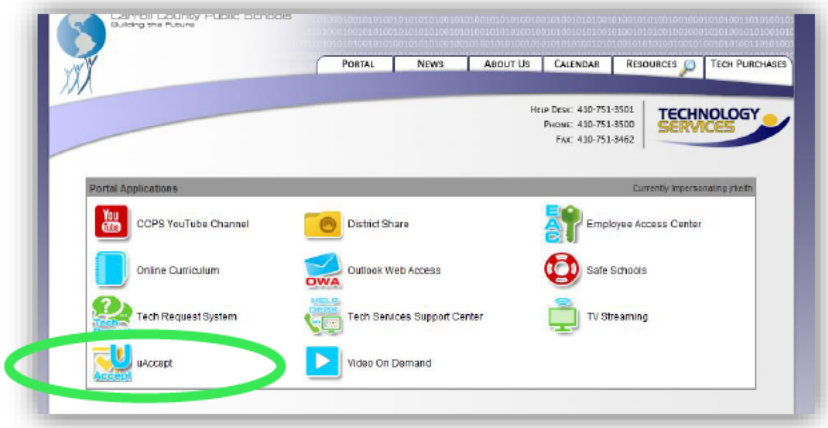
Enter your e-mail (ex. jtest@carrollk12.org) and password and click 'Sign in'



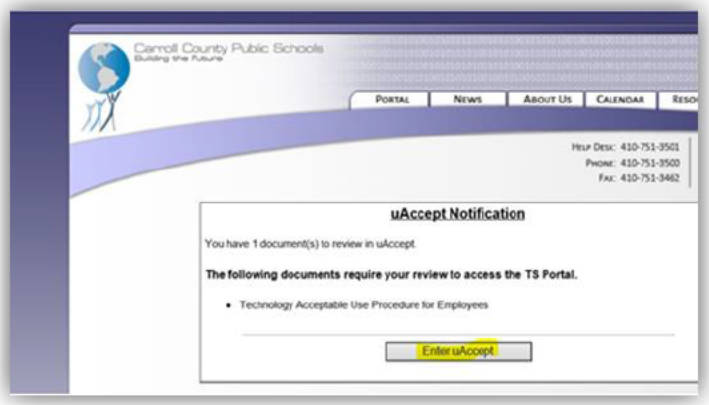
Click on Portal



uAccept

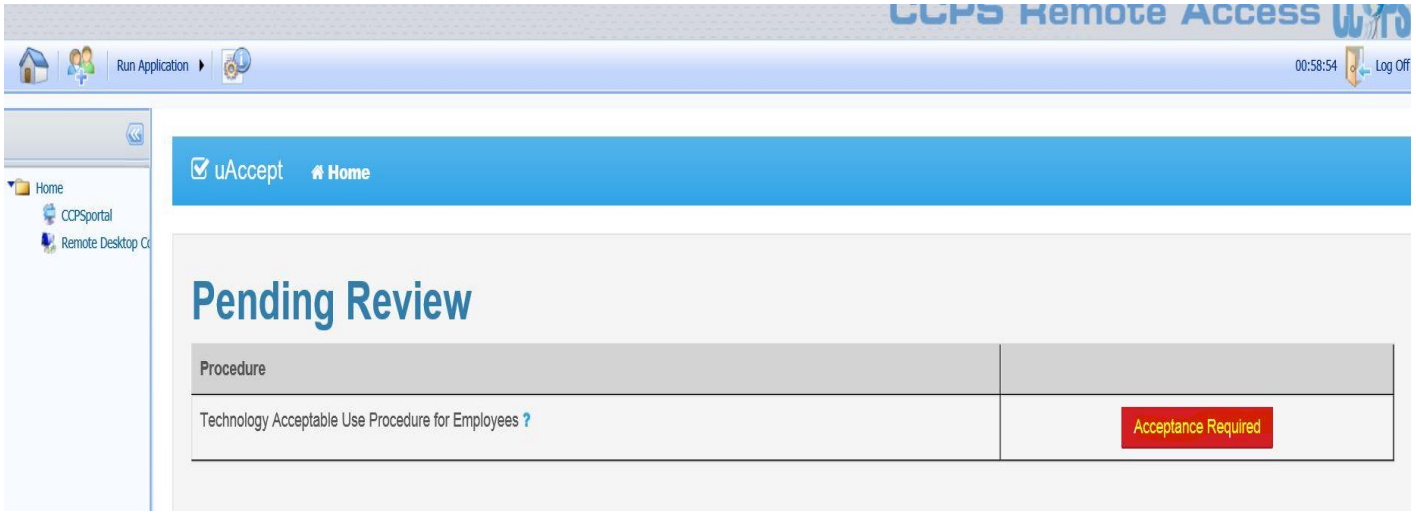


The **uAccept** application allows CCPS employees to electronically accept the Technology Acceptable Use Procedure and Mobile Device Acceptable Use Procedure.

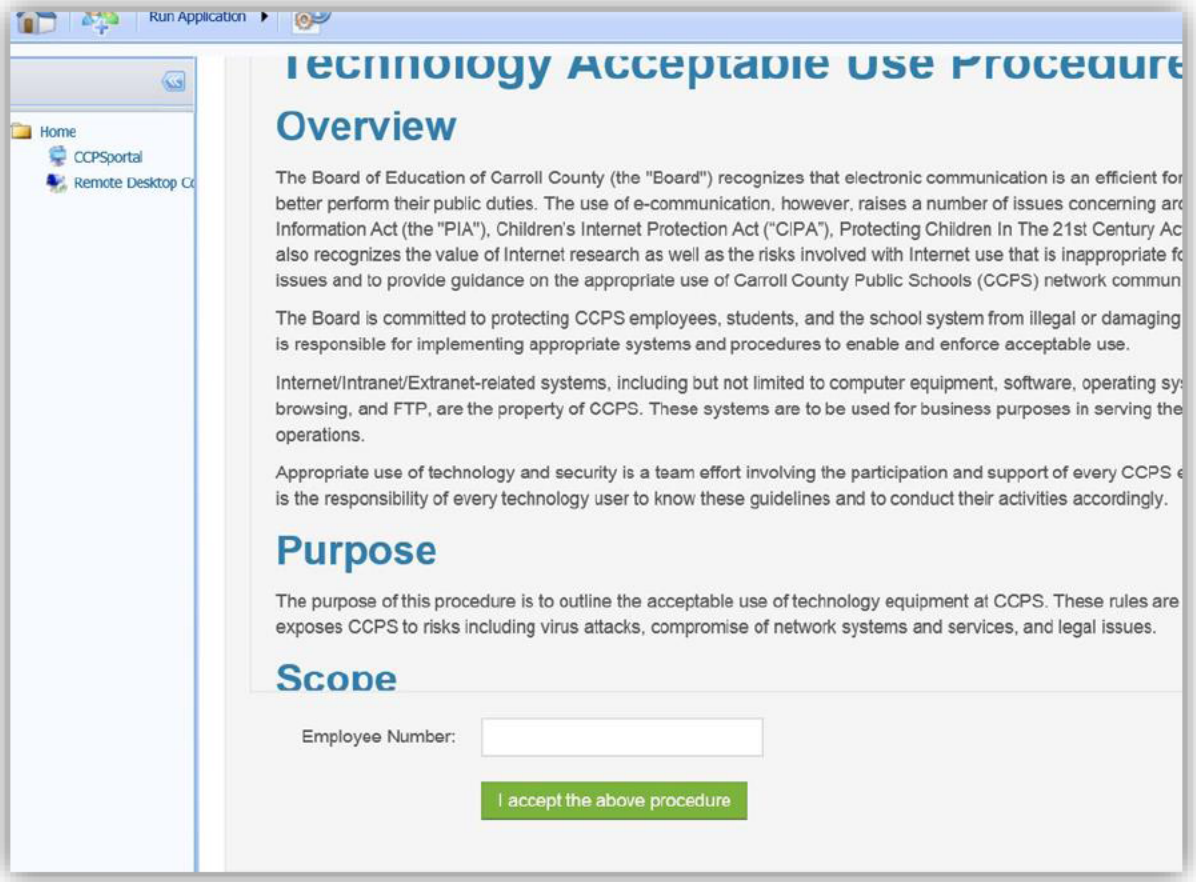


You will be prompted to enter the uAccept application if you have not accepted the Technology Acceptable Use Procedure.

Technology Acceptable Use Procedure

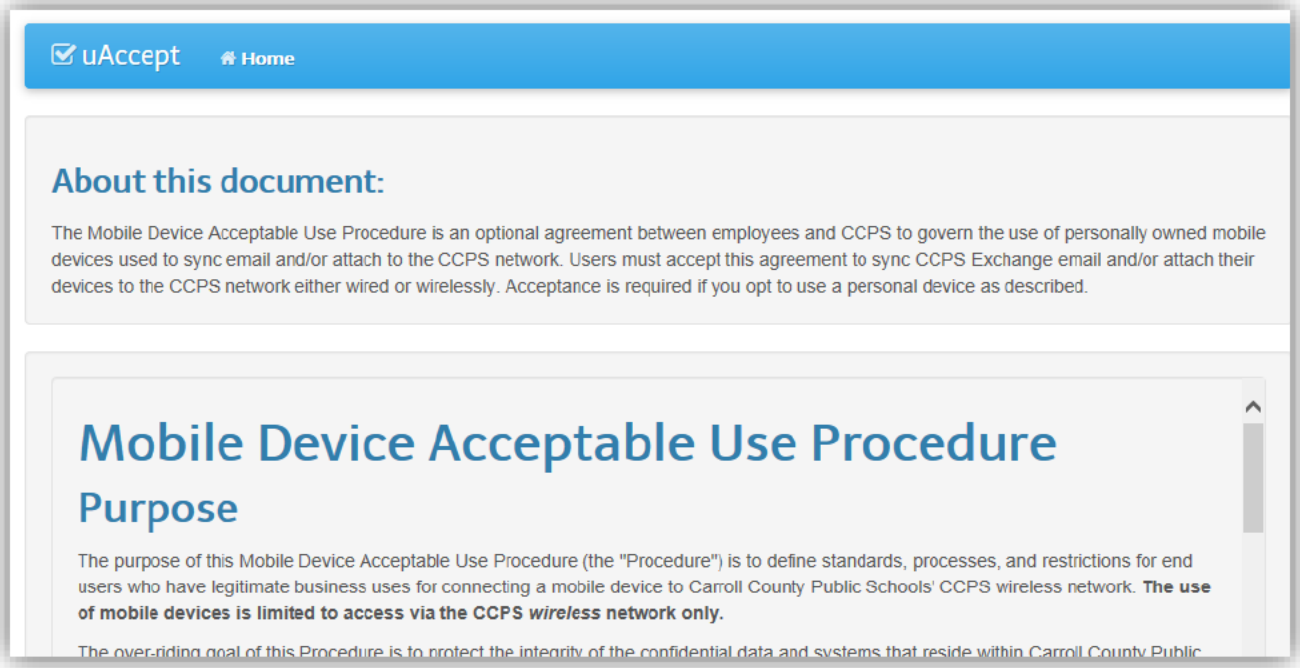


The Technology Acceptable Use Procedure is a condition of employment with Carroll County Public Schools. You will need to electronically accept this procedure. Click the Acceptance Required button.



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

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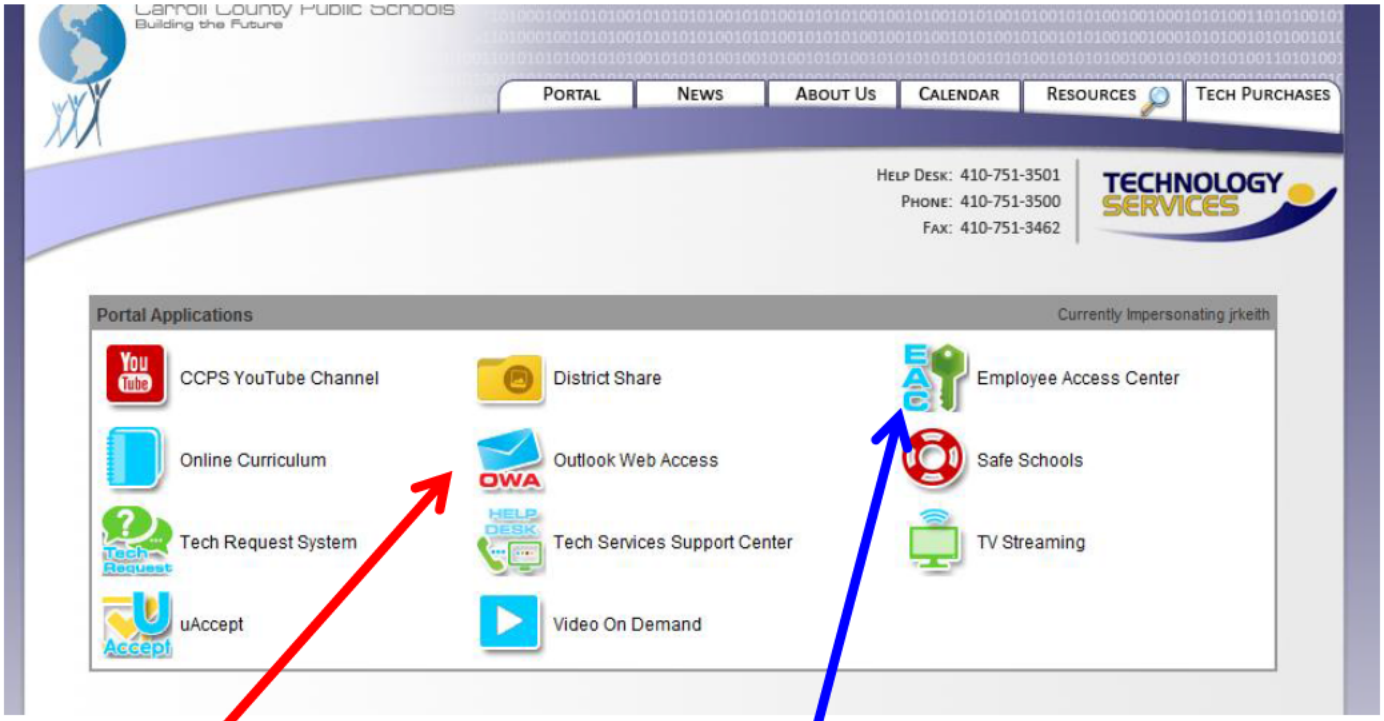
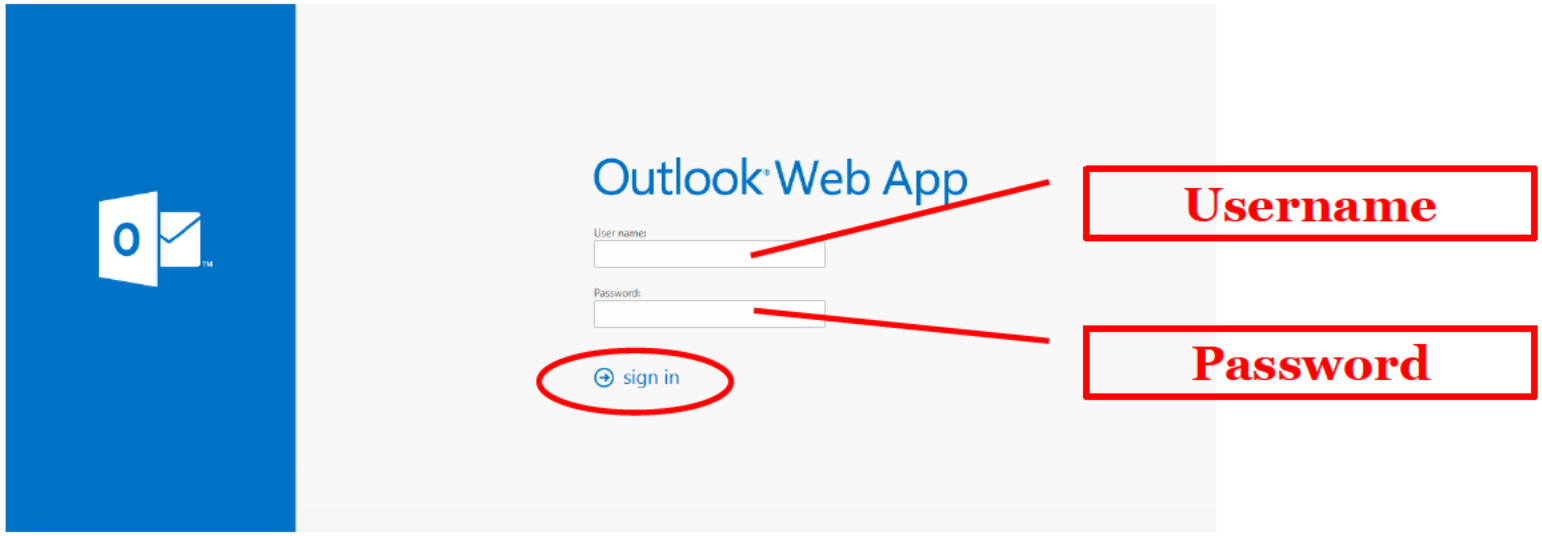
Once you have read the Mobile Device Acceptable Use Procedure, please scroll to the bottom and enter your employee identification number. You may select “I accept the above procedure” or “I choose NOT to accept the above procedure” depending upon whether or not you would like to connect to the CCPS network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

CCPS Portal



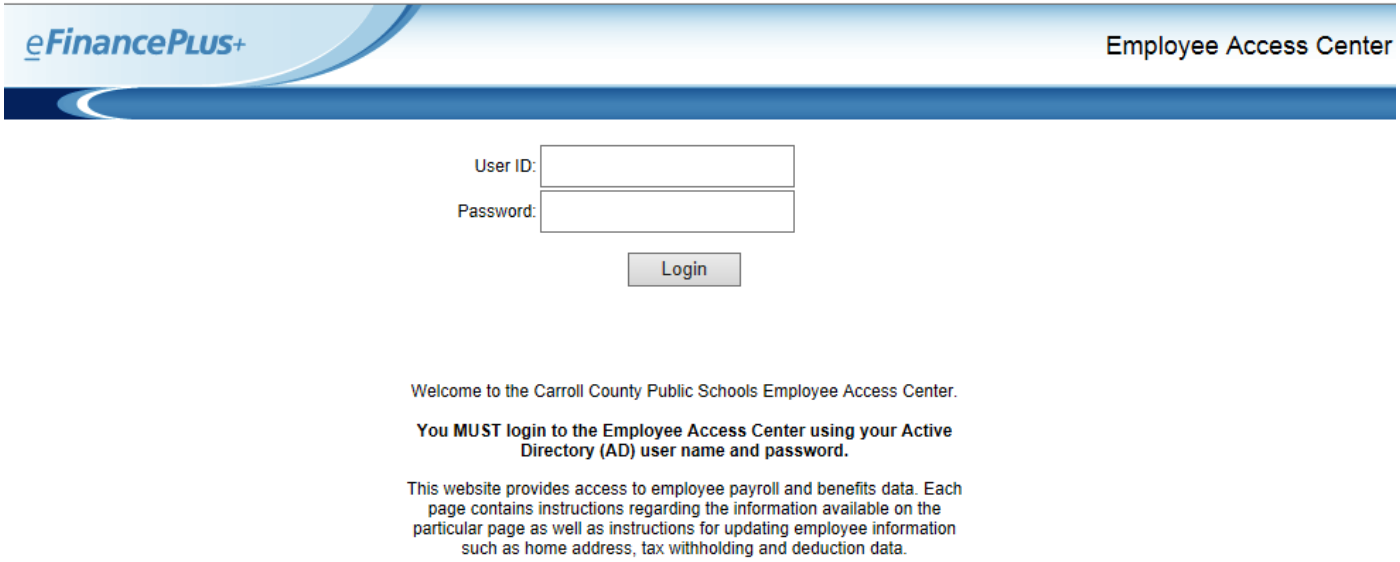
The **Outlook Web Access** application will provide access to your CCPS email. The **Employee Access Center** application will provide access to your paystubs and other employee-related information.

Outlook Web Access (OWA)



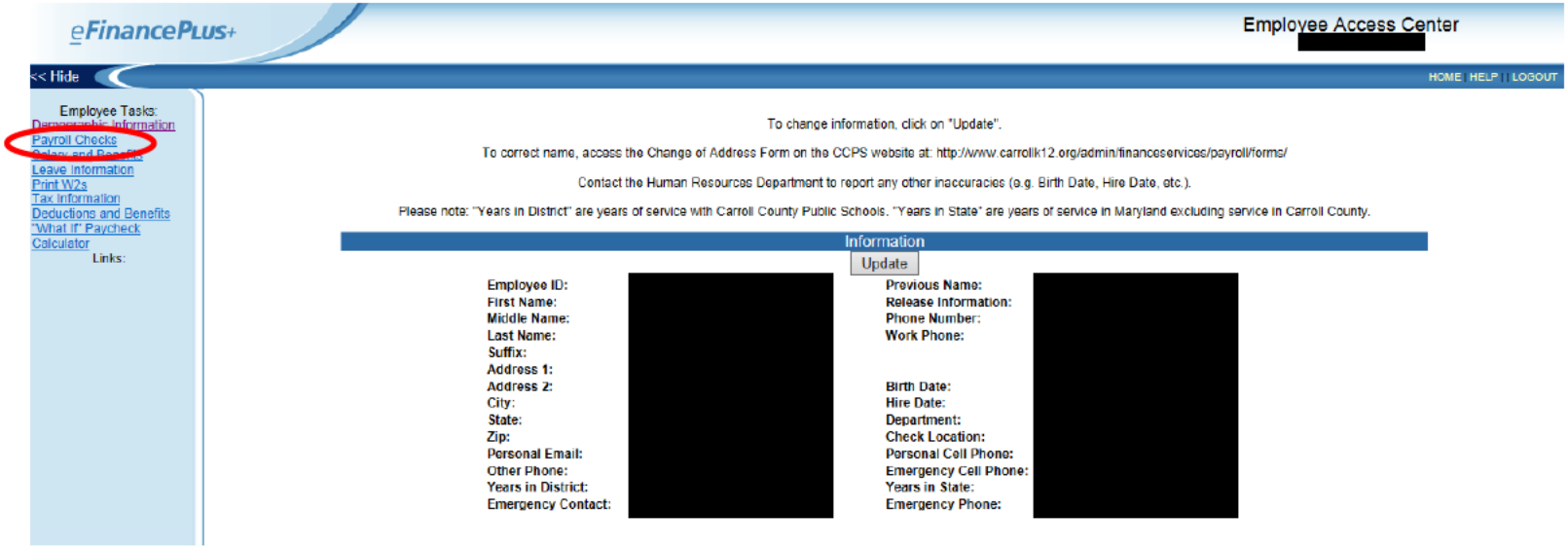
Clicking on the **Outlook Web Access** icon in the Portal will take you to the login screen to access your CCPS email. You will need to enter your Username, Password, and then click 'sign in'.

Employee Access Center (EAC)



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:



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

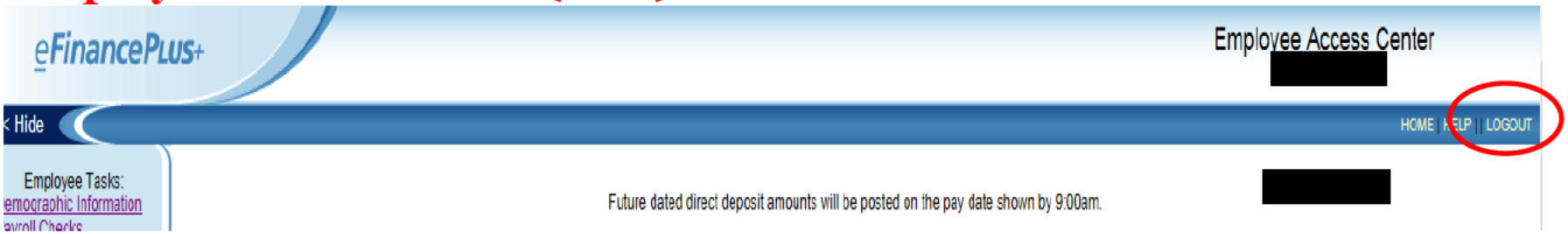
Check Message	Check Number	Check Date	Pay Type	Manual/Void/Adjustment
	V1499125	02/28/2014	Direct Deposit	
	V1494601	02/14/2014	Direct Deposit	
	V1490042	01/31/2014	Direct Deposit	
	V1485573	01/15/2014	Direct Deposit	
	V1481013	12/31/2013	Direct Deposit	
	V1476445	12/13/2013	Direct Deposit	
	V1471818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

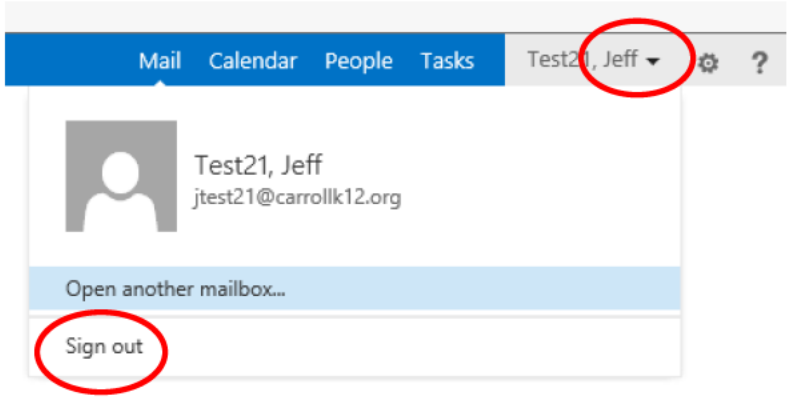
Logging out of the EAC & OWA

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):

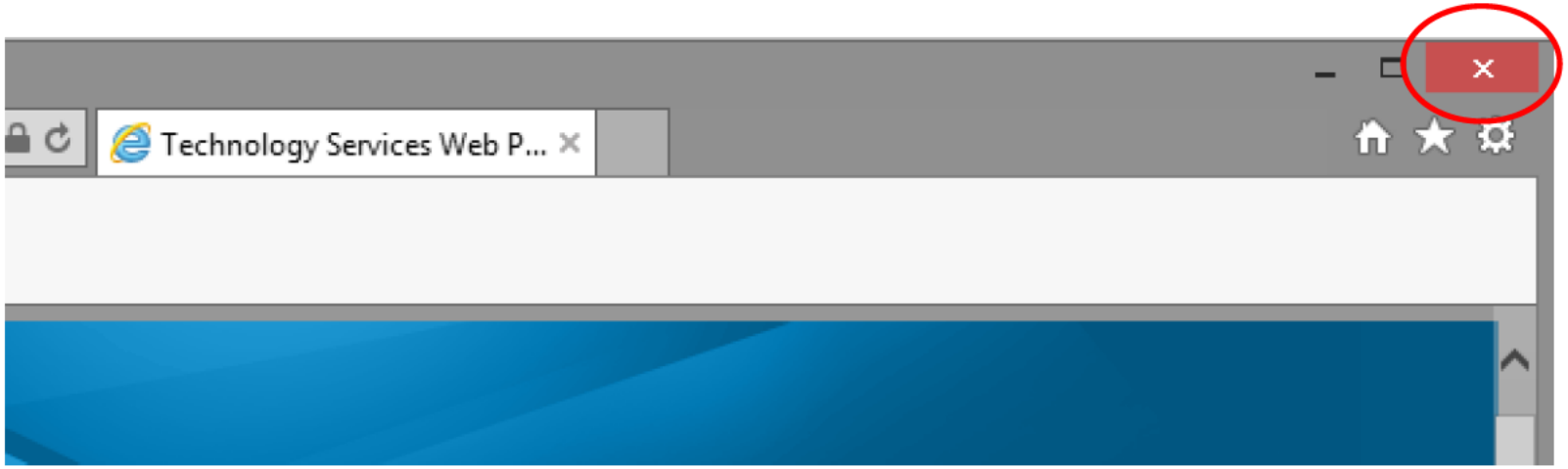


Outlook Web Access (OWA):



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.