



Login

To get to Employee Access Center, go to the Human Resources page (slpschools.org/hr) where you will find an icon labeled “Employee Access Center” near the top of the page.

- **User ID:** Employee ID Number
- **Password:** Last 4 digits of your SSN

Upon logging in the first time, you will be asked to set up answers to 3 security questions. Please note that these answers are case sensitive.

Navigation

Upon initial login, you will be on the *Demographic Information* page. Please review your personal information on this page to ensure it is correct (address, phone number, email, social security number, race/ethnicity, etc).

If any of this information changes in the future, you can update it by clicking on the “Update Information” button outlined in red below. If you make any updates, click “Save” near the bottom right of the page to save your changes.

eFinancePlus
Employee Access Center

Demographic Information

[Update Information](#)

Please contact the Human Resources Department to report inaccuracies.

Employee ID	Previous Last Name
First Name	Preferred Name
Middle Name	SSN
Last Name	Birth Date
Suffix	Effective Date

General Information

Address Line 1	Phone Number
Address Line 2	Work Phone