

## Using the Employee Access Center for Next Steps

- Visit Password Portal to set up credentials. <https://pwportal.sd5.k12.mt.us/passwordreset>
  - a. Click Enroll
  - b. Follow Prompts to enroll and create a new password using the initial login info below:  
Your User ID will be: **firstname.lastname**  
Your Password will be: **Welcome23!**

Once you have created a new password, it will be used as your Network and EAC password.

- Log into the EAC from Kalispell Public Schools Home Page: [www.sd5.k12.mt.us](http://www.sd5.k12.mt.us)
  - a. From STAFF dropdown, click KPS Employee Center, and then click on the Employee Access Center link
  - b. This will prompt a Google Sign In  
Your User ID will be: **firstname.lastname@sd5.k12.mt.us**  
Your Password will be: **As created in the Enrollment Process (Step 1).**

If you have login questions,

please call IT @

406-751-3400 ext. 3407 or [helpdesk@sd5.k12.mt.us](mailto:helpdesk@sd5.k12.mt.us).



- **Check Personal Information for Accuracy.** To change any Employee Information, click **Update Information**. Remember if you are going to make a name change, you will need to provide HR with an updated Social Security card before it can be officially changed in our system. Changes will take up to 5 working days to be updated in the system.

Employee Information

Update Information

**i** DIRECTIONS: Please ensure that all of the information below is updated and accurate.

If you update your address, then you will need to update your dependents address as well on the Deductions and updating or changing your name, please provide HR with a copy of your new Social Security Card or Driver's License change. HR can only accept a Social Security Card or Driver's License to verify a name change. Your name will not system until it is provided to HR.

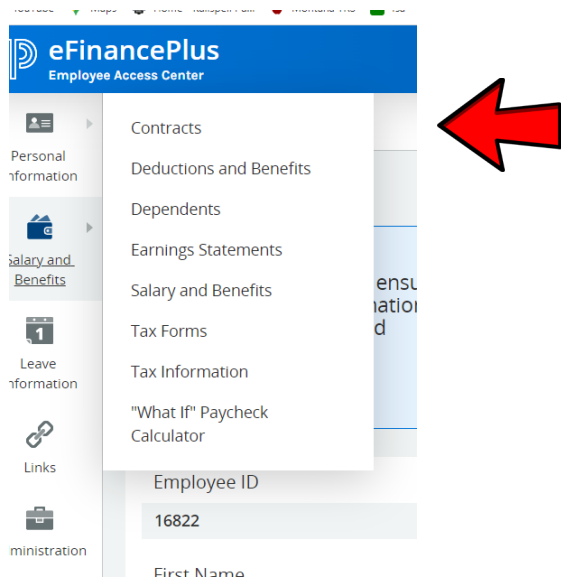
Unless permission is given by employee to allow more, Employee Information which would be released includes Assignment/Position, Start the Freedom of Information Act.

Employee ID

Previous Last Name

**If you are an administrator, a teacher, a bus driver, a nurse, or a non-union employee or a coach, you must also complete the following steps to view and sign your contract. Otherwise, you are done.**

- **Under Salary and Benefits, Select Contracts.**



- **Review Your Contract**

Click on Contract Link under **Description** to review your contract.

Description	School Year	Sign By	Sign	Signature Date
<a href="#">NON UNION HOURLY CONTRACT</a>	2021-2022	06/01/2021	<input checked="" type="checkbox"/> Sign Checkbox	05/13/2021
<a href="#">NON UNION HOURLY CONTRACT</a>	2022-2023	06/14/2022	<input checked="" type="checkbox"/> Sign Checkbox	06/06/2022

DO NOT SIGN IF YOU DO NOT THINK IS ACCURATE. Call HR if you have questions at 751-3444.

Things to check (not all applicable to all contracts):

Wage/Salary, Position, Contract Days, Leave Amounts, Cell/Fuel Allowance, Special Increments (Masters, Doctoral, Career, Off-schedule), Extra days.

If your contract is accurate, you are ready to sign.

- **Sign Your Contract**

Select the check box, and then click Sign button.

- **You are done! Payroll will now be able to pay out on your contract!**