BEDFORD PUBLIC SCHOOLS
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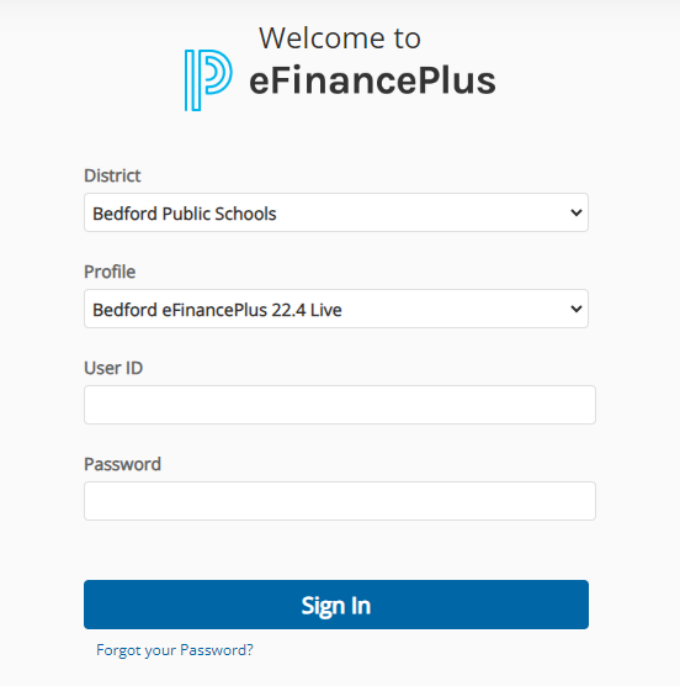
https://www.bedford.k12.mi.us/

Employee Access Center Help Sheet

The Employee Access Center (EAC) is a web-enhanced application for employees to access and track pertinent information regarding paychecks, leave banks, demographics, etc.

You can access the EAC by navigating to the Bedford Public Schools website main page. Click “Staff Resources” then select “EAC (Employee Access Center)” from the list.
Using the drop down menu, **change the District to Bedford Public Schools**. The Profile field will automatically update.
Your User ID will be your 9-digit employee number with no spaces or dashes in the format of “58030_ _ _ _”.
Initially, your Password is the last four digits of your social security number. You may follow the prompts to change your password after the first time you log in. If you’ve logged in previously and forgotten your password, you may use the Forgot Your Password? link on the EAC site.



For additional help with password reset, please contact the Payroll office at 734.850.6014.

Once logged in to the EAC, a menu of options will appear down the left side panel. Some of these areas offer the option to update employee information. Please be advised that any tax withholding changes will not take effect until a signed W-4 form is received in the Business Services department. The form must be a 2024 version or later and may take up to two weeks for implementation.