



STIPEND CONTRACTS

How to View & Sign

FOR EMPLOYEE COACHES/ADVISORS

- Login to the Tyler Employee Access Center (EAC) using your normal Tyler EAC credentials.
- View and sign your contract(s)

FOR NON-EMPLOYEE COACHES/ADVISORS

1 Create Network Credentials

1. Go to the [Password Portal](#).
2. Click **Enroll**
3. Follow prompts to enroll and create a new password using the info below:
 - **User ID:** Sent to AD from IT
 - **Password:** Sent to AD from IT

This step can be skipped if completed in a prior year.
The Password Portal can also be used to reset a forgotten password.

2 Set Up Two Factor Authentication

Setup 2FA within 14 days of your first login. Accounts without 2FA will be disabled. If locked out, contact IT during business hours to restore access.

3 Register for Tyler EAC

- Use the [First-Time Login Instructions](#) to register.
- Note: The “Staff” page mentioned in the video has now moved to the **Staff Intranet**.

4 Login & Sign

- Once your credentials are set up, log in to Tyler EAC to [view and sign your contract\(s\)](#).

Tyler Employee Access Center (EAC): [Click Here](#)

NEED HELP?

Contract questions:

Human Resources – 406-751-3444 | robertse@sd5.k12.mt.us

Login/technical questions:

IT Help Desk – 406-751-3400 ext. 3407 | helpdesk@sd5.k12.mt.us

Thank you for your extra efforts in these extra duties - Have a great year!