

Employee Access Center

<http://eacefinance23.efp.k12.ar.us/erp/EmployeeAccessCenter/Web/MultDBlogin.aspx>

If you are unable to log-in, please contact Laurie Fielder at laurie.fielder@jonesboroschools.net

To Register:

1. Go to above website
2. In the Database dropdown box select: **Jonesboro School District**
3. Click: **Forgot your Password**
4. In the Email Address or User ID box: type your **JPS email address** *(This is your User ID)*
5. Enter your **Social Security Number** with no hyphens. **Click submit**
6. Check your JPS email. *(CHECK SPAM if you don't see it in INBOX)* You should have an email titled Password Recovery. **Copy** the password.
7. Return to EAC (Forgotten Password) and click on **Return to Login Page**
8. Database: **Jonesboro School District**
User ID: **Your JPS email address**
Password: **Paste the password that you just copied from the email**
Click the Login button
9. **Change Password**
Old Password: **Paste the password that you just copied from the email**
New Password: **Your choice****
Re-Type New Password: **same as New Password!**

****** Minimum length: 9
Maximum length: 19
Must have at least:
1 lowercase
1 uppercase
1 digit
0 special characters
Cannot be part of username