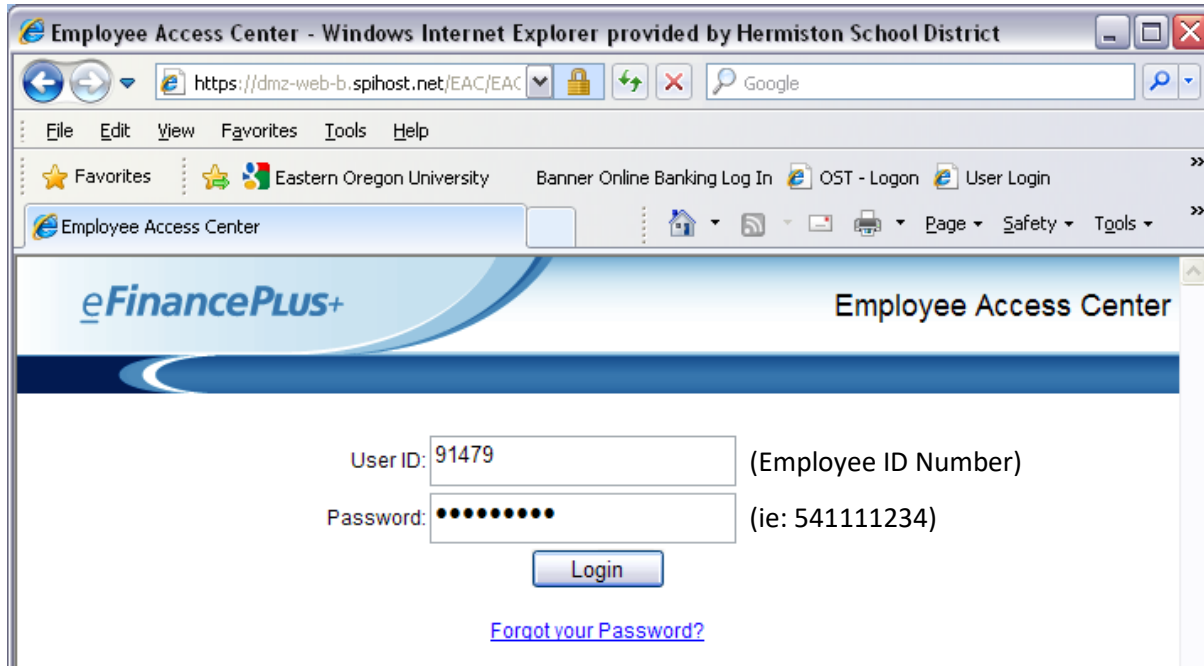
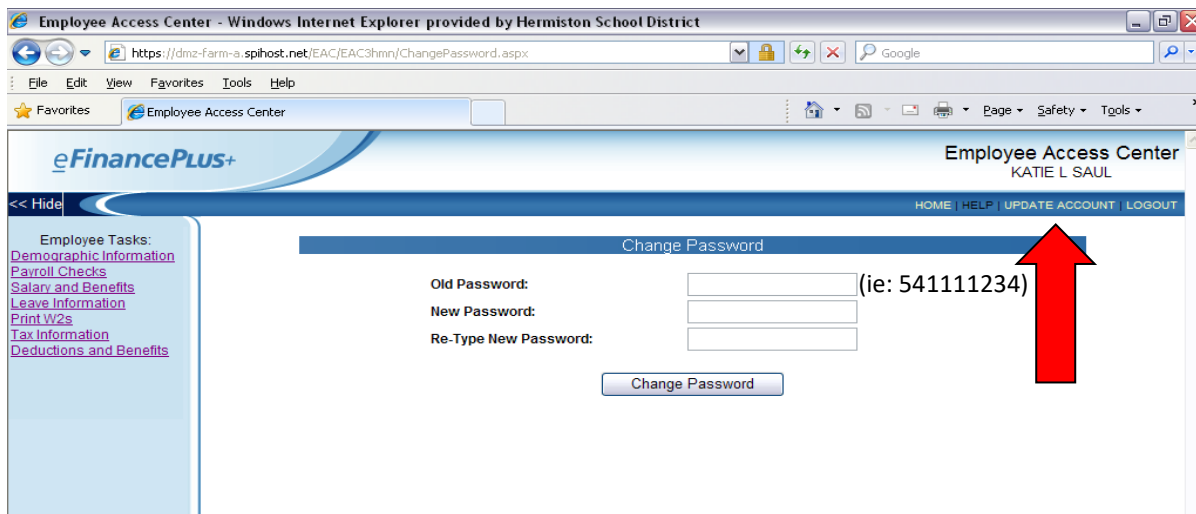


## EMPLOYEE ACCESS CENTER – QUICK GUIDE

To get started, navigate your internet browser to: <https://eac.spihost.net/hmn/eac51/Login.aspx>  
Log on to the live database by using your Five Digit Employee Number as your User ID and your Social Security Number (No spaces or dashes) as your Password. **If your full SSN does not work, try using just the last four digits.**



Upon logging in, the first thing you should do is change your password. To do so, select “UPDATE ACCOUNT” located at the top right-hand corner of the page, just under where your name is listed. After following the onscreen prompts, please be sure to save your new password in a secure location for future reference.



You are now ready to start exploring what EAC has to offer! Select the different menu items, listed as Employee Tasks, and verify the information. Please note that not everyone will have data on the Additional Information page, as we are still working on the system. Be sure to verify your Demographic Information and feel free to update any inaccuracies, including adding your email address.

If you have any questions or suggestions, please feel free to contact Sara Sargent via email to [SARA.SARGENT@HERMISTONSD.ORG](mailto:SARA.SARGENT@HERMISTONSD.ORG) or by calling extension 10003.

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