Employee Access Center Portal Instructions

Please follow the directions to access the Employee Access Center (EAC) on the Pennsbury School District website.

- ➢ Open your internet browser (Chrome, Explorer, etc.)
- ➢ Go to https://eac.spihost.net/pnb/eac5/Login.aspx **or**
    - ○ Go to www.pennsburysd.org
    - ○ click **Departments**
    - ○ click **Human Resources**
    - ○ click **Human Resources Portal**
    - ○ click **Employee Access Center - Starting December 3rd 2018**
- ➢ Enter User ID (employee ID number)
- ➢ Enter Password (your initial password is the last four digits of your social security number).
    - ○ To change your password, or if you forgot your password, please click **Forgot your Password?**
    - ○ Enter your employee ID number and your social security number (no dashes).
    - ○ A temporary password will be sent to your Pennsbury email (temporary password will expire after some time)
    - ○ Return to the EAC Portal and enter the temporary password and update.

It is imperative that you review your records located on the portal for accuracy. It is your responsibility to notify the proper departments listed below regarding any discrepancies as soon as possible.

Human Resources ext. 10005	Payroll ext. 10043	Technology ext. 10030
Demographic Information Address Change Benefits Salary	Taxes Deductions	Access to the system