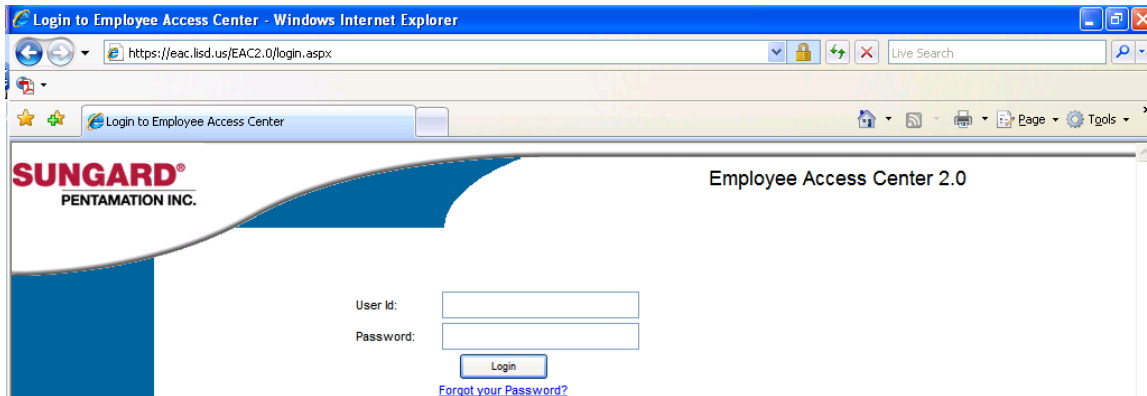


Employee Access Center

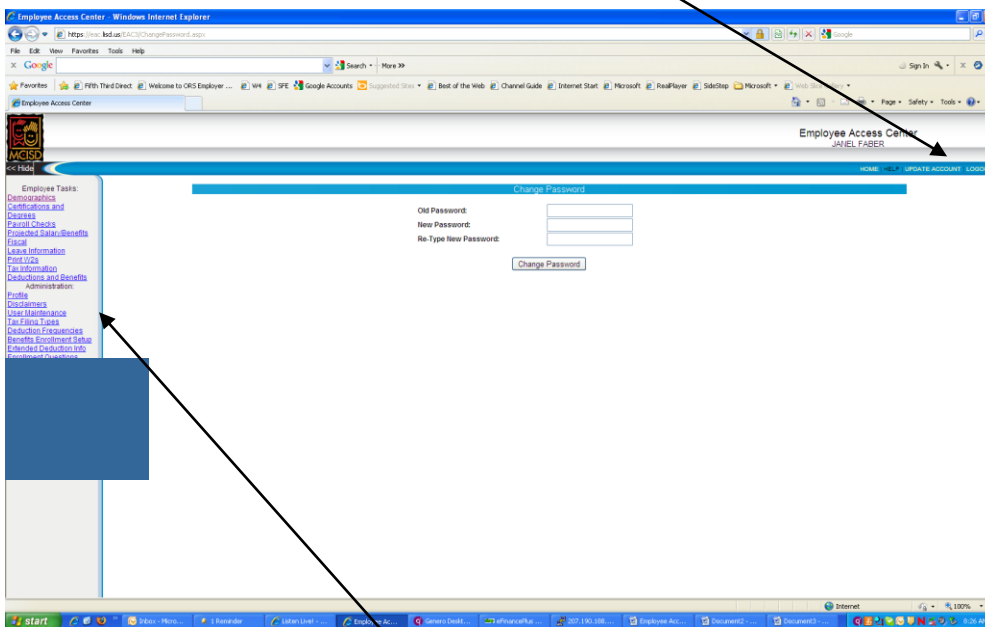
You can find a link to Employee Access Center on the ACS website, <http://www.airportschools.com>, under For Staff link. When you open it, select the Employee Access Center Log-in.

Your login User ID is your employee number (58020xxxx).

Initially your Password is the last 4 digits of your social security number. Please be sure to change your password the first time you log into the system.



Follow instructions below to change your password. If you would like to change your password in the future, simply click on the 'Update Account' option at the top of the screen.



Click on the options in the left panel to view your various personnel screens. Some screens offer the option to update your information. Name, Address, and Withholding changes will not take effect until a signed W-4 form has been received in the payroll office. Please allow at least two weeks to process these requests.

Information on the Salary & Benefits screen is informational. This information is an annualized projection and may not reflect accurate information. Accurate year-to-date information is available on the Deductions & Benefits screen.

Please contact Brenda Pyle (ext. 4021) if you have questions.