

Employee Access Center

<http://eacefinance52.efp.k12.ar.us>

You must be on a computer on the JPS network

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. 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