

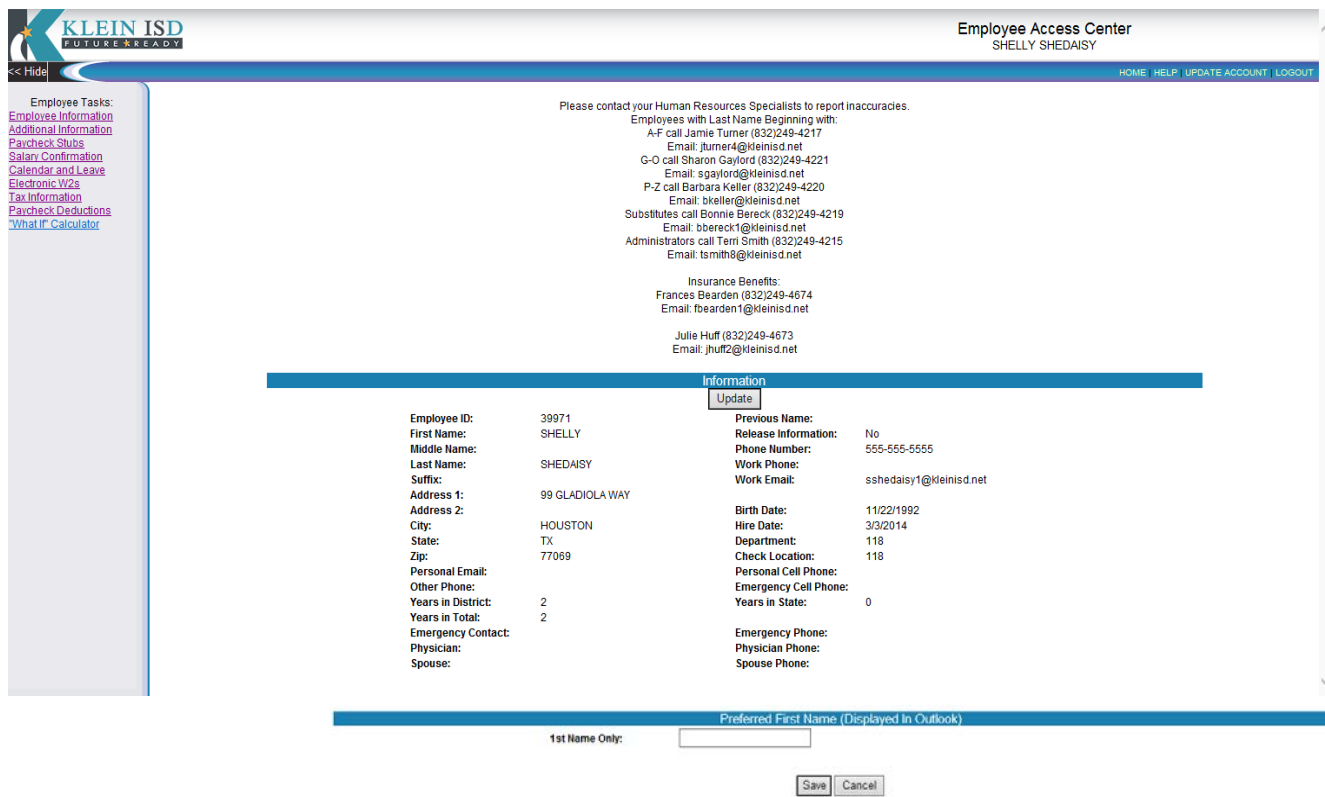
Employee Access Center

This document is intended for employees of Klein ISD

1. To update your Preferred First Name for display in Outlook, login to Employee Access Center (EAC) with your Employee ID (**User ID**) and the last four (4) digits of your Social Security Number (**Password**) unless you have previously logged in and changed your password to something else.



2. Click on **Employee Information**, then click on **Update** under the heading **Preferred First Name (Displayed in Outlook)**.



3. After you click update, enter your preferred first name in the blank rectangle. Now click **Save**.