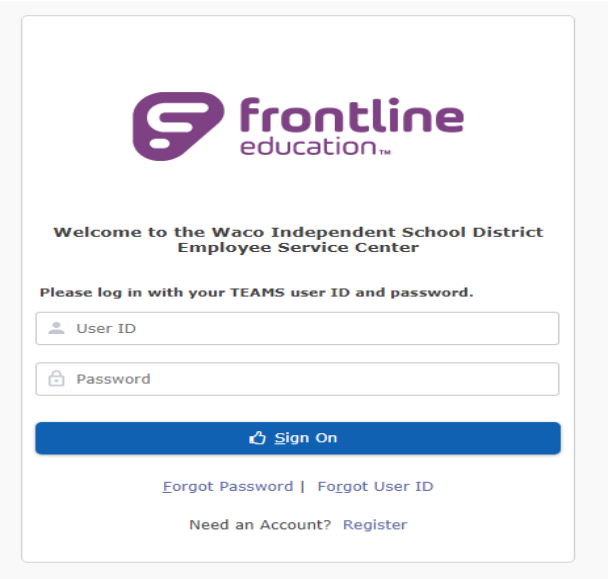
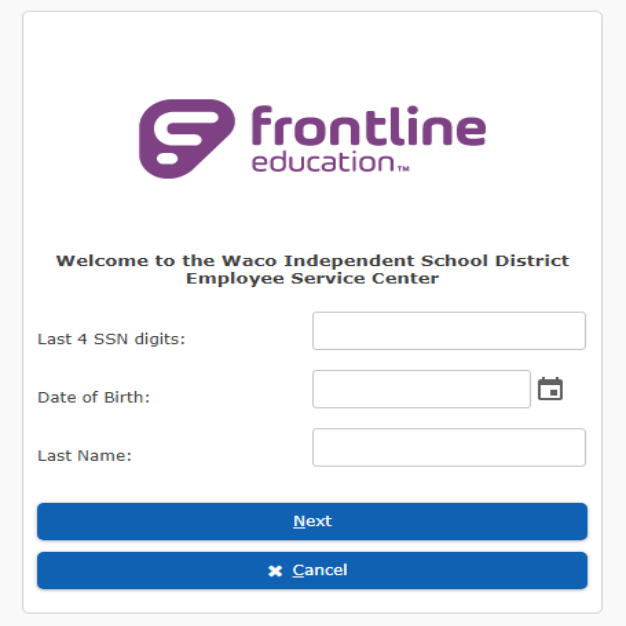
Steps to create an Employee Service Center Account (District-separated employee)

1. Go to https://waco.teams.hosting/servicecenter/EntryPointSignOnAction.do

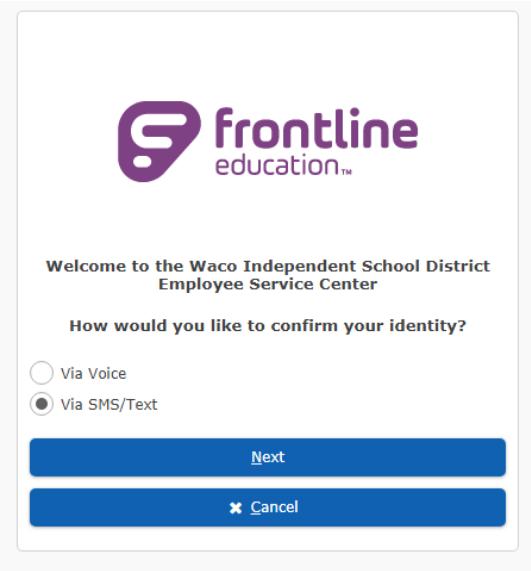
2. Click on Register at the bottom of the window



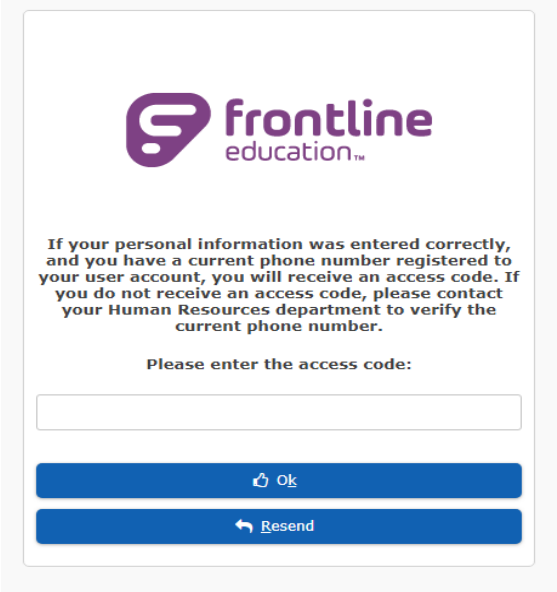
3. Enter the information requested and click Ok.



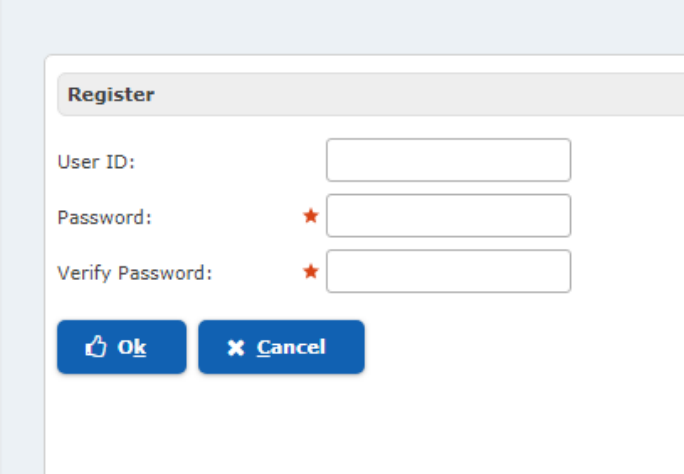
4. Confirm your identity. This will use the phone number that we have on file for you. If your phone number has changed please contact the Human Resources Department.



5. Enter the Access Code that was sent to your phone number.



6. Create a unique username and password. This password can be any combination of letters,numbers, and symbols. Click Ok and your new login will be registered.



7. Remember to use the website https://waco.teams.hosting/servicecenter/EntryPointSignOnAction.do to access this page.