



Accessing Employee Self Service

1. Launch a Chrome Browser.
2. Navigate to <https://www.atlantapublicschools.us/>.
3. Choose one of the following links:

Use when away from APS site.

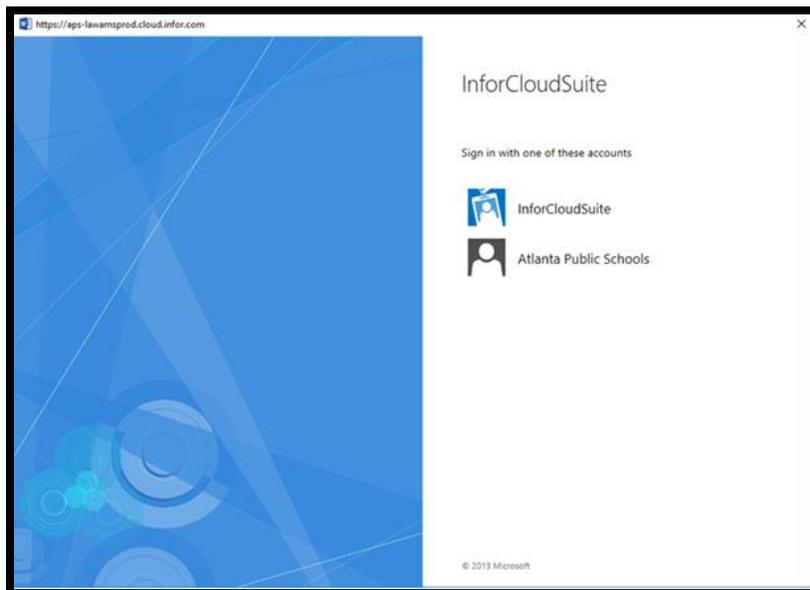
EMPLOYEE SELF-SERVICE [Employee Self-Service \(Lawson\)](#)

Click here to access employee tools, such as pay stubs, W2s, benefits, dependants, and direct deposit.

You will need to register multi-factor authentication (MFA) to access this feature from home.

*Chrome is recommended for the best browsing experience.

The first time you try to log into Lawson on a computer, the InforCloudSuite page will display.





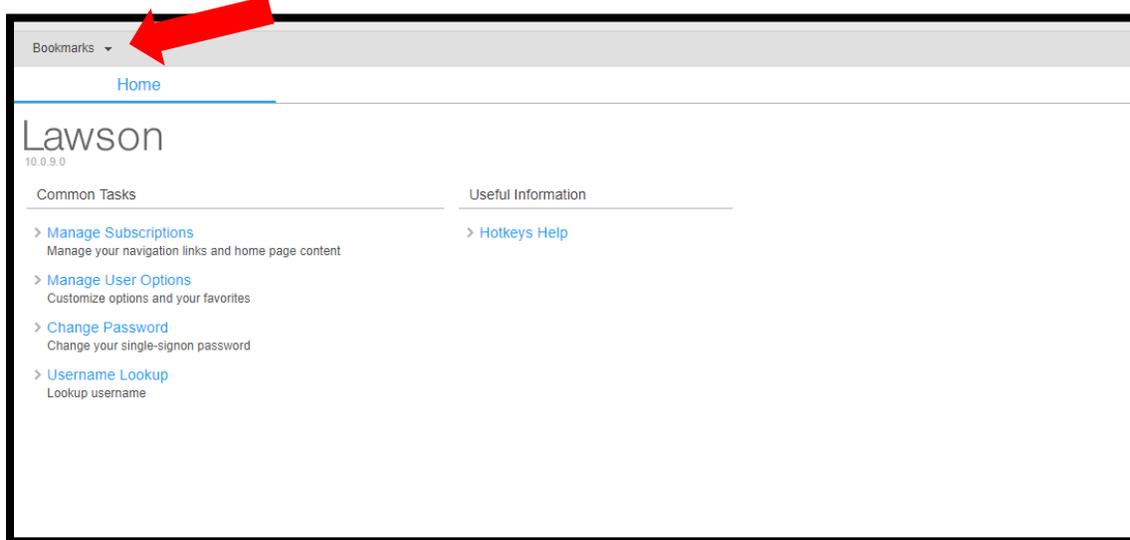
4. Click *Atlanta Public Schools* to log in.

Note: If you are at an APS site and have logged onto the machine, you will be automatically logged in. If you are not at an APS site, you will receive a MFA notification through your previously selected notification method.

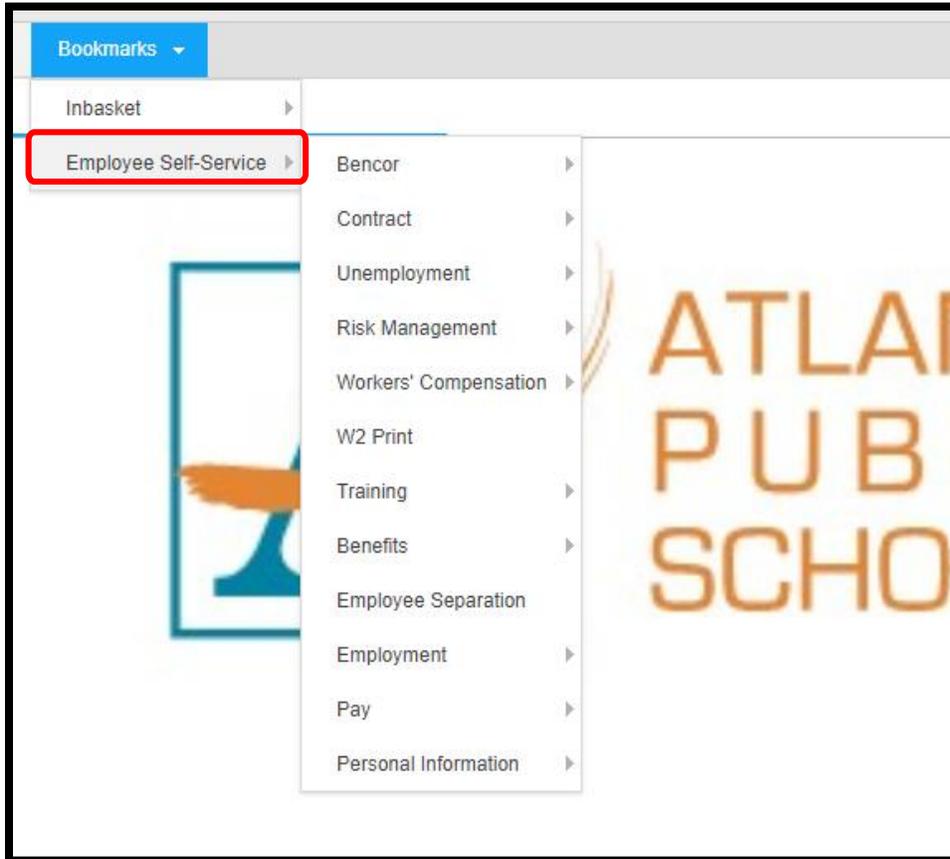


Once you have successfully logged in, you will see the APS landing page.

5. Click *Bookmarks*.



6. Hover over *Employee Self-Service* to display employee self-service options.



You have successfully accessed Employee Self-Service.