1. Launch a Chrome Browser.
3. Choose one of the following links:

**Use when away from APS site.**

![Employee Self-Service (Lawson)](image)

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.