

Employee Space Step-by-Step Guide



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Logging In from an APS computer

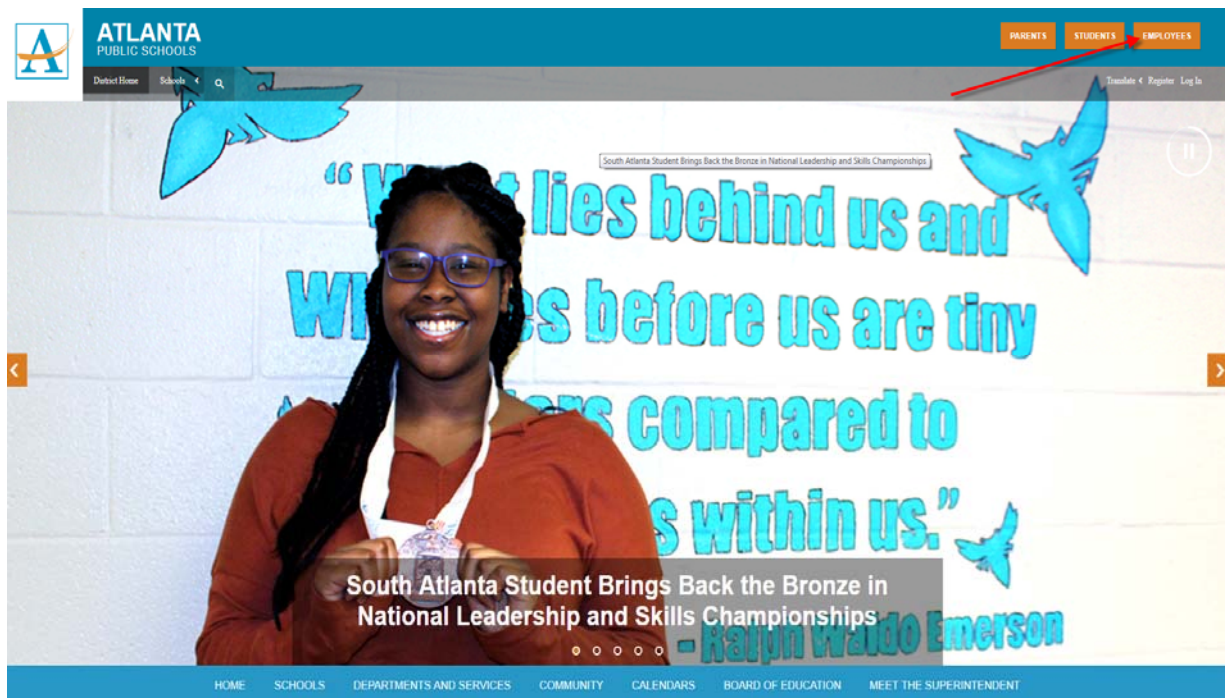
Step 1. Log into the computer with your ID (network ID) and your password.



Step 2. Open your internet browser and go to www.atlanta.k12.ga.us.

Note: Though Google Chrome seems to be more stable in GHR, actions under >To Do>**Employee Links** will require the use of Internet Explorer

Step 3. Click **EMPLOYEES** button at the TOP right of any page on the APS website.



Step 4. Click **e-APS (Global HR)**.

Home > Departments and Services > About APS > Employee Access

APS Employee Tools and Information



[NIMBUS](#)

Go to Nimbus for all your technical, hardware and software needs.



[AESOP](#)

Automated Substitute Placement & Absence Management

e-APS

[e-APS \(Global HR\)](#)

Access Employee Space and Manager Space. (Replaces Lawson ESS and MSS).



[myAPS](#)

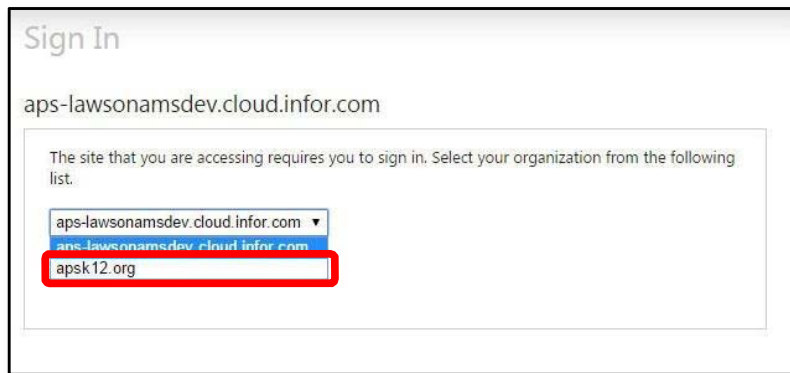
APS employees can access MyPLC, Infinite Campus, APS Webmail and other APS applications and information.

When logging in from home, please use APSMASTER\ in front of your username (ex: APSMASTER\anitam). Your password is the same as your email.

Step 5. Click the Drop down Arrow.

Employee Space in GHR

Step 6. Select '*apks12.org*' (a variation of this domain is OK).



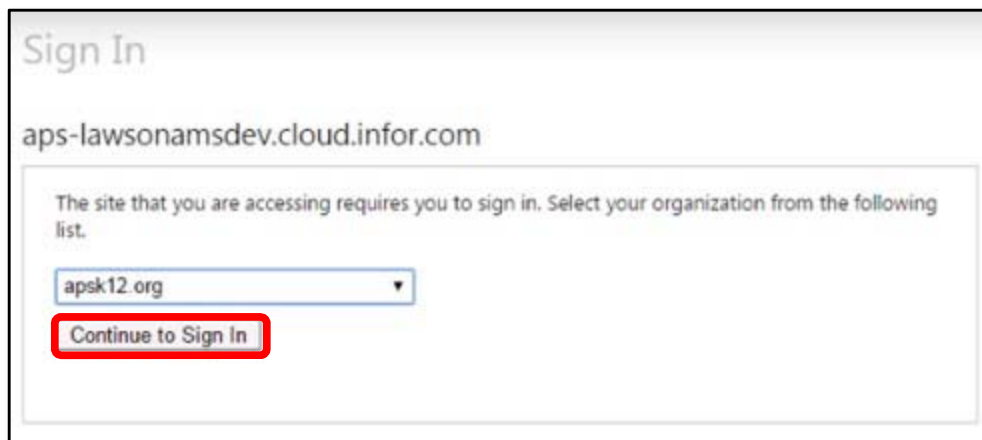
Sign In

aps-lawsonamsdev.cloud.infor.com

The site that you are accessing requires you to sign in. Select your organization from the following list.

aps-lawsonamsdev.cloud.infor.com
aps-lawsonamsdev.cloud.infor.com
apks12.org

Step 7. Click *Continue to Sign In*.



Sign In

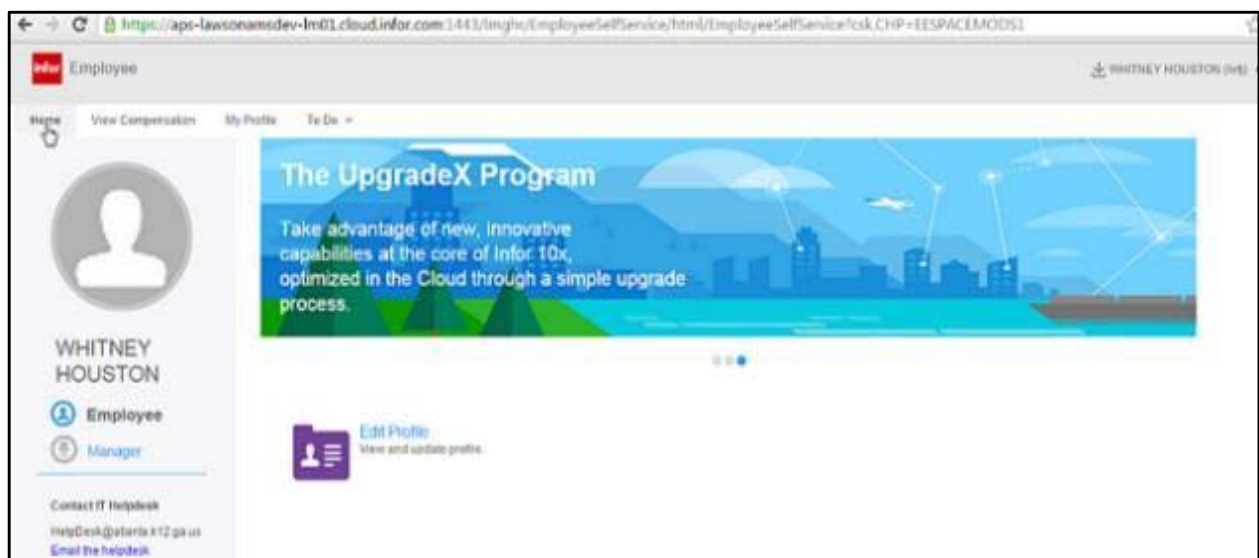
aps-lawsonamsdev.cloud.infor.com

The site that you are accessing requires you to sign in. Select your organization from the following list.

apks12.org

Continue to Sign In

Step 8. You have successfully logged into Employee Space.



Logging In from Home


Step 1. Open your internet browser and go to www.atlanta.k12.ga.us.

Note: Though Google Chrome seems to be more stable in GHR, actions under >To Do>Employee Links will require the use of Internet Explorer.

Step 2. Click **Employees** button at the TOP right of any page on the APS website.

Step 3. Click **e-APS (Global HR)**.

Step 4. Click the Drop down Arrow and select '**apsk12.org**' (a variation of this domain is OK).



Sign In

aps-lawsonamsdev.cloud.infor.com

The site that you are accessing requires you to sign in. Select your organization from the following list.

aps-lawsonamsdev.cloud.infor.com

Continue to Sign In

Step 5. Click **Continue to Sign In**.



Sign In

aps-lawsonamsdev.cloud.infor.com

The site that you are accessing requires you to sign in. Select your organization from the following list.

apsk12.org

Continue to Sign In

Step 6. Type in your ID (network ID) and your password and click **Sign In**.



Sign In

adfs.apsk12.org

Type your user name and password.

User name:

Password:

Sign In

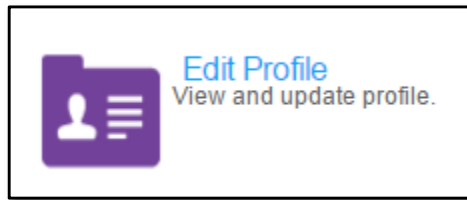
Type Network ID & Password

Step 7. You have successfully logged into Employee Space.

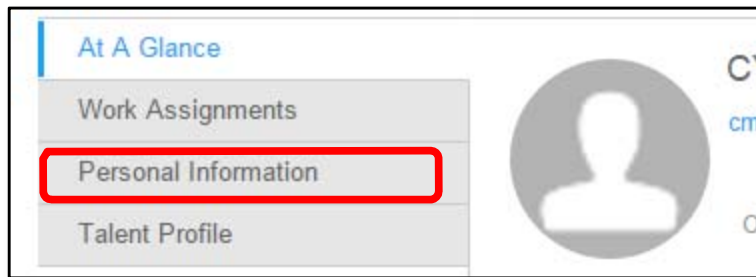


Adding Contact Information

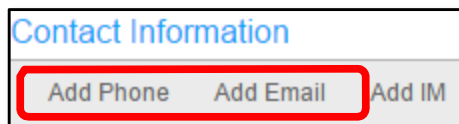
Step 1. Click Edit Profile



Step 2. Click Personal Information



Step 3. Click Add Phone or Add Email



Step 4. Type in information. **Note:** you must enter an effective date and fill in the areas with a red asterisk (*).

A screenshot of a form titled 'Add A Telephone Pager Or Fax Number For CYNTHIA NELSON-117868'. The form includes the following fields and options: 'Effective Date' with a date picker, a checked 'Active' checkbox, a 'Description' text field, 'Telephone Type' with a dropdown menu and a red asterisk, 'Country' with a dropdown menu, 'Phone #' and 'Ext.' text fields, two unchecked checkboxes for 'Change This To Be Work Phone' and 'Preferred Telephone Pager Or Fax Number', and a 'When Available' text field. At the bottom right are 'OK' and 'Cancel' buttons.

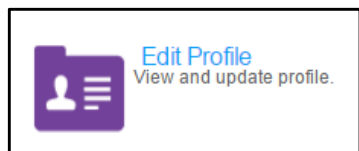
Step 5. Click **Ok**

Step 6. You have successfully added a new Contact. The new contact will display once the “Effective Date” you have chosen has been reached.

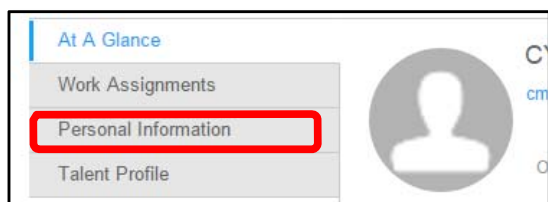


Update Phone Number

Step 1. Click Edit Profile



Step 2. Click Personal Information



Step 3. Double-click Phone Number Information

Contact Information

Add Phone Add Email Add IM	
Method	Detail
Email	employee@atlanta.k12.ga.us
Mobile	US 404-802-3500

Step 4. Update Phone Number Information, effective date and save.

Resource Contact

Actions Options

Employment ID: 123456 JOHN DOE

Effective Date: 9/14/2018

☒ Active

Description:

Telephone Type: Mobile

Country: US United States

Country Code: US Phone Number: 404-802-2300 Ext:

☐ Change This To Be Work Phone

☐ Preferred Telephone Pager Or Fax Number

When Available:

1. Enter change effective date.

2. Enter updated phone number and press 'save' button.

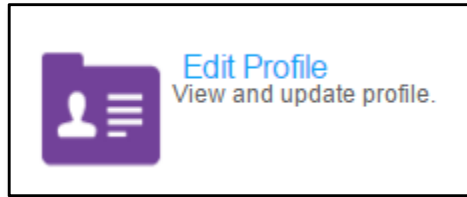
Step 5. You have successfully updated your phone number.

The Phone Number will display once the "Effective Date" you have chosen has been reached.

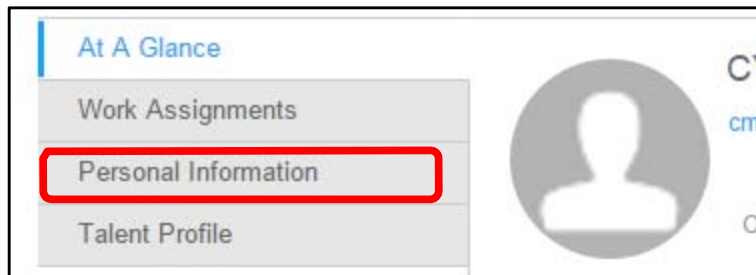


Update your Address


Step 1. Click Edit Profile



Step 2. Click Personal Information

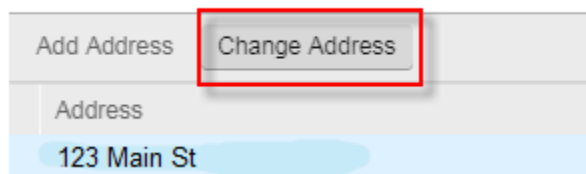



Step 3. Scroll down to **Addresses** heading

Step 4. Is your address correct? If YES, 

If NO, click on **Change Address** - enter your new information and press 'OK'.

Addresses



Step 5. You have successfully updated your address. 

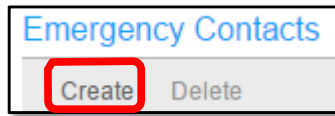
The new Address will display once the "Effective Date" you have chosen has been reached.

Adding Emergency Contact

Step 1. Click **Edit Profile**

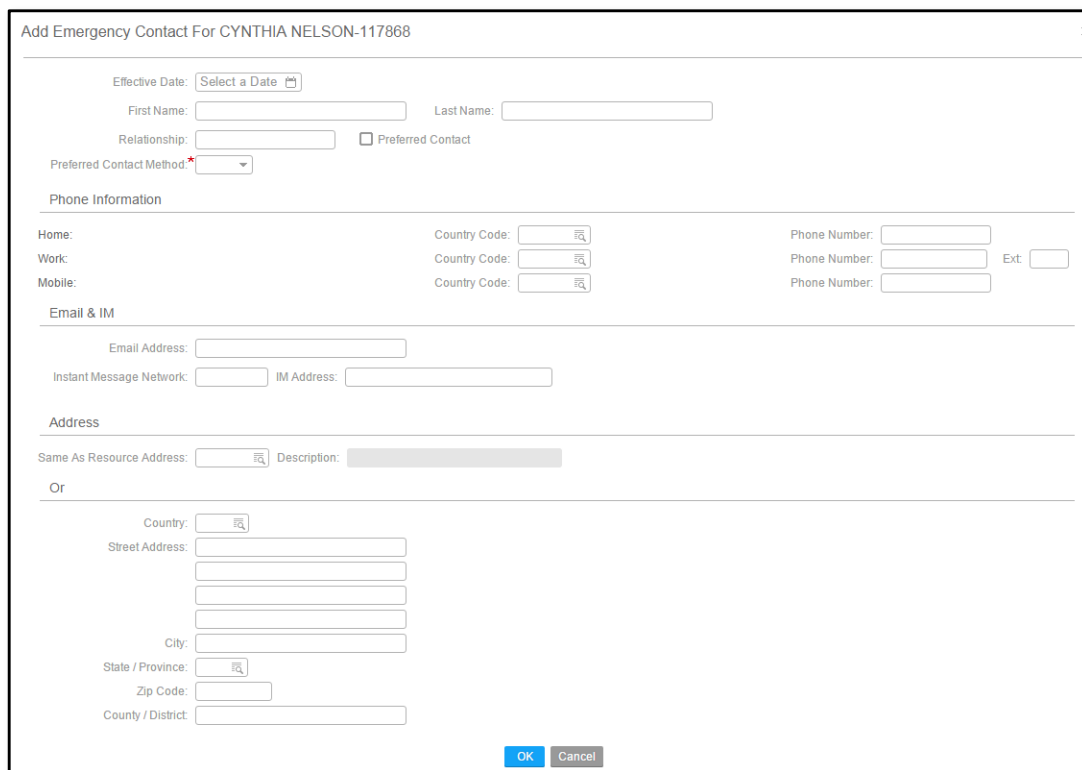
Step 2. Click **Personal Information.**

Step 3. Click Create



Step 4. Type in information.

Note: you must enter an effective date and fill in the areas with a red asterisk (*).

A screenshot of a web form titled "Add Emergency Contact For CYNTHIA NELSON-117868". The form contains several sections: "Effective Date" with a date picker, "First Name" and "Last Name" text boxes, "Relationship" text box, a "Preferred Contact" checkbox, and a "Preferred Contact Method" dropdown. The "Phone Information" section includes fields for "Home", "Work", and "Mobile" phone numbers, each with "Country Code" and "Phone Number" sub-fields, and an "Ext." field. The "Email & IM" section has fields for "Email Address", "Instant Message Network", and "IM Address". The "Address" section has a "Same As Resource Address" checkbox and a "Description" text box. Below this is an "Or" section with fields for "Country", "Street Address", "City", "State / Province", "Zip Code", and "County / District". At the bottom right are "OK" and "Cancel" buttons.

Step 5. Click **OK.**

Step 6. You have successfully added a new Emergency Contact. The new Emergency Contact will display once the "Effective Date" you have chosen has been reached.

