# Employee Space Step-by-Step Guide

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## Logging In from an APS computer

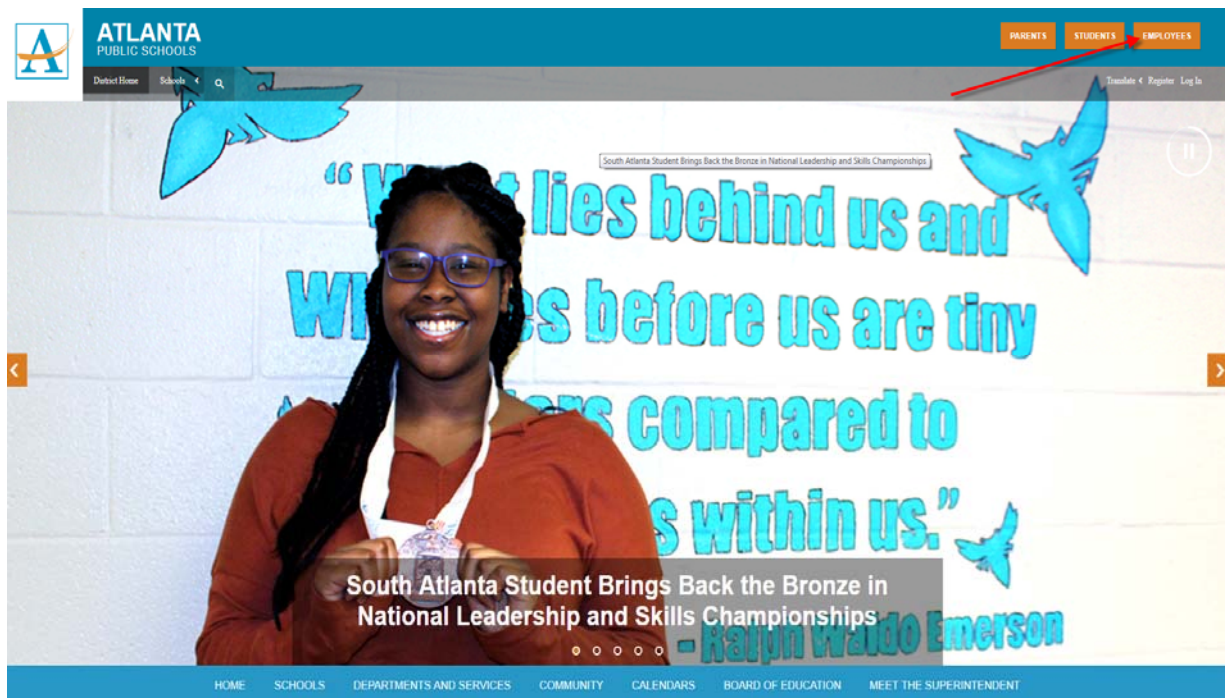**Step 1**. Log into the computer with your ID (network ID) and your password.



**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).*



**Step 5**. Click the Drop down Arrow.

**Step 6**. Select '*apsk12.org' (a variation of this domain is OK).*



**Step 7**. Click *Continue to Sign In.*



**Step 8**. You have successfully logged into Employee Space.
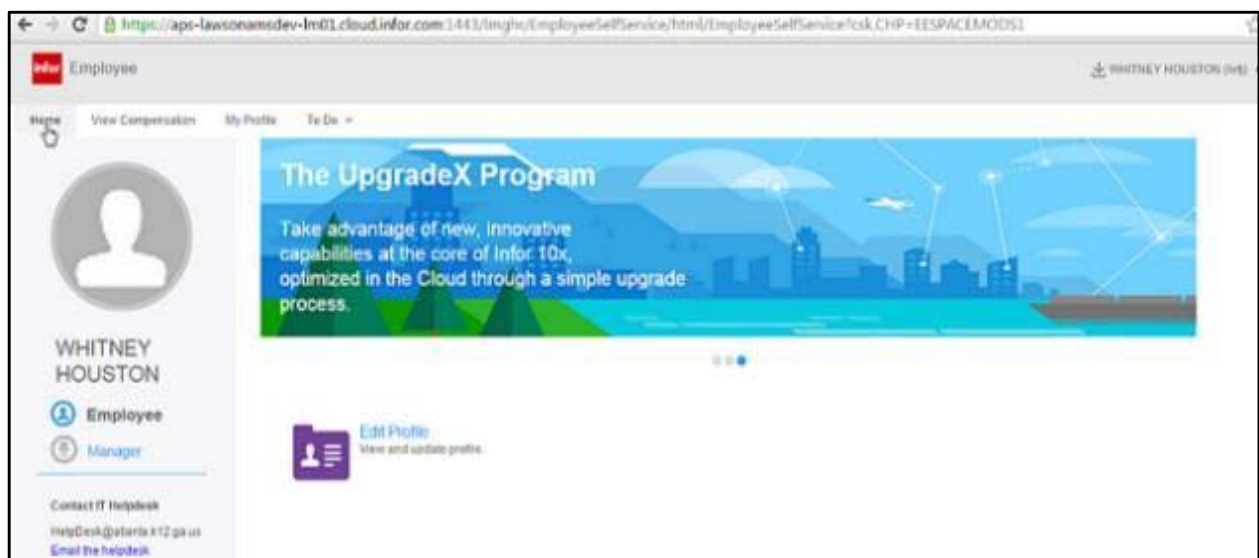
## Logging In from Home

**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).*



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



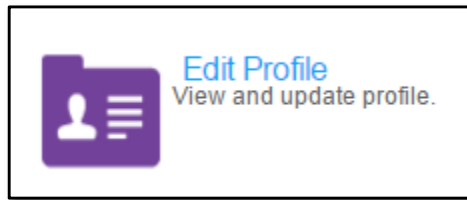**Step 6**. Type in your ID (network ID) and your password and click *Sign In.*



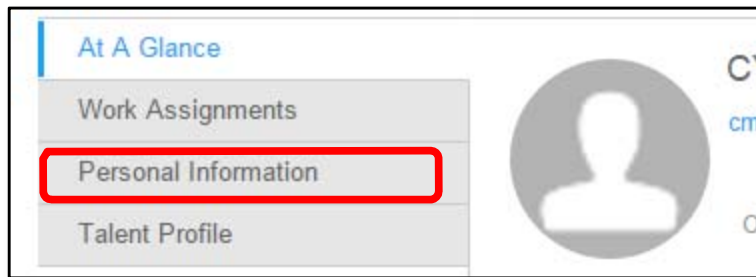**Step 7**. You have successfully logged into Employee Space.

## Adding Contact Information
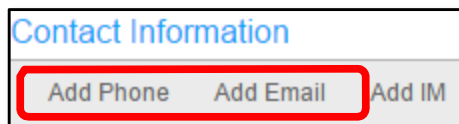
**Step 1**. Click Edit Profile



**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    ( ).
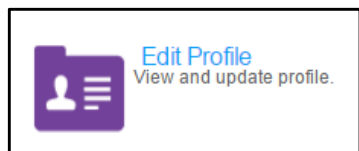


**Step 5**. Click *Ok*

**Step 6**. You have successfully added a new Contact.  The new contact will display once the "Effective Date" you have chosen has been reached.
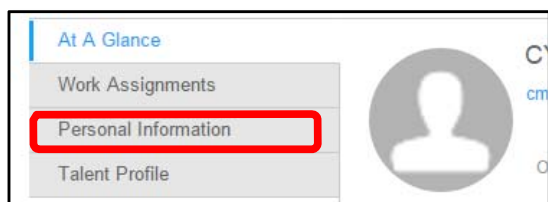
# Update Phone Number

**Step 1.** Click Edit Profile



**Step 2.** Click Personal Information



**Step 3.** Double-click Phone Number Information



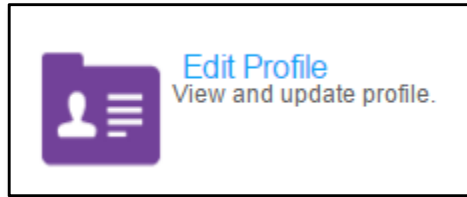**Step 4.** Update Phone Number Information, effective date and save.



**Step 5.** You have successfully updated your phone number.

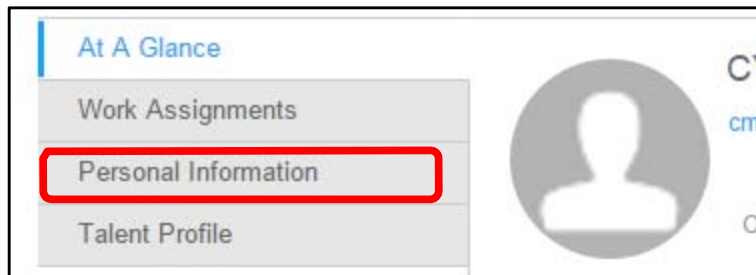The Phone Number will display once the "Effective Date" you have chosen has been reached.

## Update your Address

**Step 1**.  Click Edit Profile
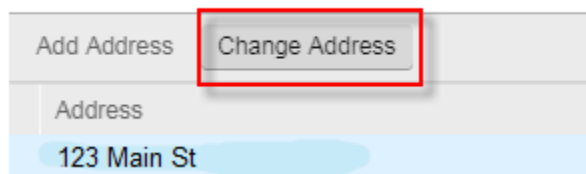


**Step 2**. Click Personal Information



**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'.



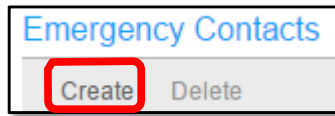**Step 5**. You have successfully updated your address. 
*The new Address will display once the "Effective Date" you have chosen has been reached.*

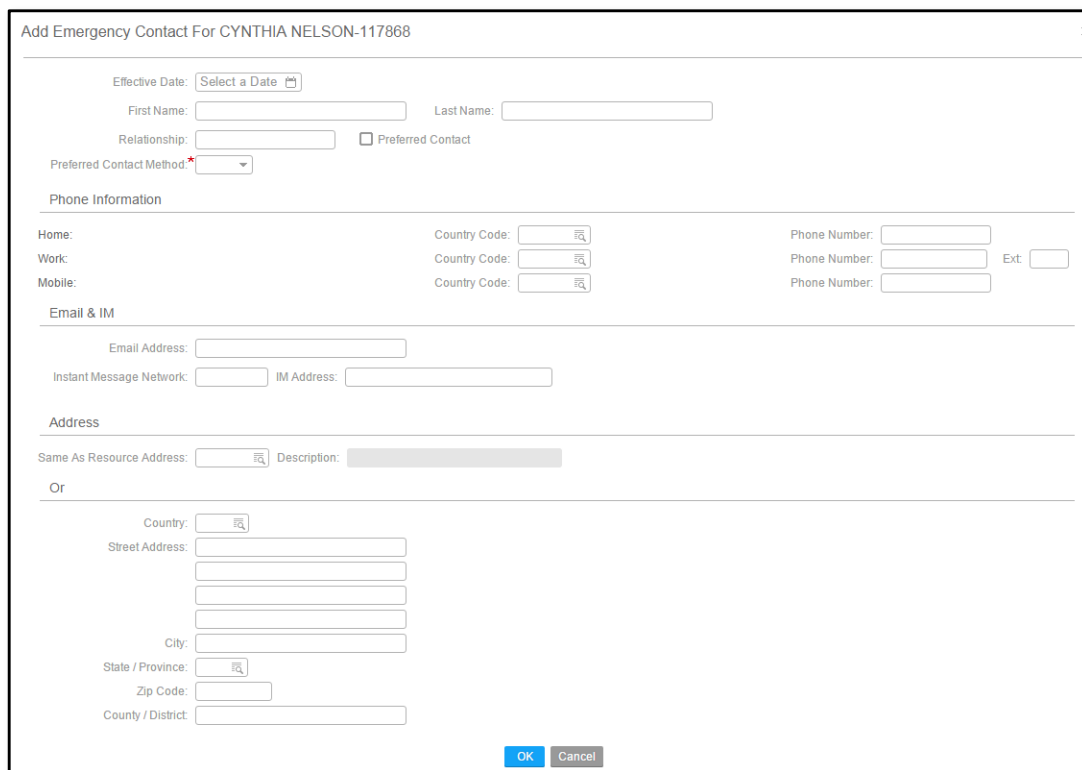# Adding Emergency Contact

**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 ( ).



**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.