

EPES WEB BASED ACCOUNTING:

GETTING STARTED:

YOU WILL RECEIVE THE "LINK" TO ACCESS THE EPES ACCOUNTING SOFTWARE, ONCE YOU HAVE ACCESSED THIS LINK, (DEPENDING ON YOUR SECURITY YOU MAY NEED TO CONTACT YOUR I.T. GROUP TO MAKE THIS A "TRUSTED SITE"). COPY AND PASTE, OR ENTER, THIS SITE INTO YOUR BROWSER.

TEMPORARY LOG-IN IDENTIFICATION WILL BE AUTOMATICALLY EMAILED TO YOU AS EPES REGISTERS YOUR SCHOOL FOR THE WEB BASED PROGRAM.

LOGGING IN:

DISTRICTS MUST ENTER DISTRICT ID NUMBER, USER ID AND PASSWORD PROVIDED BY EPES. INITIAL LOG IN WILL REQUIRE A SECURITY CODE TO BE ENTERED FOR VERIFICATION. SUBSEQUENT SECURITY CODES MAY BE REQUIRED DEPENDENT UPON TIME OUT OF SYSTEM. AFTER INITIAL LOG-IN, YOU WILL BE PROMPTED TO CHANGE PASSWORD.

SCHOOLS MUST ENTER DISTRICT ID NUMBER, SCHOOL ID NUMBER, USER ID AND PASSWORD PROVIDED BY EPES. . INITIAL LOG IN WILL REQUIRE A SECURITY CODE TO BE ENTERED FOR VERIFICATION. SUBSEQUENT SECURITY CODES MAY BE REQUIRED DEPENDENT UPON TIME OUT OF SYSTEM. AFTER INITIAL LOG-IN, YOU WILL BE PROMPTED TO CHANGE PASSWORD.