How to Sign in to EmpCenter
EmpCenter Training
February 8, 9, 10 & 12, 2016
Begin at the Ysleta Home Page
Scroll to the bottom right of the Ysleta home page to find the “Other Resources” section.

Click on “For Employees”
An alphabetical listing of computer applications will appear.

Click on “EmpCenter”
EmpCenter Logon Page

Your User ID is your 5 or 6 digit employee ID number.

First time users will sign in with the password “mittens”. Then you will be prompted to chose your own password.
EmpCenter Password Rules

- Your Old Password for New Employees is “mittens”
- The password must be at least 6 characters long.
- It must have at least one letter and one number.
- It can not contain your name or any part of your name.
Choosing a Language

There is a new feature that on ANY screen, top right hand corner, you can switch languages. Look for Spanish Flag to change to Español.
If you need Help

• If you can not access EmpCenter following these steps, call the help desk at 41010 for assistance.