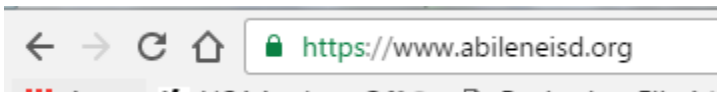To use TEAMS **Step 1 through Step 6 will be the same.**

Step 1 Turn on/log on to a computer, and find Google Chrome
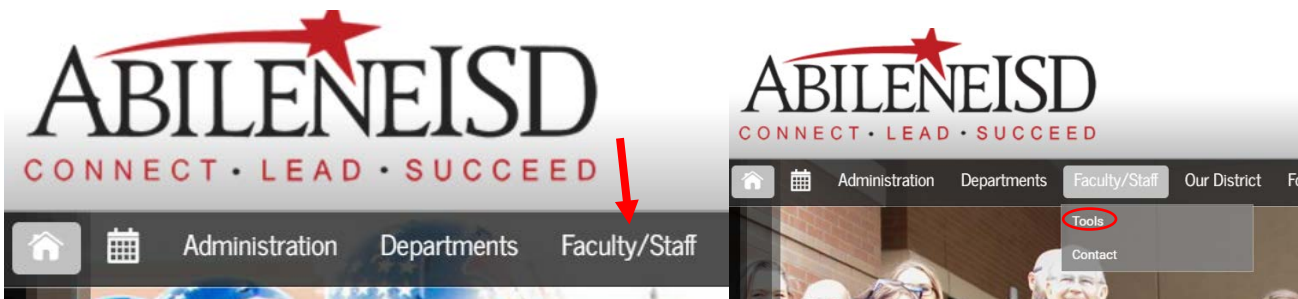

Click on Google Chrome

Step 2 Type www.abileneisd.org in the address line at the top of the page Then click enter

Step 3 Point your mouse to Faculty/Staff and click on Tools

Step 4 On this page you have to scroll down to STAFF TEAMS and click on it

Atomic Learning Login Information

Step 5 On this page you will see a video of Dr. Young, and to the right of that is a link **TEAMS Employee Service Center**

Click on it

Step 6 On this page type your username (firstname.lastname) in the UserID box and your password below it and click on the "Sign On" button

Please log in with your TEAMS user ID and password.

Login		
User ID:	*	
Password:		

[Sign On] [Forgot Password] [Forgot User ID]

Need an Account? **Register**

How to print your paystub in TEAMS.

Step 7 On this page you will see a link called My Payroll Information, click on it

Step 8 Now click on the line that says "My Paychecks"

Step 9 Now you click on the line with the paycheck you want to print to highlight it and then click on the button "View My Paystubs"

Step 10 Now a page opens with your Paycheck Details. Right click anywhere on the pay check details page, and you will see a small gray box opens, and in the middle of it you click on the word **"Print"**

Step 11 Now you should see a page open with PRINT information, and on my screen there is a Print button, yours should also have a print button, and when you click that button your paycheck should print.