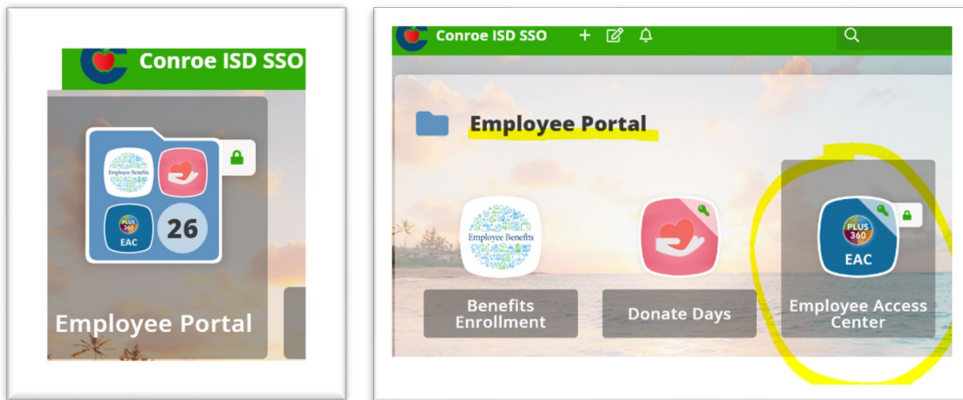


You must complete all of the following steps to successfully sign the LRA for the 2023-2024 school year.

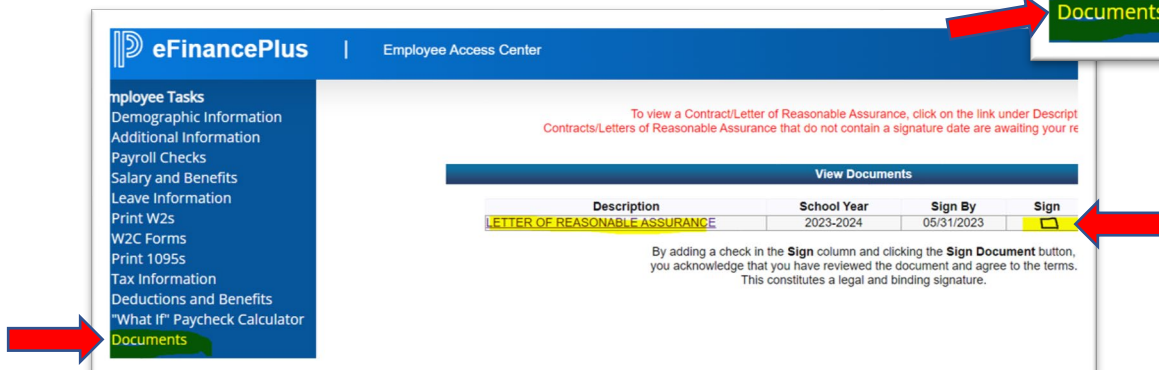
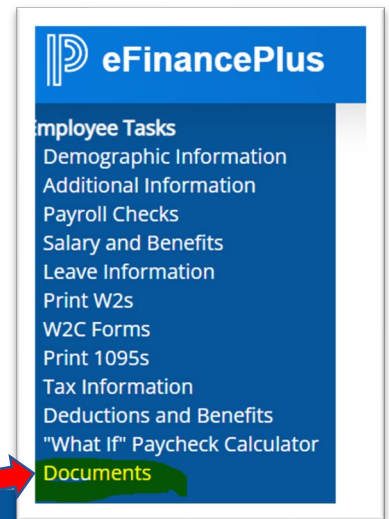
1. Sign in to the [CISD SSO Portal](#), click on the **Employee Portal** folder, and select the **Employee Access Center (EAC)** app.



2. To sign in to **EAC**, enter your Employee Identification Number (EIN) as the User ID, enter the unique password you created for this site, and click **Sign In**. If you forgot your password, use the "**Forgot your Password?**" link under the sign in button. If you are unable to recover your password using this link, contact the Technology Help Desk for a password reset at help@conroeisd.net or 936-709-7658.

3. Once signed in to EAC, locate the Employee Tasks menu on the top left of the screen and click on **Documents**.

4. Within Documents, click the **Letter of Reasonable Assurance** link to view the letter, check the **Sign** box, and click the **Sign Letter** button to add your signature.



5. You can view, print, or download the electronically signed letter from EAC at any time.

If you fail to electronically sign the LRA by **Thursday, May 25, 2023, at 4:30 PM**, then the District will consider you to have resigned your substitute position effective May 25, 2023. Additionally, should you wish to be employed by Conroe ISD in the future, you will be required to submit a new employment application.