


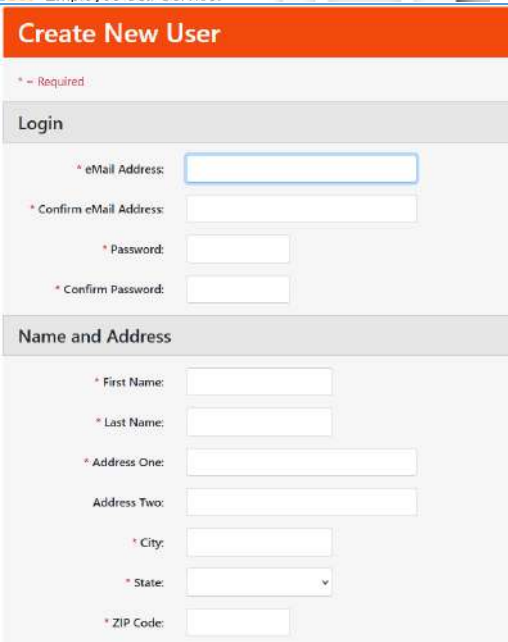
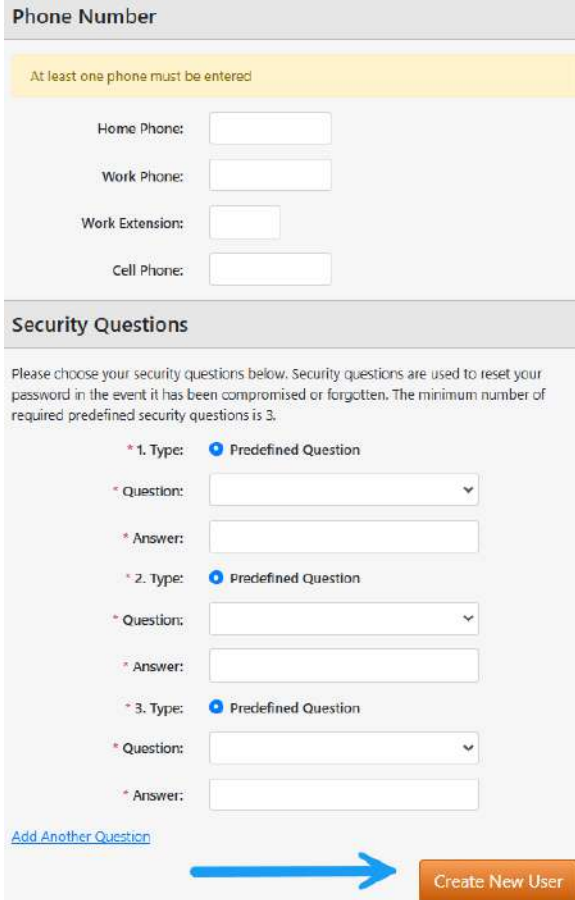
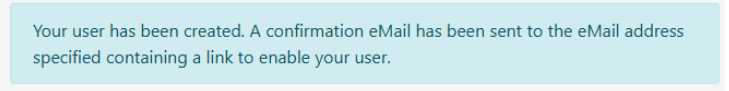
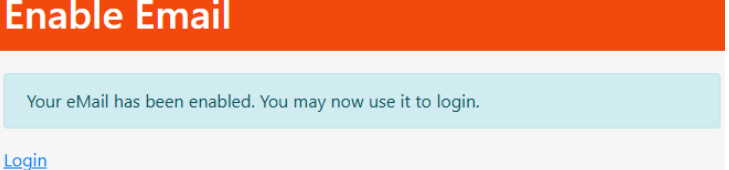
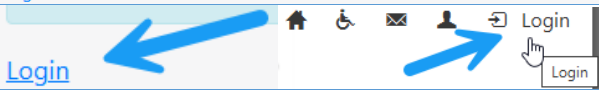
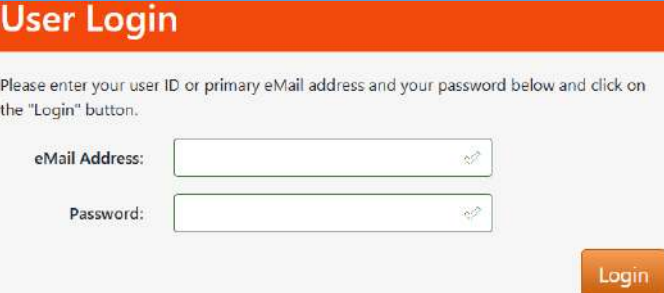





How to create a WPS Click2Gov Account:

	Instructions	Pictures
1	Go to www.wps.k12.va.us	
2	Click on Staff	
3	Under "Informational Links" click Click2Gov Bookmark Click2Gov. This is the link you should use to access your account <u>EVERYTIME</u>	
4	Once in the portal; click on the "New User" icon	
5	It will take you to "Create New User" Please use your <u>personal email address</u> and create a password for your account. <u>Your password must contain:</u> -At least '12' characters. -One from: ~!@#%&*()_-+={}[] :;<>,.? -A number. -An uppercase letter. Note: Anything with a red asterisk (*) is required.	<p>You may use this space to note your email address and password:</p> <p>Email Address:</p> <p>Password:</p> 

<p>6</p>	<p>Please make note of your security questions and answers; you will use them in the future to reset your password.</p> <p><u>Security Question 1:</u></p> <p>Answer 1:</p> <p><u>Security Question 2:</u></p> <p>Answer 2:</p> <p><u>Security Question 3:</u></p> <p>Answer 3:</p> <p>When you are finished, click on the “Create New User” button.</p>	
<p>7</p>	<p>You will receive a confirmation screen notifying you that your account has been created.</p>	
<p>8</p>	<p>Go to your email, click on the link. It will confirm your account and allow you to log in.</p>	
<p>9</p>	<p>You should then be able to click the ‘Login’ button</p>	
<p>10</p>	<p>You will be prompted to enter your email address and password.</p> <p>Created at Step 5.</p>	

11	<p>You must agree to the Registration Acknowledgment in order to access your account.</p>	<div> <h3>Registration Acknowledgment</h3> <p>* = Required</p> <p>I acknowledge that this system is for the sole use of employees of and made available at the sole discretion of City of Winchester and I affirm that I have proper permission to make use of this system because I am an employee of or have been given specific permission from City of Winchester to access and use this system.</p> <p>If the above statement is true, please click the check box and press "Continue" otherwise, press "Cancel".</p> <p><input type="checkbox"/> * I Agree</p> <p>Continue</p> </div>
12	<p>Enter your Social Security Number and Hire Date to confirm your identity.</p> <p>If you do not know your hire date; you can contact the HR Department.</p> <p>When finished click on the 'Finish' button</p>	<div> <h3>Employee Self Registration - Registration</h3> <p>* = Required</p> <h4>Registration Information</h4> <p>Please enter all required information. Any pay related information needed, can only be found on your most recent pay stub.</p> <p>* Social Security Number: <input type="text"/></p> <p>* Hire Date: <input type="text"/> </p> <p>Finish</p> </div>
13	<p>Once you have successfully registered, this screen should appear.</p> <p>You can now click the 'Home' button to return to the home screen</p>	<div> <p>You have successfully registered with the system as an employee.</p> <p>In order to access employee specific features and functions, click the link below.</p> <p>Thank you.</p> <p>Home </p> </div>

<p>14</p>	<p>Under <u>Employee Info</u> is your name, email address, home address, phone number</p> <p>Under <u>Accrual Info</u> is any accruals that you may have (depending on your position)</p> <p>Under <u>Check Inquiry</u> are all your previous pays, sorted by year. Click on the blue link under 'Check Number' corresponding to each pay date to view your pay stub. A blue icon in the top right corner will allow you to print your paystub if you require a physical version.</p> <p>Under <u>W2 Inquiry</u> should be your W2 information by year, only the most recent year will be available for download and printing.</p> <p>Under <u>Federal W4</u> should be your withholding status and additional deductions.</p>	<p>Home</p> <hr/> <p>Employee Info</p> <hr/> <p>Emergency Info</p> <hr/> <p>Dependent Info</p> <hr/> <p>Accrual Info</p> <hr/> <p>Current Info</p> <hr/> <p>Check Inquiry</p> <hr/> <p>W2 Inquiry</p> <hr/> <p>Federal W4</p> <div data-bbox="721 884 834 1003">  </div> <p>= BLUE ICON TO PRINT PAY STUBS</p>
<p>15</p>	<p>If you ever need to access your account again, you just need to follow:</p>	<p>Step 1- WPS Website Step 2- Staff Step 3- Click2Gov link (under informational links) Step 9- Login Step 10- Email and Password Step 14- Home Screen</p>