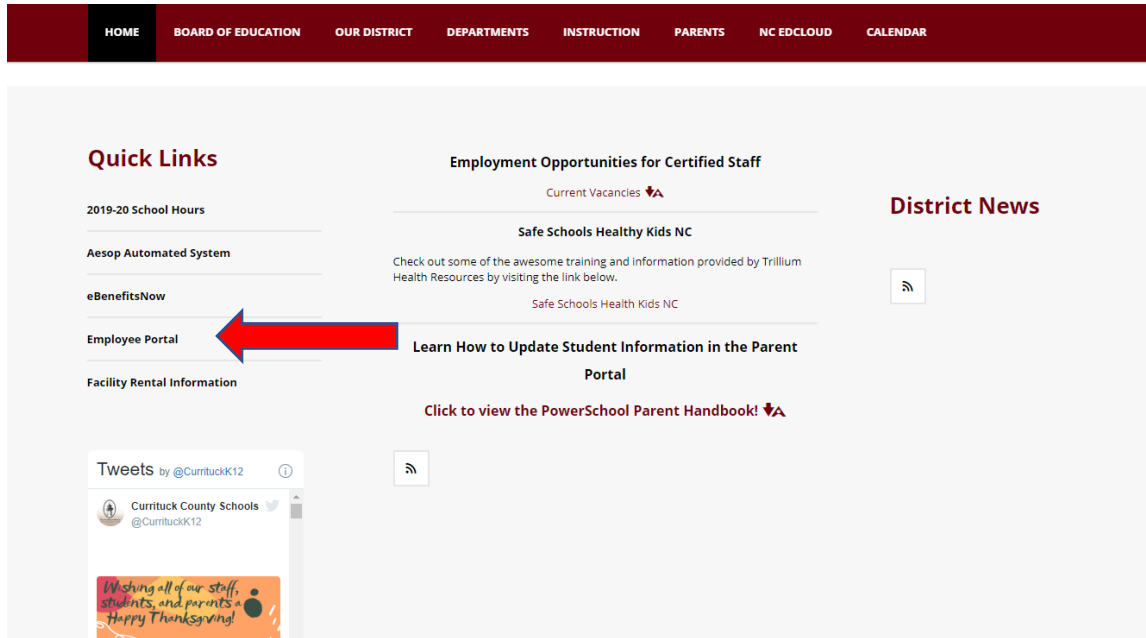
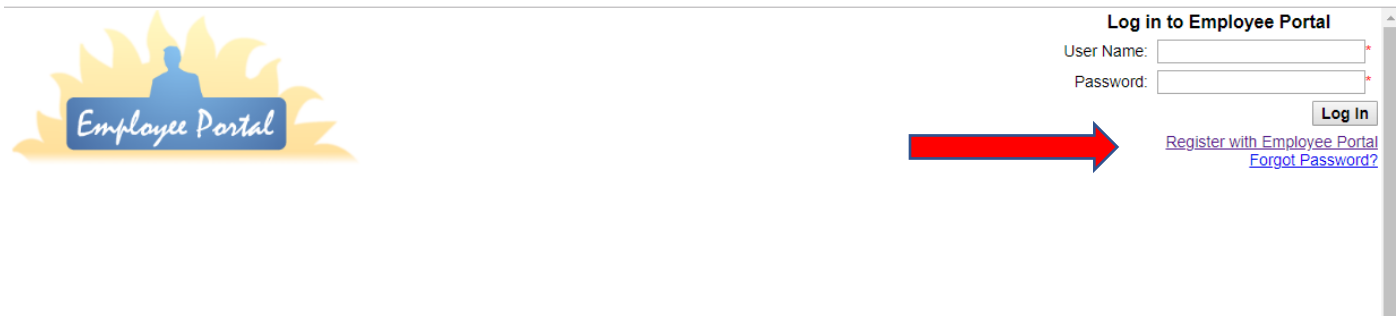


Employee Portal Registration

1. Go to the home page of Currituck County Schools website. Scroll about half way down, under “Quick Links” on the left hand side you will click on Employee Portal.

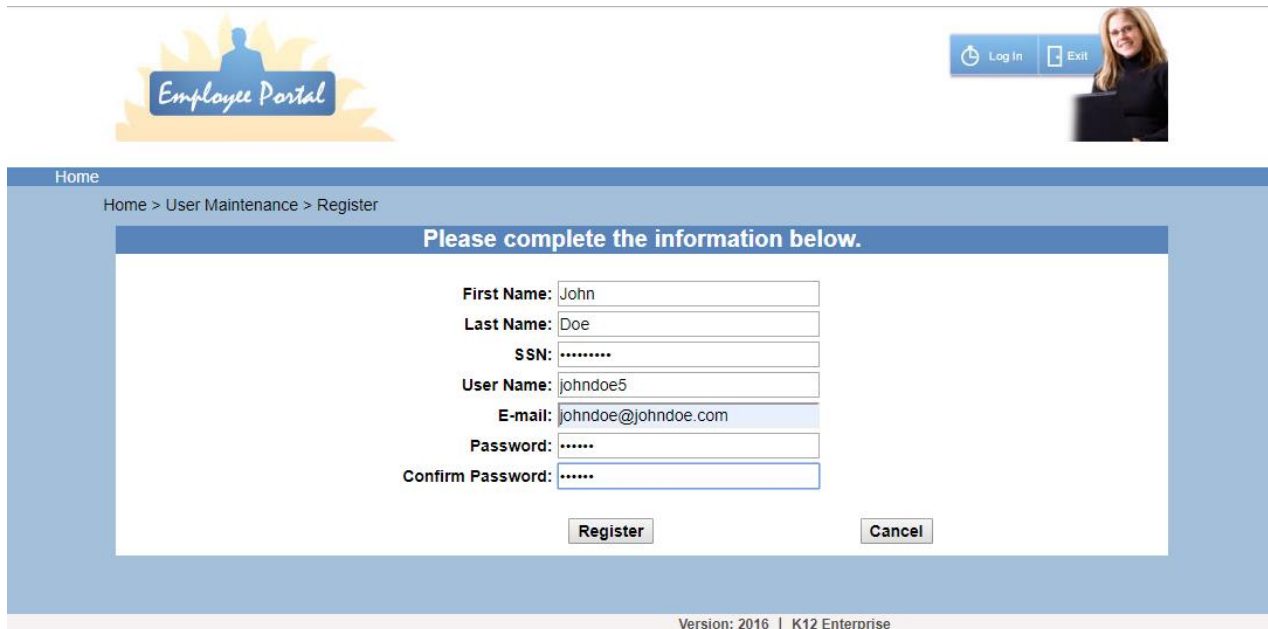


2. Click on Register with Employee Portal.



3. Type in your first and last name. You must use your legal name that is in our payroll system (normally the name that is on your social security card).
4. Enter your full 9 digit social security number (no dashes or spaces).
5. Enter a User Name that you will remember. This can be anything you want it to be and will be used to log into Employee Portal.

6. Enter your email address. This does not have to be your Currituck email, but it does need to be one you can access because this is going to be the email address you will use when you need to reset your password.
7. Create your own password. The password must be 5-20 characters and contain 1 of these non alphanumeric characters: ! @ # \$ % ^ & * ()
8. Click Register. You should now be able to log in.



The screenshot shows the 'Employee Portal' registration interface. At the top left is the 'Employee Portal' logo. At the top right are 'Log In' and 'Exit' buttons, and a small profile picture of a woman. The main content area has a breadcrumb trail: 'Home > User Maintenance > Register'. Below this is a blue header with the text 'Please complete the information below.' The registration form contains the following fields:

- First Name: John
- Last Name: Doe
- SSN:
- User Name: johndoe5
- E-mail: johndoe@johndoe.com
- Password:
- Confirm Password:

At the bottom of the form are two buttons: 'Register' and 'Cancel'. The footer of the page reads 'Version: 2016 | K12 Enterprise'.