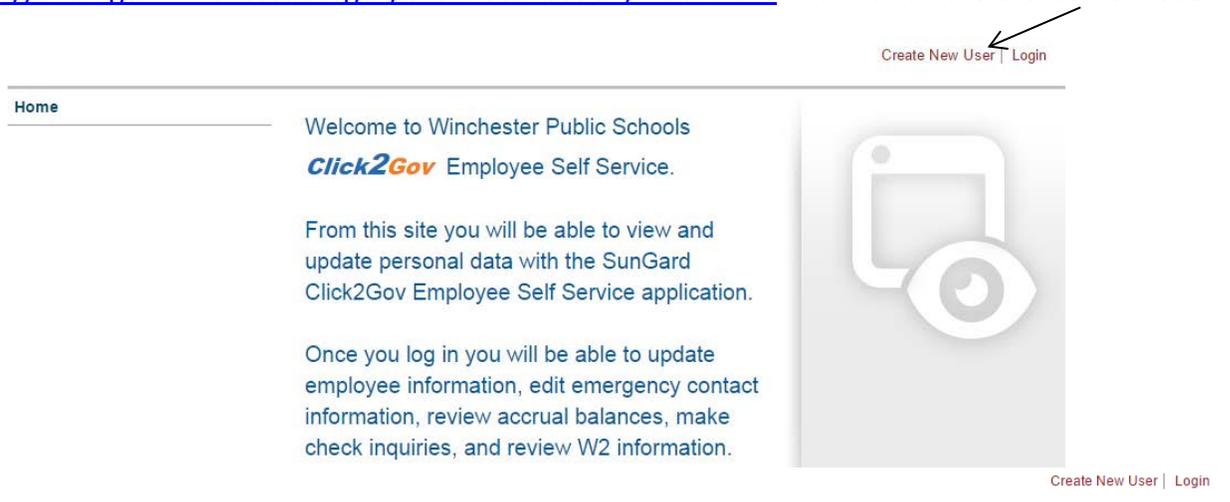


## Click2Gov Employee Self Service

The City of Winchester and WPS are proud to announce that [Click2Gov](#) Employee Self Service is available. This online program will allow you to see your direct deposit slips, review your W2 information, view your employee and emergency contact information, review annual, sick and personal leave balances and inquire previous payroll checks.

In order to access this program, you will need to set up an account. You will need to know your hire date, which is printed at the top of your paystub. Instructions are:

1. Go to <https://click2gov.winchesterva.gov/Click2GovESSCH/index.html> and click on the Create New User link.



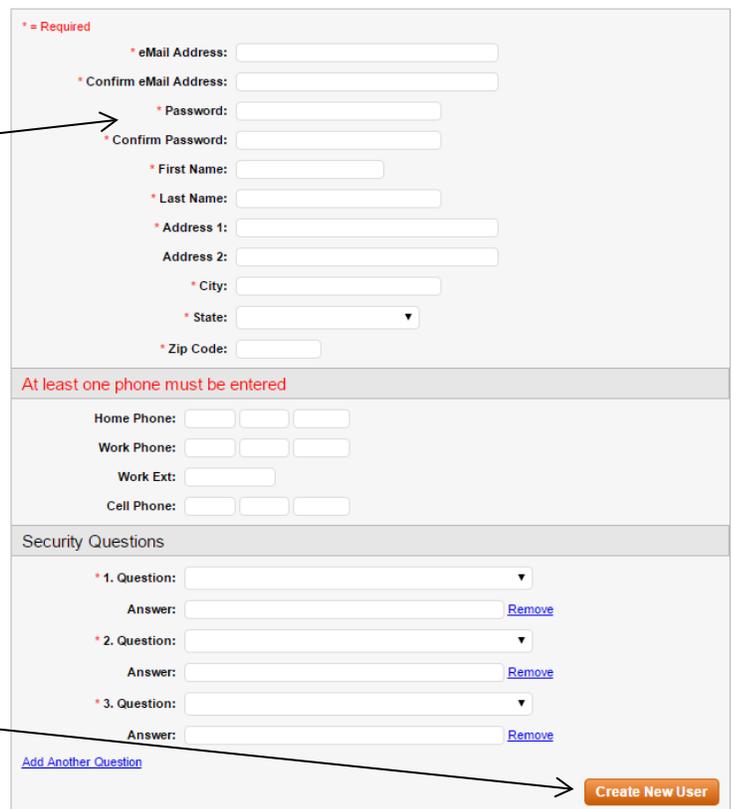
2. This will take you to the Create New User screen. Enter your WPS email address and create a password for your account. Your password must:

- \* Be at least 6 characters in length.
- \* Contain an upper-case letter.
- \* Contain a lower-case letter.
- \* Contain a number.

You must enter both your email address and password twice for confirmation.

Continue through the form, filling out each field with your information. Note that fields with a red asterisk (\*) are required.

When you are finished, click on the Create New User button.



- You will receive a confirmation screen notifying you that your user account has been created. You will also receive an email containing a link to enable your account.

[Create New User](#) | [Login](#)

[Home](#)

## Create New User

\* = Required

Your user has been created. A confirmation email has been sent to the eMail Address specified containing a link to enable your user.

- Go to your email, click on the link provided, and fill in the requested information. Once you've submitted your information, you will receive a confirmation that your email has been enabled (see below). Click on the Login link to go to the User Login page.

[Create New User](#) | [Login](#)

[Home](#)

## Enable Email

Your email has been enabled. You may now use it to login.

**NOTE: If at any point, you are prompted to *Remember Your Password*, click NEVER.**

[Create New User](#) | [Login](#)

[Home](#)

## User Login

\* = Required

In order to log into the system, you will need to enter your user ID or primary email address and your password. Please enter them in below and click on the "Logon" button.

\* eMail Address:

\* Password:

Logon

[Reset Password](#)

[Edit My Profile](#) | [Logoff](#)

[Home](#)

## Registration Acknowledgement

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.

If the above statement is true, please click the check box and press "Continue" otherwise, press "Cancel".

I Agree

Continue

- On the Registration Acknowledgement page, read the acknowledgement statement, check the I Agree box then click the Continue button.

- On the Employee Self Registration page, enter your social security number and hire date. **Your hire date can be found on the top of your direct deposit slip.** When you are finished, click on the Finish button.

[Edit My Profile](#) | [Logoff](#)

[Home](#)

## Employee Self Registration - Registration

\* = Required

Registration Information

Please enter all required information. Any pay related information needed, can only be found on your most recent pay stub.

\* SSN:

\* Hire Date:  

[Finish](#)

[Edit My Profile](#) | [Logoff](#)

[Home](#)

## Employee Self Registration - Success

- You will receive a confirmation page indicating that you have successfully registered. To access the features, click on the Home link.

You have successfully registered with the system as an employee.

In order to access employee specific features and functions, click the link below.

Thank you.

[Home](#)

- You are now at the Click2Gov Employee Self Service home page. From here you can update, edit, or review your information.



# WINCHESTER PUBLIC SCHOOLS

[Edit My Profile](#) | [Logoff](#)

[Home](#)

[Employee Info](#)

[Emergency Info](#)

[Dependent Info](#)

[Accrual Info](#)

[Current Info](#)

[Check Inquiry](#)

[W2 Inquiry](#)

[Federal W4](#)

Welcome to Winchester Public Schools

**Click2Gov** Employee Self Service.

From this site you will be able to view and update personal data with the SunGard Click2Gov Employee Self Service application.

Once you log in you will be able to update employee information, edit emergency contact information, review accrual balances, make check inquiries, and review W2 information.

