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 **EVERYTIME**	
4	Once in the portal; click on the "New User" icon	
5	It will take you to "Create New User" Please use your personal email address and create a password for your account. Your password must contain: -At least '12' characters. -One from: ~!@#$%^&*()_-+={}[]|:;<>,.? -A number. -An uppercase letter. Note: Anything with a red asterisk (*) is required.	**You may use this space to note your email address and password:** **Email Address:** **Password:**

6	Please make note of your security questions and answers; you will use them in the future to reset your password. **Security Question 1:** **Answer 1:** **Security Question 2:** **Answer 2:** **Security Question 3:** **Answer 3:** When you are finished, click on the "Create New User" button.	**Phone Number** At least one phone must be entered Home Phone: Work Phone: Work Extension: Cell Phone: **Security Questions** Please choose your security questions below. Security questions are used to reset your password in the event it has been compromised or forgotten. The minimum number of required predefined security questions is 3. * 1. Type: ● Predefined Question * Question: * Answer: * 2. Type: ● Predefined Question * Question: * Answer: * 3. Type: ● Predefined Question * Question: * Answer: Add Another Question Create New User
7	You will receive a confirmation screen notifying you that your account has been created.	Your user has been created. A confirmation eMail has been sent to the eMail address specified containing a link to enable your user.
8	Go to your email, click on the link. It will confirm your account and allow you to log in.	**Enable Email** Your eMail has been enabled. You may now use it to login. Login
9	You should then be able to click the 'Login' button	🏠 ♿ ✉ 👤 ➲ Login Login Login
10	You will be prompted to enter your email address and password. Created at Step 5.	**User Login** Please enter your user ID or primary eMail address and your password below and click on the "Login" button. eMail Address: Password: Login

11	You must agree to the Registration Acknowledgement in order to access your account.	**Registration Acknowledgment** * = Required 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
12	Enter your Social Security Number and Hire Date to confirm your identity. If you do not know your hire date; you can contact the HR Department. When finished click on the 'Finish' button	**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. * Social Security Number: * Hire Date: Finish
13	Once you have successfully registered, this screen should appear. You can now click the 'Home' button to return to the home screen	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
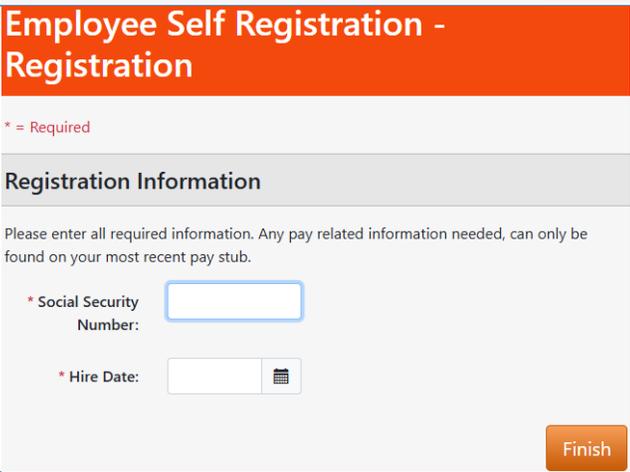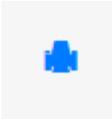
14	Under Employee Info is your name, email address, home address, phone number Under Accrual Info is any accruals that you may have (depending on your position) Under Check Inquiry are all your previous pays, sorted by year. Click on the blue link under 'Check Number' corresponding to each pay date to 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. Under W2 Inquiry should be your W2 information by year, only the most recent year will be available for download and printing. Under Federal W4 should be your withholding status and additional deductions.	**Home** Employee Info Emergency Info Dependent Info Accrual Info Current Info Check Inquiry W2 Inquiry Federal W4 = BLUE ICON TO PRINT PAY STUBS
15	If you ever need to access your account again, you just need to follow:	**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**