

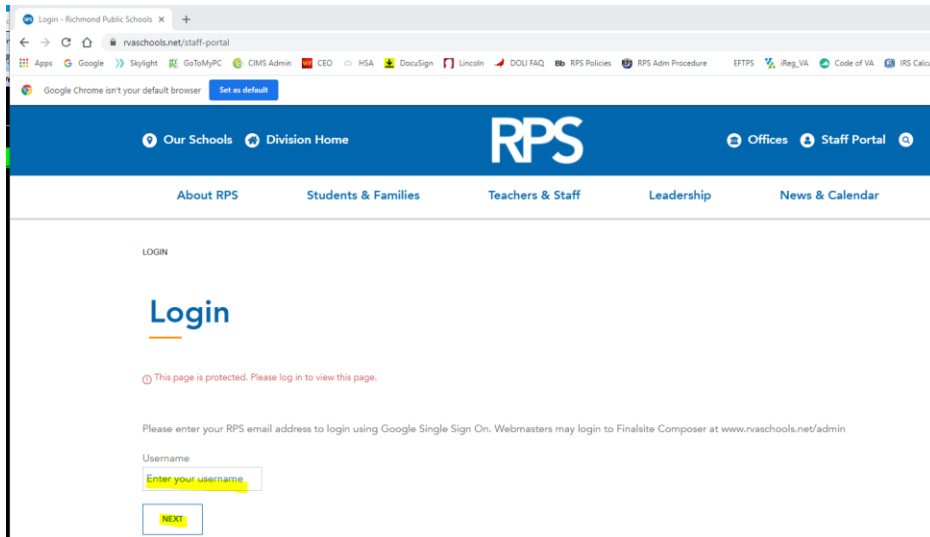
# CIMS EMPLOYEE PORTAL ACCESS INSTRUCTION

## New Users

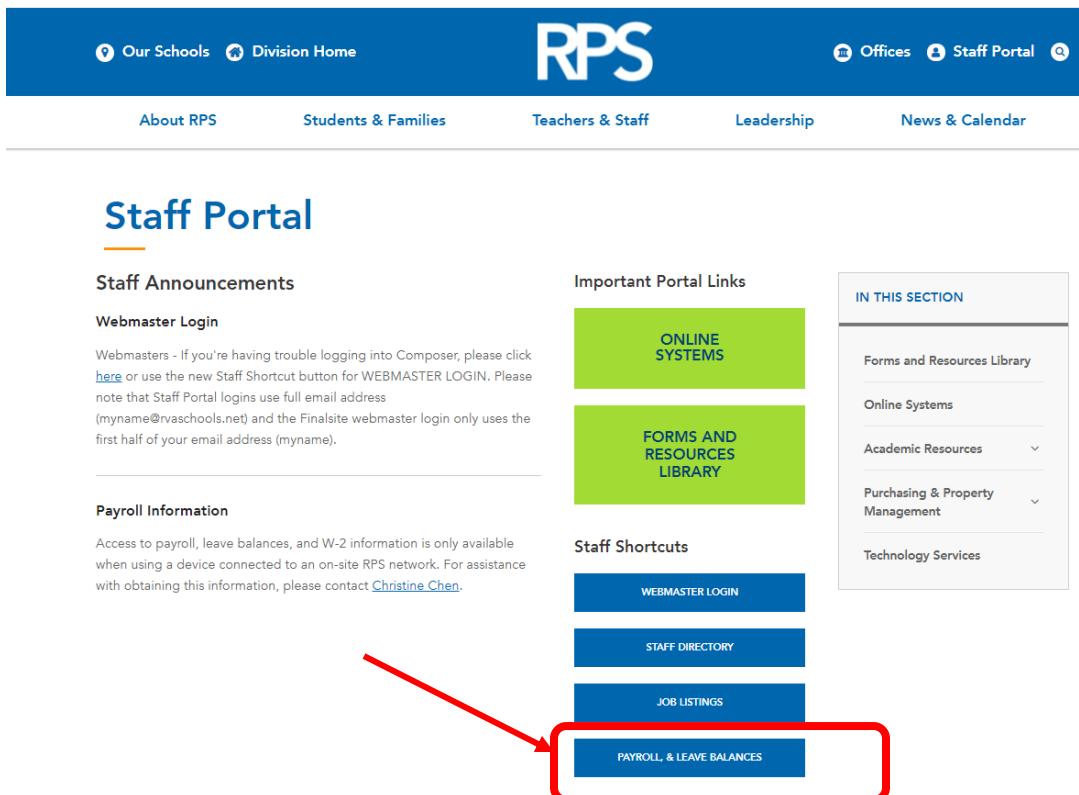
- To log into the CIMS Portal, the employee MUST access [HTTP://my.rps.edu](http://my.rps.edu) from a RPS computer within Richmond Public Schools
- CANNOT log in from home or any non RPS computer the first time the employee log in

## To Create an Account

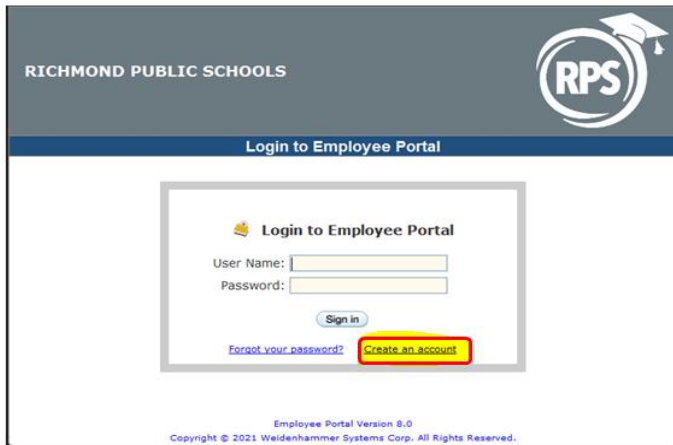
1. Open Google Chrome or Microsoft Edge and go to <https://www.rvaschools.net/staff-portal>
2. Login to the staff portal by entering your email address and password.



3. Click the “Payroll, & Leave Balance” under the staff Shortcuts



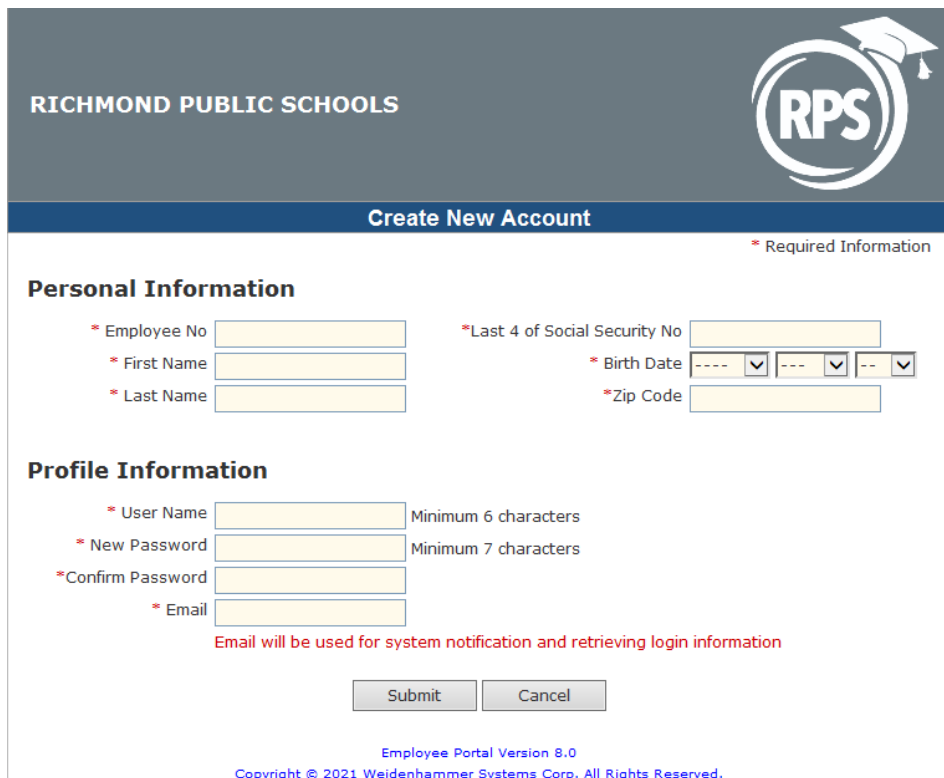
4. Click on “Crate an account”



5. Set up your account

Complete all required information below

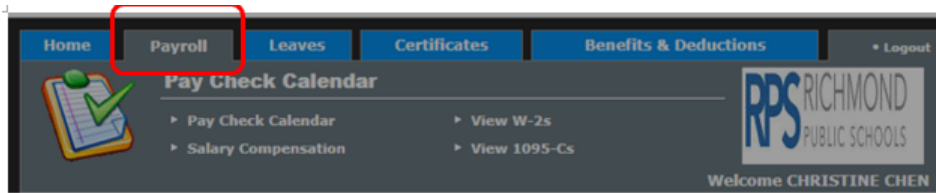
- Employee No – It is your **social security number**, no space, no dashes
- First name – as it appears on your employee paystub or check
- Last name – as it appears on your employee paystub or check
- Last four digits of your SSN
- Birth date
- Zip Code – use the zip code found on your employee paystub or check
- User id – minimum 6 characters
- Password – minimum 7 characters
- Email – you may use your RPS email or a personal email



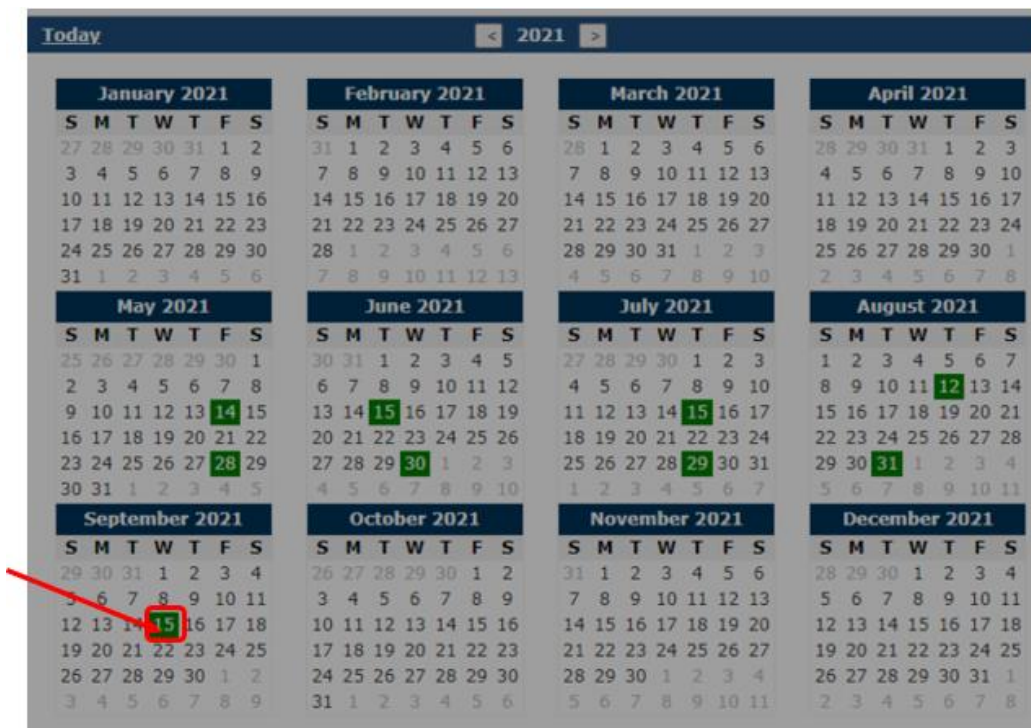
Press SUBMIT when complete

## To View Pay Stub

- Click on “Payroll” Tab

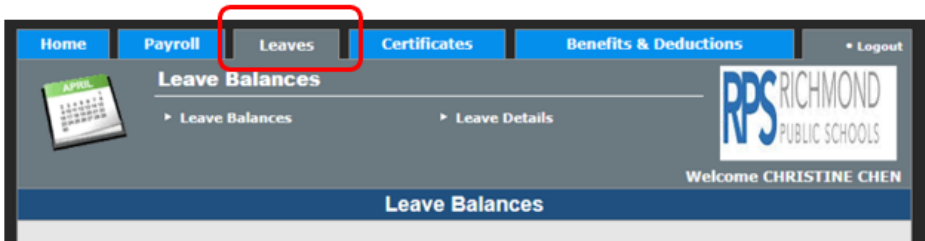


- Click “Pay Check Calendar” then the pay day for the pay stub that you would like to view. For example, you would like to view September 15, 2021, paycheck. Please click on 9/15/21.



## To View Leave Balances

- Click “Leaves” tab



### To View Contract Information

- Click “Payroll” tab then “Salary Compensation”
- Select the fiscal year



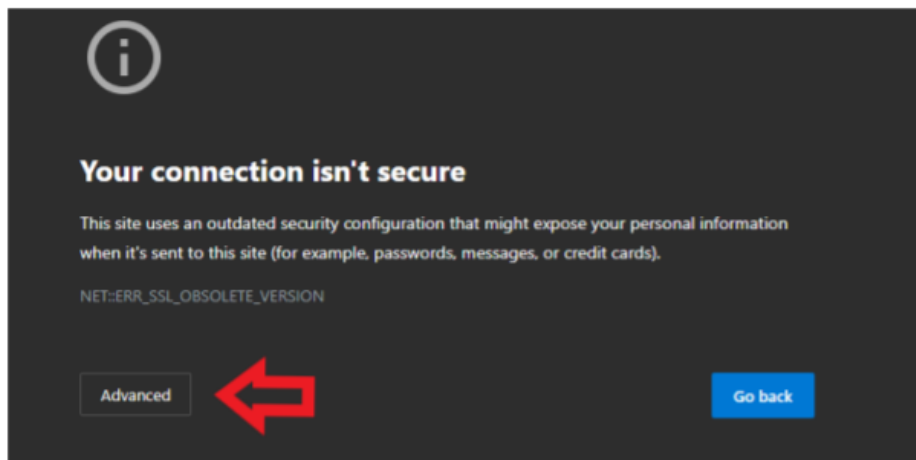
### To Access CIMS Employee Portal from Home

- ❖ You MUST install RPSAnywhere (Citrix Receiver) on your device
- ❖ RPSAnywhere MUST be installed in one of RPS facilities within the RPS network
- ❖ If you use a different device to access CIMS Employee Portal, you MUST install RPSAnywhere on the device
- ❖ If you follow the instructions below and are experiencing issues, please contact the Service Desk at [servicedesk@rvaschools.net](mailto:servicedesk@rvaschools.net) or 804-780-7880 option 1
- ❖ Please note: You will not be able to change or reset your password from home

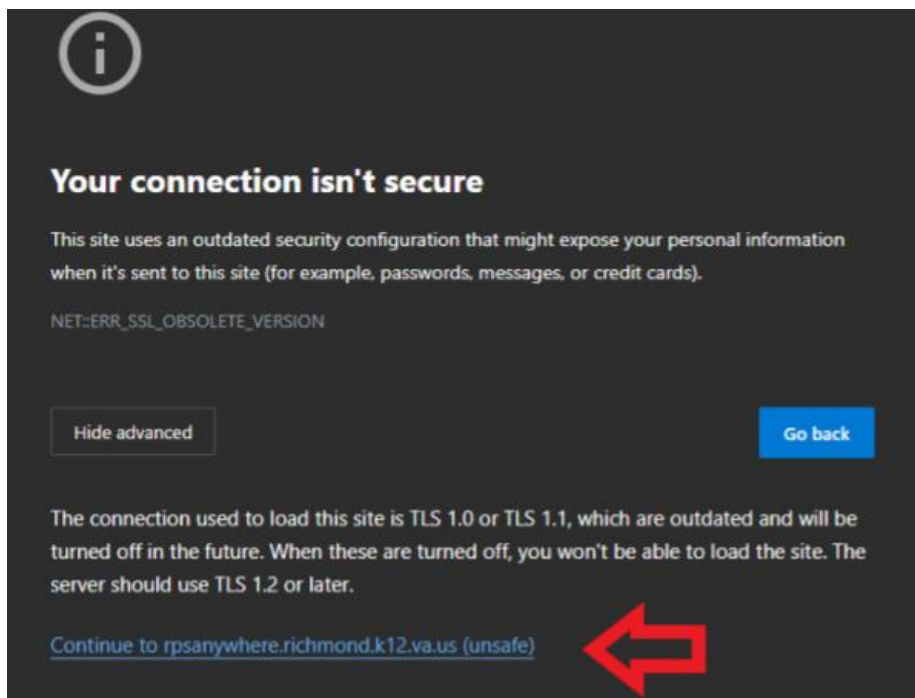
### Install the RPSAnywhere Citrix Receiver

#### 1. Installing the Citrix Receiver

- Open Google Chrome or Microsoft Edge and go to <https://rpsanywhere.richmond.k12.va.us>
- Click on “advance” when the screen below appears:

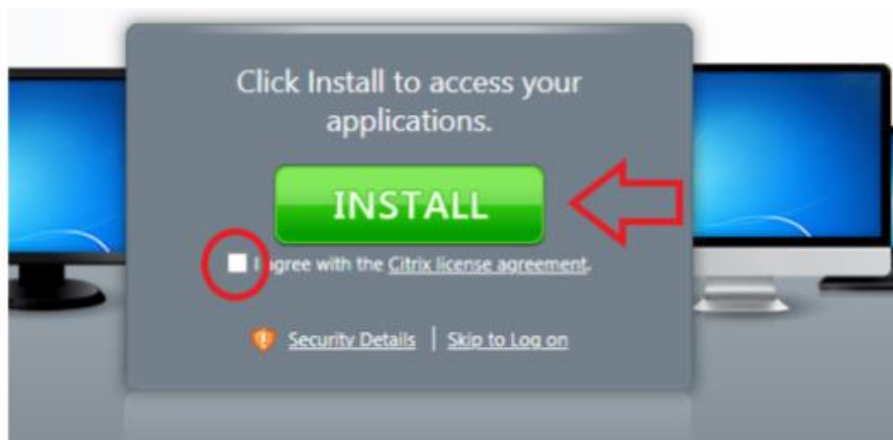


- Click on “continue to rpsanywhere.richmond.k12.va.us” (may sometimes say **Proceed**)

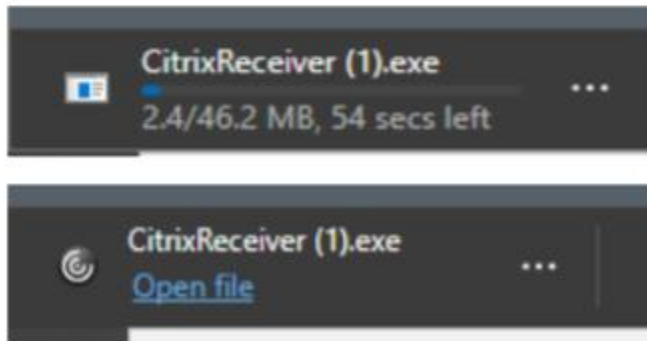


- The site will check to see if you have the Citrix receiver installed. If it detects one, you will get the login box. Skip to step 2. If not, the following message will appear:

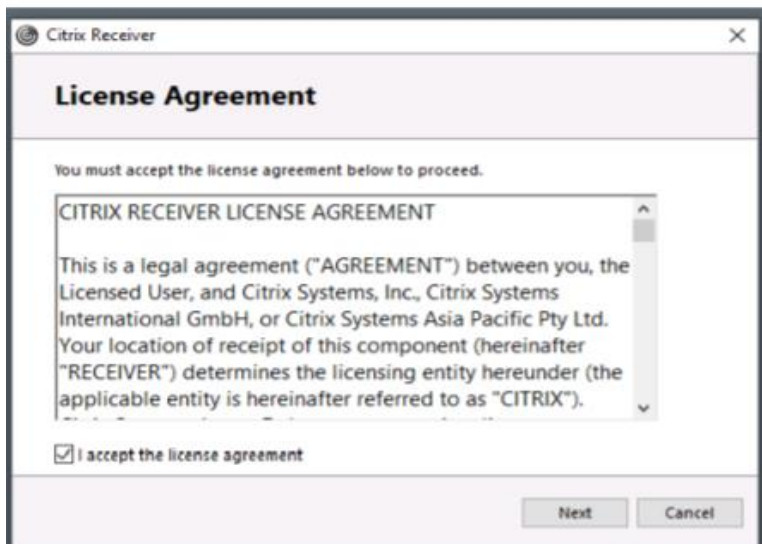
- Select "I agree" and click "install"



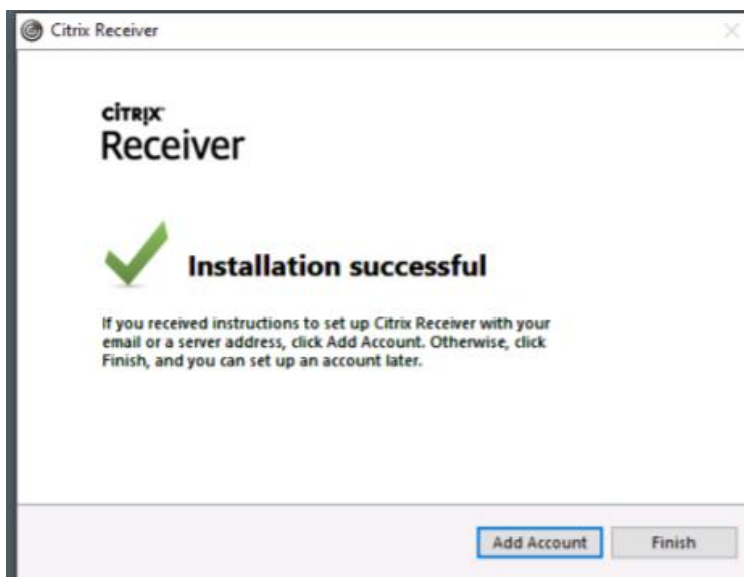
- CitrixReceiver.exe will start downloading in the bottom left corner of your browser. Once it finishes downloading click on open file. It should look like the screenshots below:



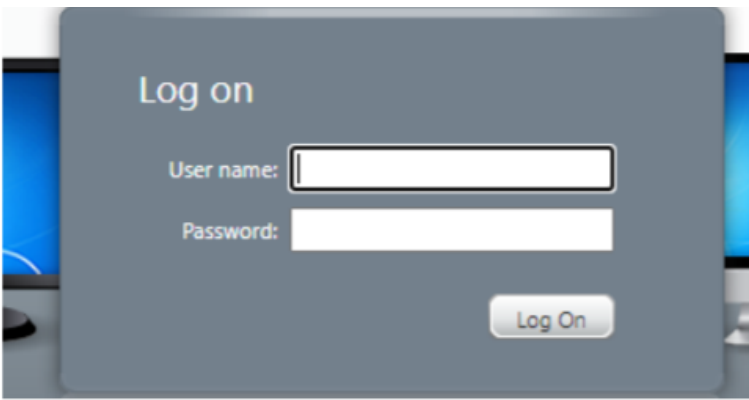
- Follow the installation steps until the process is complete. Some typical screenshots have been provided below:



➤ When the screen below appears, **DO NOT** press Add Account. Click **FINISH**.



2. You should now have a log on box  
At this point you will log in with your **Active Directory credentials**. It will be the **same username and password** that you use to login to the network. Enter your **Username** and **password** and click **Log On**.



3. You will be presented with a screen that looks similar to the one below:



4. To access the Employee Portal, click on the CIMS Employee Portal Icon as shown below:



5. A Launch.ica file will appear in the bottom left corner of your browser as shown below:

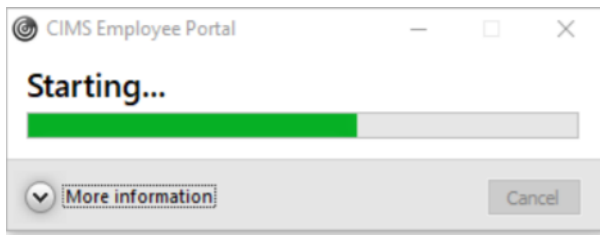


➤ Click on "Open File"

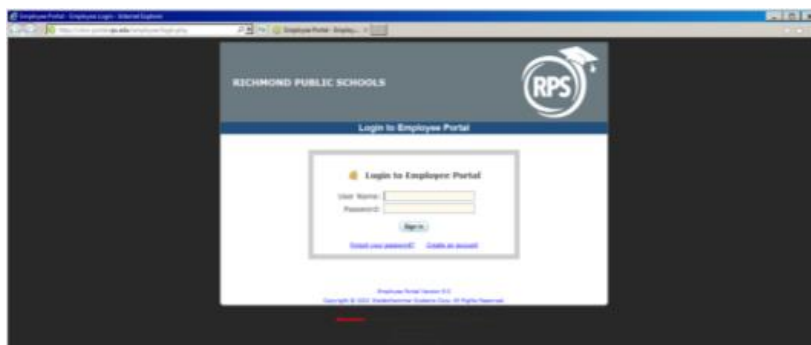


6. The application will launch in a new window.

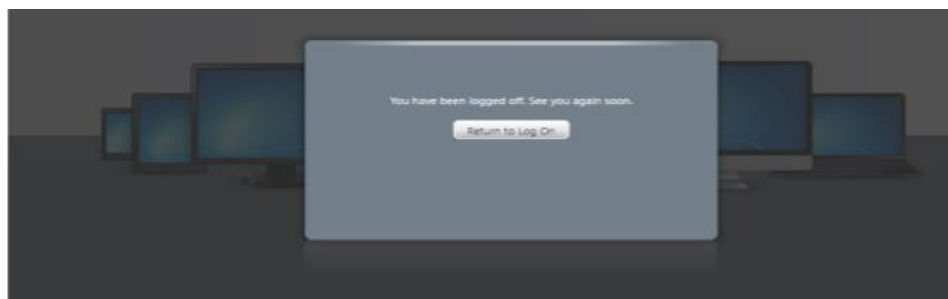
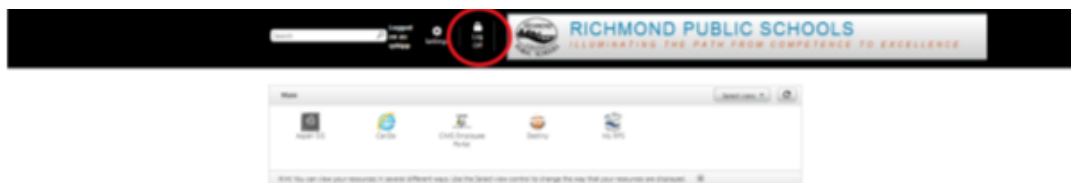




➤ If prompted, select **Permit use**



7. When finished, close all open application windows and Log Off of the Citrix session.



If you follow the instructions above and are experiencing issues, please contact the Service Desk at [servicedesk@rvaschools.net](mailto:servicedesk@rvaschools.net) or 804-780-7880 option 1.