

Instructions to Create a New Account:

Go to web address <https://publish.gwinnett.k12.ga.us/gcps/home/gcpslogin>. Click on *Create/Activate account* in the middle of the screen. Click on the **EMPLOYEES** button to register. You will then be prompted to enter your personal information, create a password, and answer three security questions. Remember to enter your GCPS ID with an “e” at the beginning. Once complete, click **Sign Up** at the bottom of the screen.

Congratulations! You have successfully created an account. Once you return to the Employee login page located at <https://publish.gwinnett.k12.ga.us/gcps/home/gcpslogin> you will be prompted to enter and confirm your **personal email address**. An Email Confirmation will be sent to the email address you have provided, and you will need to click on the **Click Here** link provided in the email to properly confirm.

Once your email address is confirmed, you will be able to sign in using your User ID (GCPS ID) and new password.

For technical assistance only, please contact the GCPS Help Desk at 678-301-6547. You may contact Retirement Services at 678-301-6272 with any non-technical questions or concerns.

Visit: <https://publish.gwinnett.k12.ga.us/gcps/home/gcpslogin> and click on Create/Activate account.

GWINNETT COUNTY PUBLIC SCHOOLS

Parents Employees MY eCLASS

Sign in to GCPS

Employee Portal & MY eCLASS Student Portal

USER ID

PASSWORD

SIGN IN ↵

Forgot your password? | *Create / Activate account*

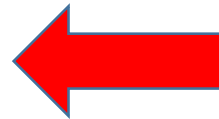


Create / Activate an account



EMPLOYEES

STUDENTS



Click on Employees

[Forgot your password?](#)

[Create / Activate account](#)

Enter your personal information on this Sign Up screen and create/confirm a new password.



Sign Up Create a new account

To create a new account, please complete the following and click sign up. **All fields marked with an asterisk (*) are required.**

* GCPS ID



Don't forget the "e" before your employee #.

* Legal First Name

* Legal Last Name

* Date of birth

MM/DD/YYYY

 / /

* Last 4 digits of your Social Security Number

The password that you create is **case sensitive** and:

- o ✓ must be at least 8 characters
- o ✓ must contain at least 1 number
- o ✓ must contain at least 1 letter
- o ✗ cannot be your User ID
- o ✗ cannot be one of your last 4 passwords

* Password

* Confirm Password

Scroll down to answer **ONLY 3** of the security questions. Then click on the Sign up button at the bottom of the page.

Please answer exactly three of the following challenge questions.

* First pet's name

* Street you grew up on

* Father's middle name

* First high school attended

* Favorite food



(Optional)

- ✓ If you choose a name (first and last) that is different from the one you entered as your legal name, your **preferred name** will be used only for: your GCPS email account, GCPS collaboration tool, GCPS Employee portal and GCPS Help Desk requests.
- ✓ Please do not include special characters; however, you may use an apostrophe or a hyphen.
- ✓ If the preferred name fields are left blank, we will use your legal first and last names instead.
- ✓ Please note: We reserve the right to add a middle initial to the preferred names, if two employees' names are identical.

Preferred First Name

Preferred Last Name



Sign up

Cancel

Once you return to the employee login page at <https://publish.gwinnett.k12.ga.us/gcps/home/gcpslogin> you will be prompted to enter and confirm your **personal email address**:

Add Email Address ✕

Sorry. We could not yet verify your email address.
Please enter the email address that you will be using. Without this address, we cannot send you any correspondence.

Email Address

Re-Enter Email Address

An Email Address Confirmation will be sent to the email you provided, and you will need to click on the Click Here link.

From: donotreply@gwinnett.k12.ga.us

To: [REDACTED]

Sent: Monday, January 6, 2020 2:42:58 PM

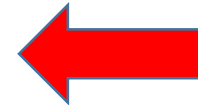
Subject: GCPS - Email Address Confirmation

This message is to confirm your email address registration for the GCPS Employee Portal for the GCPS ID: [REDACTED]. PLEASE DO NOT REPLY.

You must confirm this registration by clicking the link below.

In order to confirm your email address registration

Click Here



Note: If you did not access GRS at <http://publish.gwinnett.k12.ga.us> to update your email address, please notify the IMT Customer Support Center at 678-301-6547 (weekdays 6:30am to 5pm EST), or email Portal_Support@gwinnett.k12.ga.us.

Visit: <https://publish.gwinnett.k12.ga.us/gcps/home/gcpslogin>



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