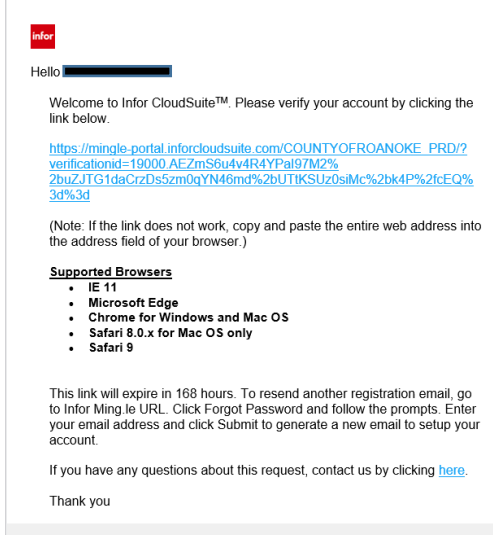


## Setting Up Your Account in Global HR

- 1) You will receive an e-mail from donotreply@infor.com Do not delete this e-mail or mark it as phishing. This e-mail contains the link you need to click to activate your account. The e-mail will look like this:



- 2) When you click the link you will be directed to the page to set up your account.

infor

Set up the Infor OS identity.

First Name

Last Name

Title

Email Address

Password

Confirm Password

Type the characters that you see

ty471

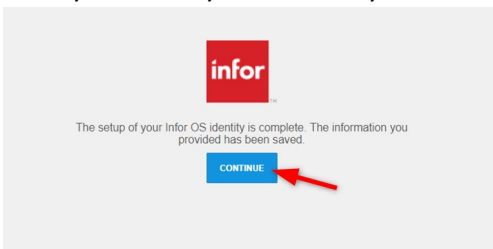
Try a new code

Enter the code shown

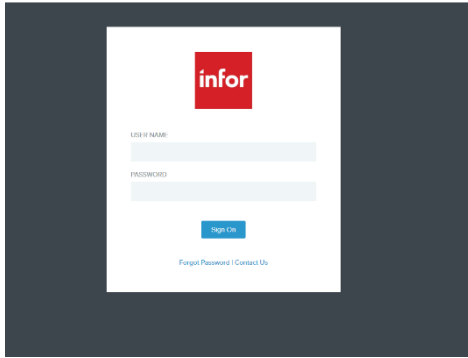
CREATE ACCOUNT

- 1) You will need to enter your First and Last Names. Please use ALL CAPS when entering.
- 2) Enter a Title. Ex. Teacher, Counselor, Instructional Assistant, Administrative Assistant. Etc...
- 3) You will need to enter your RCPS email address.
- 4) Create and Confirm your Password. Password Requirements are:
  - 8 characters in length
  - At least 1 uppercase letter
  - At least 1 lowercase letter
  - At least 1 number
  - At least 1 special character. Ex. @, #, \$
- 5) Enter the characters shown
- 6) Click Create Account

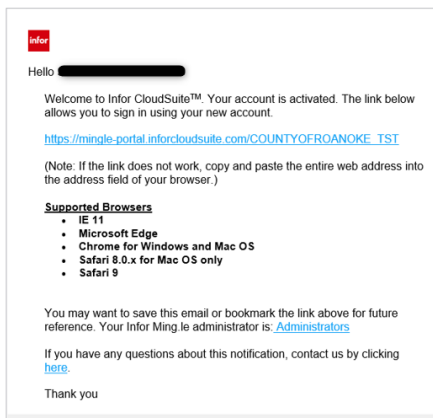
- 3) Once you create your account you will be sent to the confirmation page, click continue.



- 4) You will then be redirected to a login page. Where you can log in to your account. Note that your username is the email address where you received the invitation email.



- 5) You will also receive a confirmation e-mail with a link that will take you to the login page. The e-mail will look similar to this. Again, it is not a phishing e-mail so please don't mark it as phishing.



- 6) If you choose to bookmark the login page on your browser, you'll need to login then create the bookmark. You can also access the login page by going to [www.rcps.us](http://www.rcps.us), click on Staff, then click on Global HR.