

Getting Started with Employee Portal

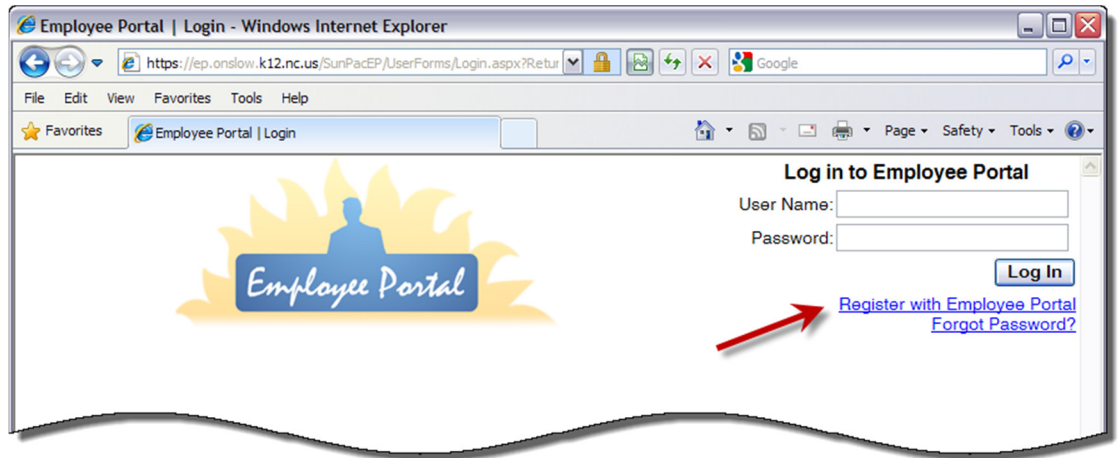
Employee Portal lets employees look at and print copies of their check stubs, direct deposit vouchers, and W2's from almost any computer using a web browser.

To register, go to:

<https://ep.onslow.k12.nc.us/SunPacEP/UserForms/Login.aspx?ReturnUrl=%2fsunpacep%2f>

(Or www.onslow.k12.nc.us and use the link to Employee Portal provided there.)

Click
“[Register with Employee Portal](#)”
to get started.



Enter your First Name, Last Name, and Social Security Number (SSN)
EXACTLY AS THEY APPEAR ON YOUR CHECK STUB or direct deposit voucher.

Do not use dashes when entering your SSN, only numbers.

Create your own User Name.

Examples:

JDoe or John.Doe

Enter your e-mail address if you have one.

Example:

John.Doe@onslow.k12.nc.us

The e-mail address can be your work e-mail or a personal e-mail account.

Create your password.

It must be a minimum of 5 characters and must contain a special character, such as: !@#%\$%^&*()

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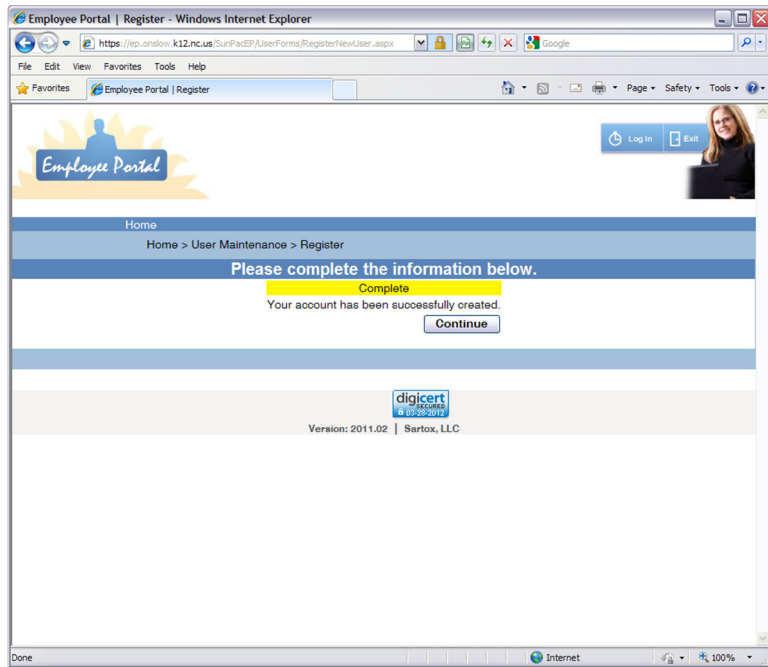
Select a security question from the drop-down list and enter your Security Answer.

Click “[Register](#)”.

If your Employee Portal registration is successful, you will see the screen below, informing you that “Your account has been successfully created.”

Click “[Continue](#)” to return to the Employee Portal Log In screen.

You are now ready to begin using your Onslow County Schools’ Employee Portal.



TROUBLESHOOTING

If you can't get voucher images or W2s to display on the screen, this is typically an Adobe Reader issue. First, make sure Adobe Reader is installed on your computer. If it's not, you can download a free copy of it at: <http://get.adobe.com/reader/>. If you already have it, you may need to do a repair. Open Acrobat Reader and click “Help > Repair Adobe Reader Installation”. This fixes most problems.

ADDITIONAL ASSISTANCE

If you find you need additional assistance, contact the Onslow County Schools’ Payroll Department at 910-455-2211.