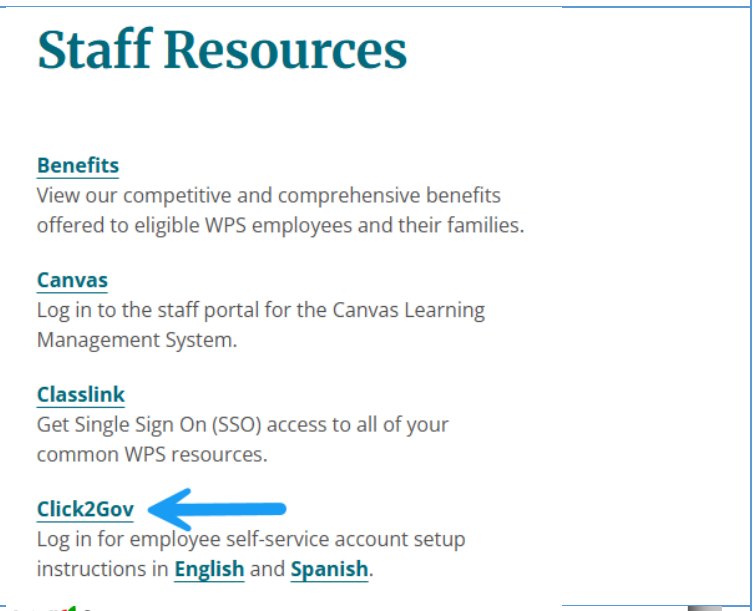
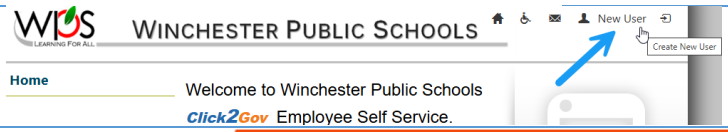
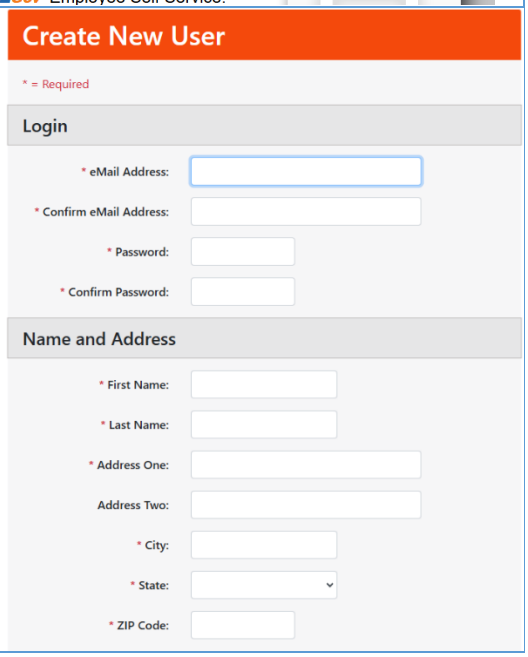
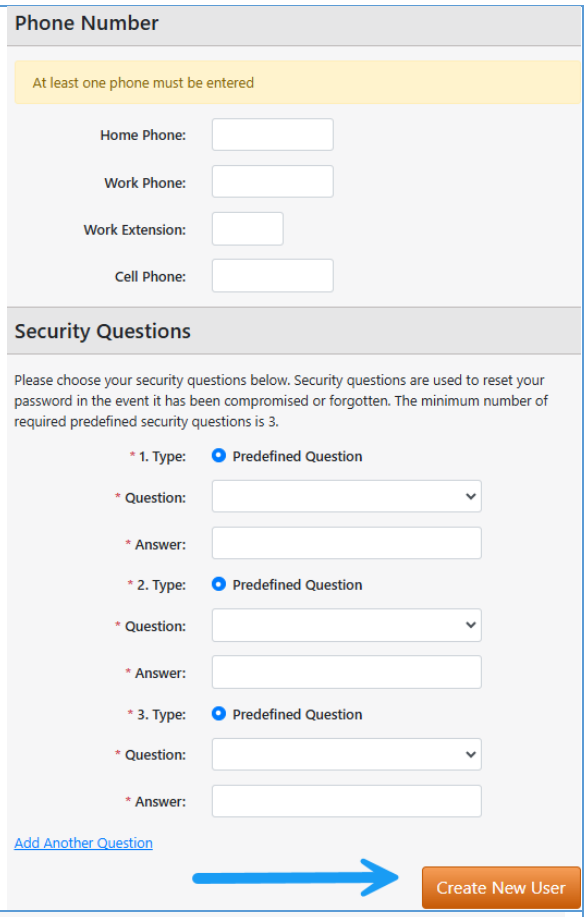
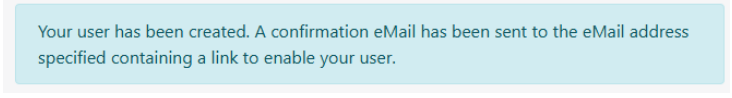
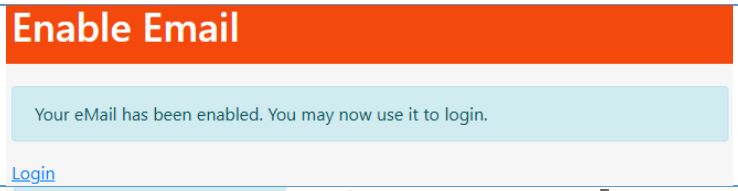
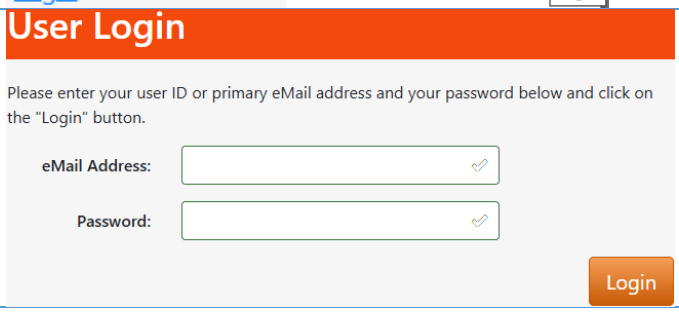
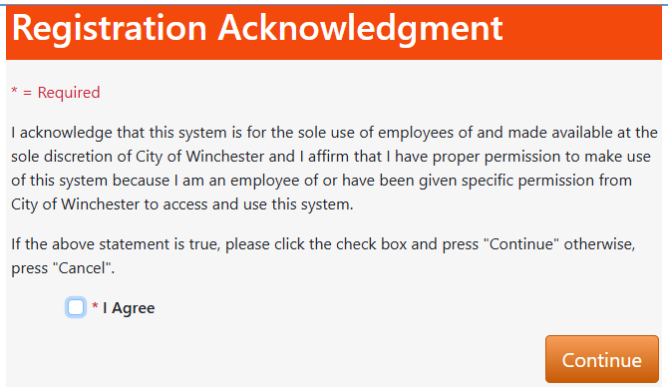
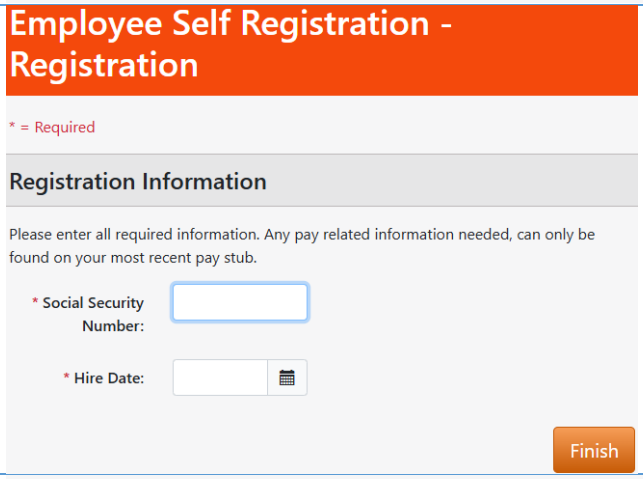
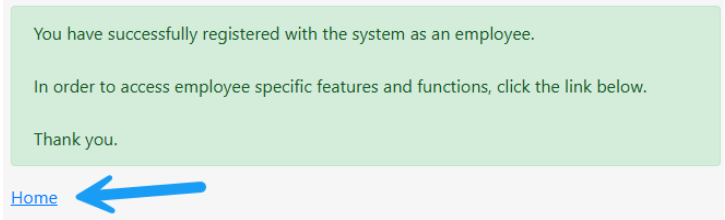
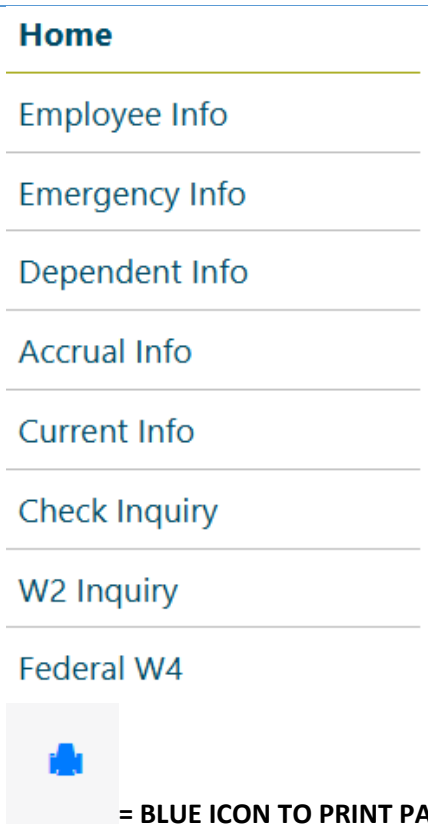
How to create a WPS Click2Gov Account:

	Instructions	Pictures
1	Go to www.wps.k12.va.us	
2	Click on Staff > Staff Resources	
3	Under “Staff Resources” 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.	
7	You will receive a confirmation screen notifying you that your account has been created.	
8	Go to your email, click on the link. It will confirm your account and allow you to log in.	
9	You should then be able to click the 'Login' button	
10	You will be prompted to enter your email address and password. Created at Step 5.	

11	You must agree to the Registration Acknowledgement in order to access your account.	
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	
13	Once you have successfully registered, this screen should appear. You can now click the 'Home' button to return to the home screen	

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.	 **= 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**