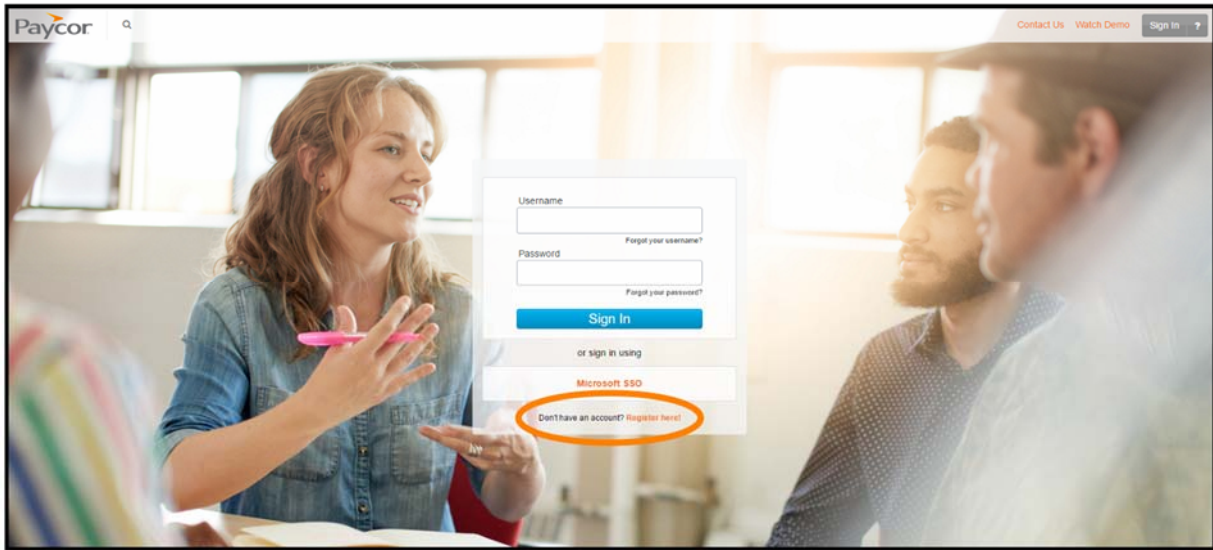


FVCC STUDENT/TEMPORARY EMPLOYEE USER REGISTRATION

1. Register for **Paycor access** at www.paycor.com.
2. Click “Sign In”
3. Click “Register Here!” below the Sign In area.




4. On the **Registration information** page, enter your legal **Last Name** and the FVCC Access Code “**92588**”. Click “I’m Not a Robot” and “Continue.”

Registration information

Before you can begin accessing your personal pay information, we will need to go through a couple of steps to verify your identity.

Last Name

Access Code


I'm not a robot 
reCAPTCHA
Privacy - Terms

5. On the **Security verification** page, enter your **Social Security Number** and **Birth Date**. Click “Continue.”

Security verification

For your protection, we ask that you provide two additional pieces of verification information.

Social Security Number

Birth Date
 

6. On the **Create username and password** page, create a **Username** of your choice up to 20 characters and follow the **Password** requirements. Enter an **Email Address** (can be Eagle Mail or personal). Click “Enable Texting” if you wish to receive your security confirmation via text instead of email. Click “I acknowledge...” and “Continue.”

The screenshot shows two side-by-side forms. The left form is titled "Create username and password" and includes fields for Username, Password (with a blue information icon), Verify Password, Email Address, and Phone Number (with a "Mobile" dropdown). Below these fields are two checkboxes: "Enable Texting (standard carrier rates may apply)" and "I acknowledge that my checkstub and/or payroll information is available to me online via Paycor's web-based portal." A blue "Continue" button is at the bottom. The right form is titled "Sign in" and includes a message: "If you already have a Paycor account, sign in now and we will add this registration to your existing account." It has fields for Username and Password, each with a "Forgot?" link, and a blue "Continue" button.

7. On the **Security questions** page, complete **Security Questions** and enter your **Answers**. Click “Continue.”

The screenshot shows the "Update your security questions" page. It has a heading "Update your security questions" and a sub-heading "In the event you forget your username or password, your security questions will be used to verify your identity." Below this is the instruction "Please complete each question and do not use the same answer more than once." There are four question-answer pairs. Each question is in a dropdown menu, and each answer is in a text input field. The questions are: "What country have you always dreamt of vacationing in?", "What was the last name of your favorite elementary school teacher?", "Who was your childhood hero?", and "Who was your favorite singer/band in high school?". A blue "Submit" button with a checkmark is at the bottom right.

8. On the **Verify your email address** page: enter the **Verification Code** that was just sent to either your email or text. Click “Continue.”

The screenshot shows the "Verify your email address" page. It has a heading "Verify your email address" and a message: "We've sent a verification code to the email address associated with your account. Please check your email and enter the code here." Below this is a "Verification Code" label and a text input field. At the bottom right, there are two buttons: a grey "Resend Email Verification Code" button and a blue "Continue" button.

9. You are now registered for Paycor. Remember to keep your Username and Password confidential and secure!