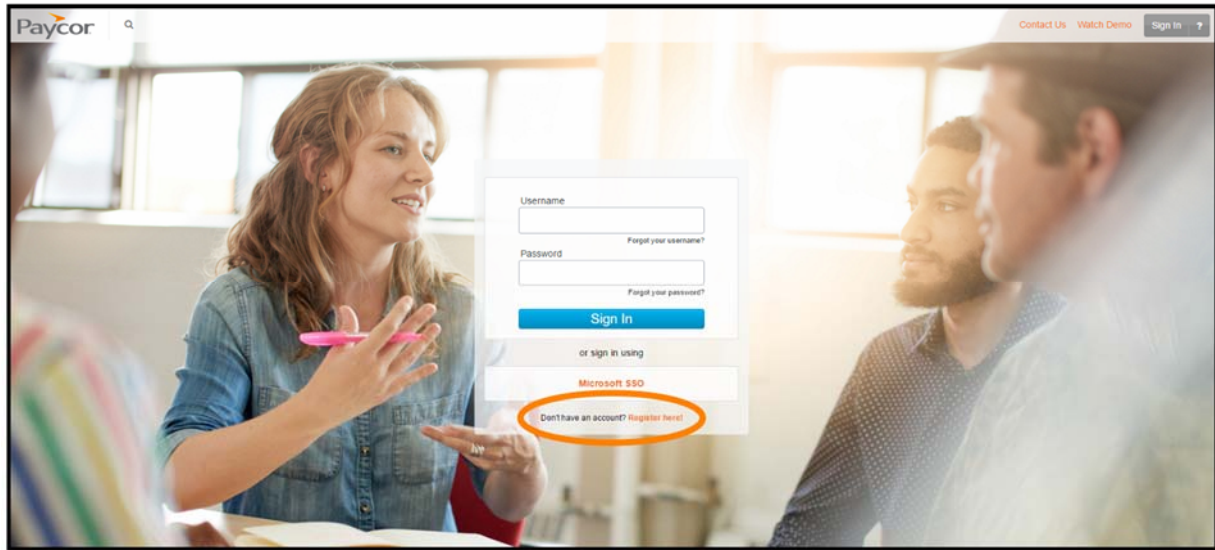


# FVCC REGULAR EMPLOYEE USER REGISTRATION

1. Register for **Paycor access** at [www.paycor.com](http://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 your **FVCC Email Address**. 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 fields for Username and Password, each with a "Forgot?" link. A blue "Continue" button is at the bottom.

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

The screenshot shows the "Update your security questions" form. It includes the 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." The form contains four questions, each with a dropdown menu and a corresponding text input field for the answer. 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 is located 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" form. It includes the heading "Verify your email address" and the text "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 text input field labeled "Verification Code". 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!