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Employee Number or Social Security Number	Depending on your LEA's settings, you are prompted to enter either your employee number or your nine-digit social security number.
Date of Birth	Type your birth date in the mm dd yyyy format.
Zip Code	Type your five-digit zip code.

❏ Click **Next**.

- The entered data is verified to ensure that you are authorized to use EmployeePortal.
- If you already created an account, a message is displayed prompting you to contact your personnel department.
- The **Employee Number** or **Social Security Number**, **Date of Birth**, **Zip Code**, **Last Name**, and **First Name** fields cannot be modified.

❏ Enter the following information:

User Name	Type a six-to-eight character user name. (No embedded spaces are allowed.) The name must be unique within the LEA; it is not case-sensitive.
Password	Type a new six-to-nine alphanumeric password. The password must contain at least one uppercase letter, one lowercase letter, and one number.
Password Verification	Retype the six-to-nine character password that you typed in the **Password** field.
Work E-mail	Type the work email address if it does not display. If a work email address already exists, this field cannot be modified.
Work E-mail Verification	Retype the work email address that you typed in the **Work E-mail** field (if available for modification).
Home E-mail	Type the home email address if it does not display. If a home email address already exists, this field cannot be modified.
Home E-mail Verification	Retype the home email address that you typed in the **Home E-mail** field (if available for modification).
Hint Question	Type a question you will be asked in the event that you forget your password at a later date.
Hint Answer	Type the answer to the hint question. This is case-sensitive.

❏ Click **Save**. The EmployeePortal home page is displayed indicating that you have successfully logged on to the portal. You will receive a confirmation email message containing your user name.

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