Directions for Using the Employee Portal
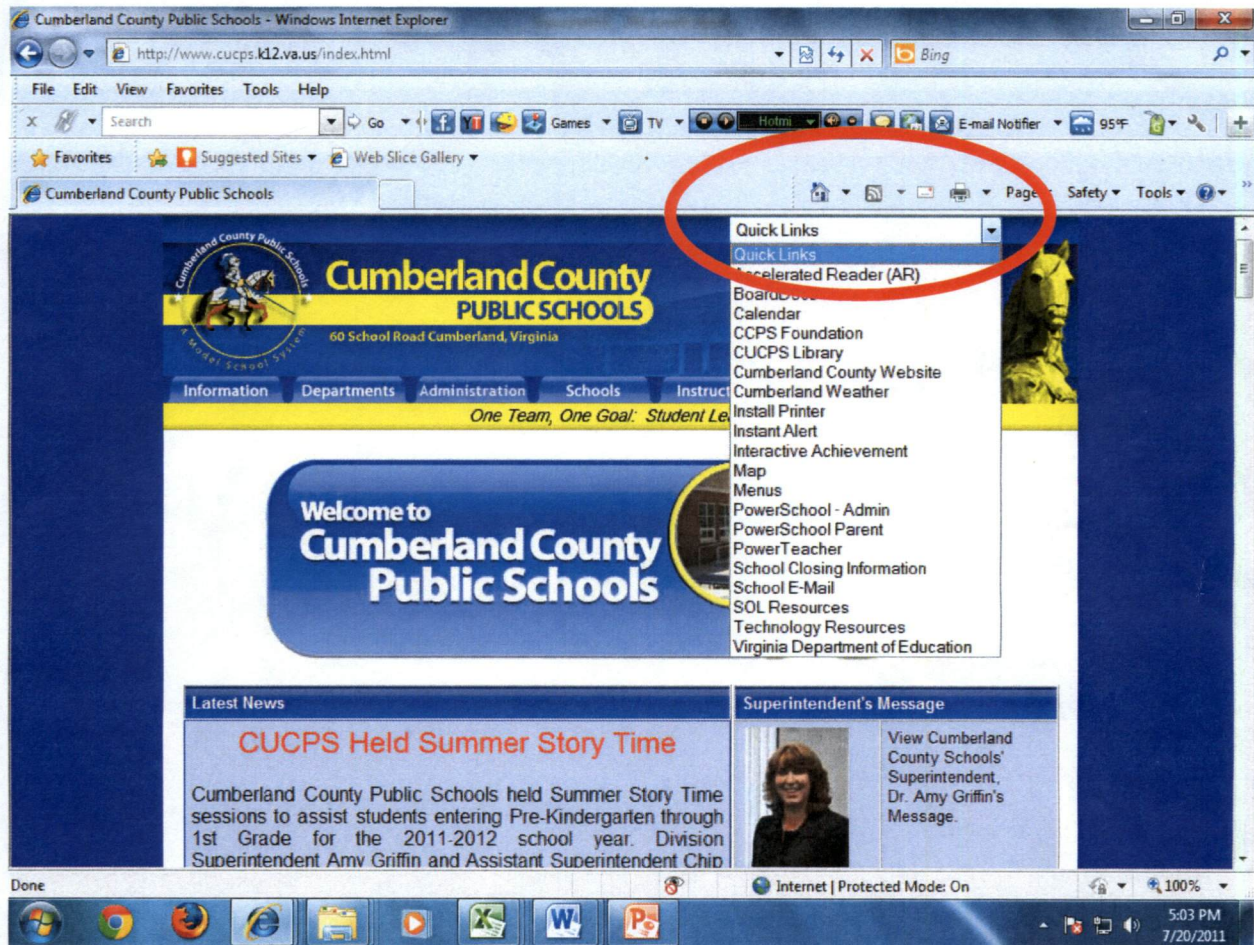
1. On your computer, open a web browser such as Internet Explorer or Firefox.
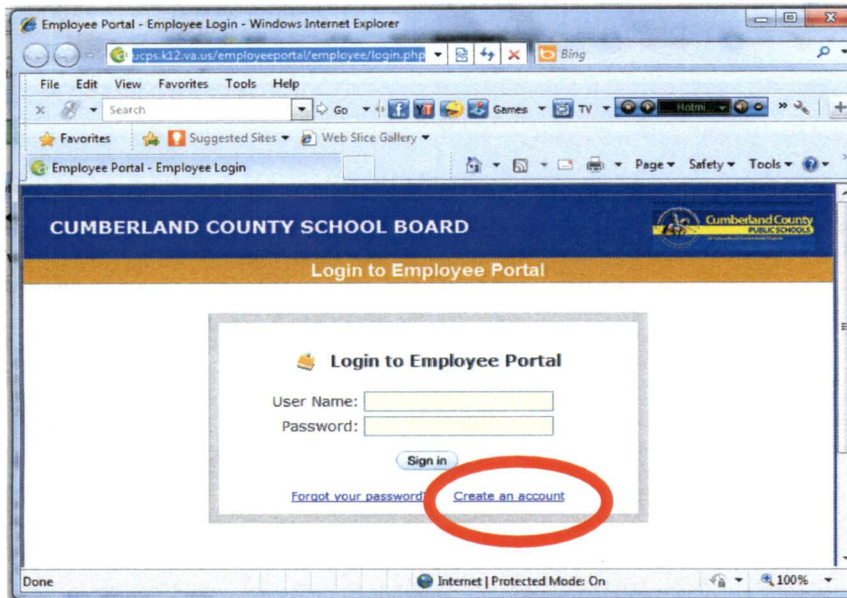

2. Go to the following web address.
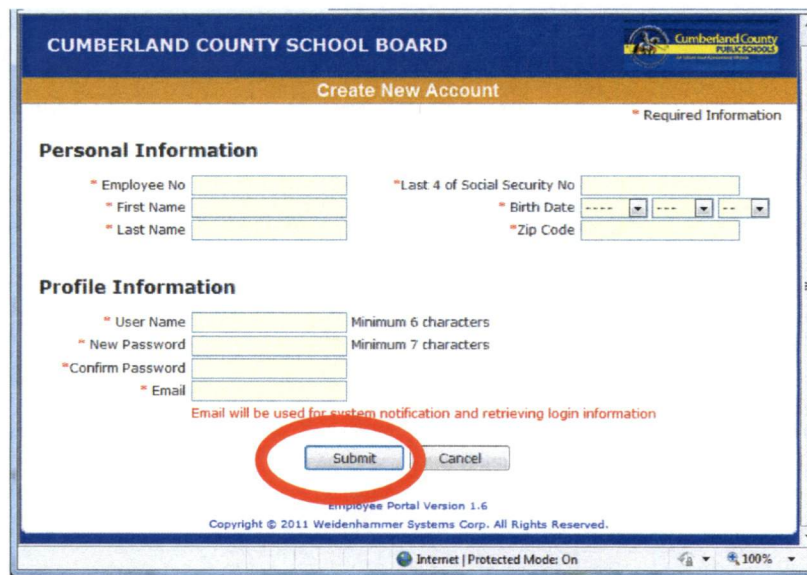
   http://www.cucps.k12.va.us

3. Click the dropdown box on the Quicklinks and click on the Employee Portal link.

4. The following box should appear. The first time, click "Create an account."

5. The following box will appear. Enter all required information. Your employee number will be your social security number. Select anything that you wish for your user name and password (as long as it meets the minimum character requirements beside the box). You may use any working Email address, including one from Hotmail or Gmail. If you do not have an account, come to the School Board Office and someone will help you get an account.

6. Once you have entered all information, click the **Submit** button. Now your account is established.

7. Now when you enter the Employee Portal using your new user name and password, you will be able to see information regarding your salary, leave balances, deductions, and W2s.