Registering

1) Click on the “Register” button on the login page

2) Enter your name and employee ID (employee #) and click “Next”
3) You will be asked to enter your username or you will may see one entered in that field for you, then click “Next”

**Note**- Username should be:

Last name, first letter of first name, first letter of middle name

Ex. John Steven Doe → username : DoeJS

4) Create a **Password** using the rules as your guide, and click **Next**
5) Create **Security Questions** (use the drop down arrows to select different questions) and click **Next**

6) Registration Confirmation click **Login**
7) Using the Login information you just created, enter your new **Username** and **Password** and click **Log In**