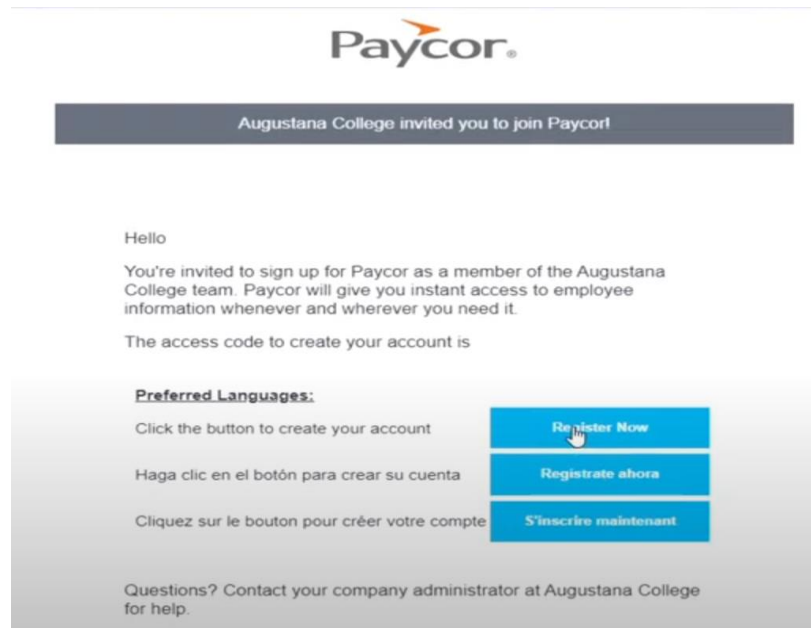


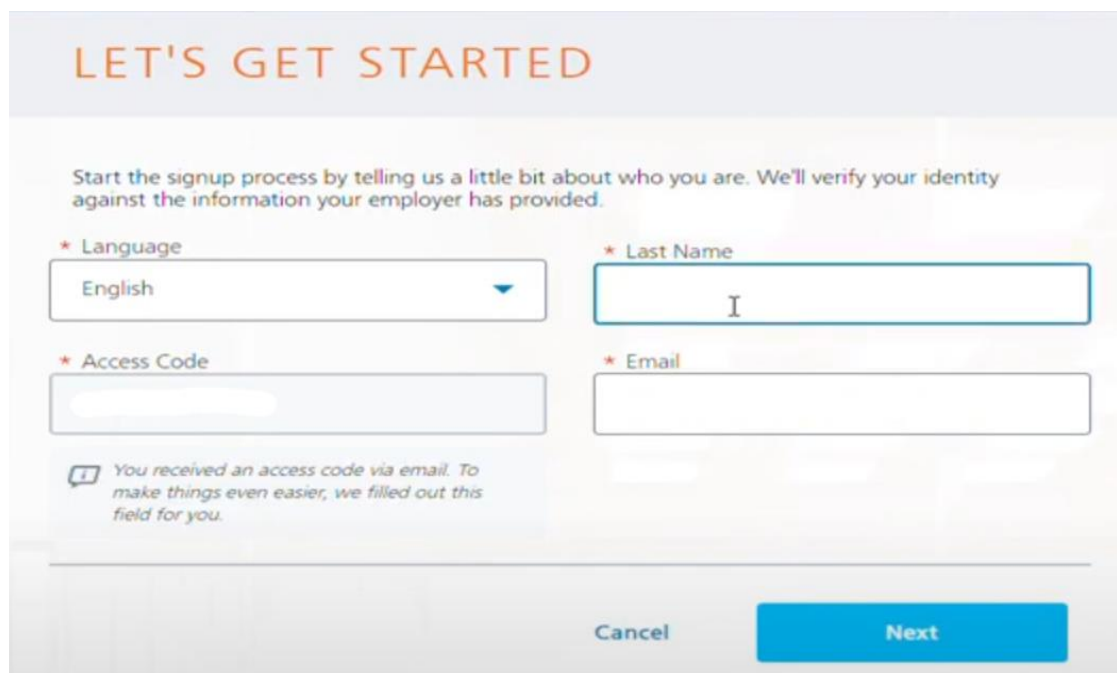
How to create a Paycor account and get logged in.

Step 1: Follow invite link sent to your email and Click "[Register Now](#)"



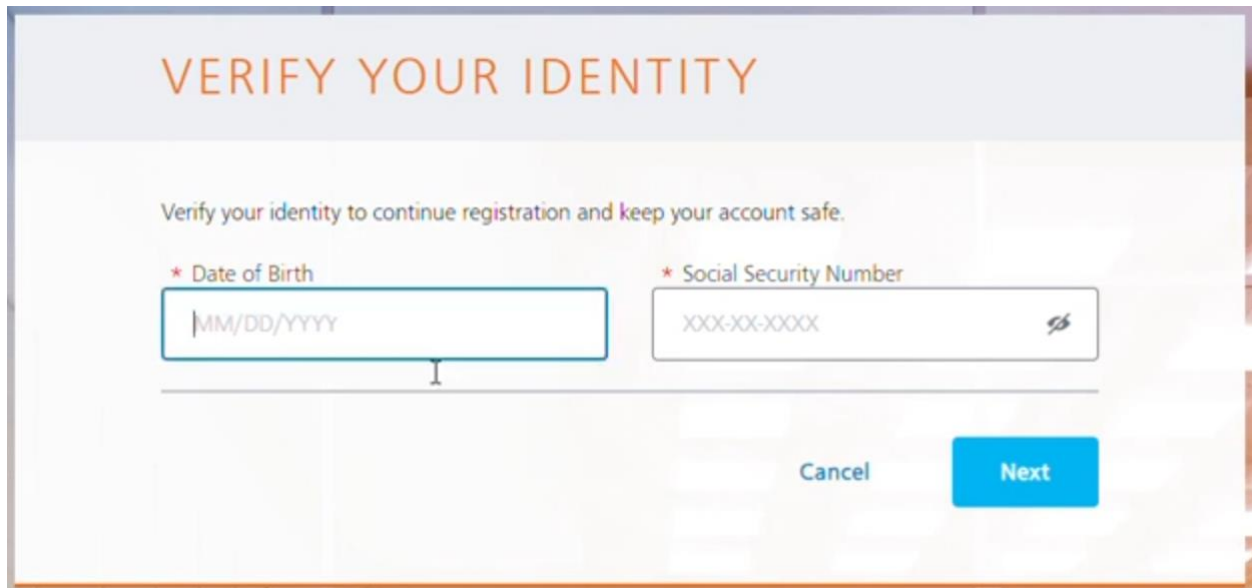
The image shows a Paycor email template. At the top is the Paycor logo. Below it is a dark grey banner with the text "Augustana College invited you to join Paycor!". The main body of the email starts with "Hello", followed by a welcome message: "You're invited to sign up for Paycor as a member of the Augustana College team. Paycor will give you instant access to employee information whenever and wherever you need it." Below this is the sentence "The access code to create your account is". Then, under the heading "Preferred Languages:", there are three lines of text: "Click the button to create your account", "Haga clic en el botón para crear su cuenta", and "Cliquez sur le bouton pour créer votre compte". To the right of each line is a blue button with white text: "Register Now", "Regístrate ahora", and "S'inscrire maintenant" respectively. At the bottom, there is a line of text: "Questions? Contact your company administrator at Augustana College for help."

Step 2: Let's Get Started! – [Enter your Last Name](#) (the Access Code and E-mail Address will be prepopulated)



The image shows a "LET'S GET STARTED" registration form. At the top, the text "LET'S GET STARTED" is displayed in large, orange, sans-serif capital letters. Below this, a paragraph reads: "Start the signup process by telling us a little bit about who you are. We'll verify your identity against the information your employer has provided." The form contains four input fields arranged in a 2x2 grid. The top-left field is labeled "* Language" and has a dropdown menu with "English" selected. The top-right field is labeled "* Last Name" and contains the letter "I". The bottom-left field is labeled "* Access Code" and is prepopulated with a blurred string of characters. The bottom-right field is labeled "* Email" and is also prepopulated with a blurred email address. Below the "Access Code" field, there is a small information icon (a blue square with a white 'i') followed by the text: "You received an access code via email. To make things even easier, we filled out this field for you." At the bottom of the form, there are two buttons: a grey "Cancel" button and a blue "Next" button.

Step 3: Verify Your Identity! Enter your date of birth and Social Security Number



VERIFY YOUR IDENTITY

Verify your identity to continue registration and keep your account safe.

* Date of Birth

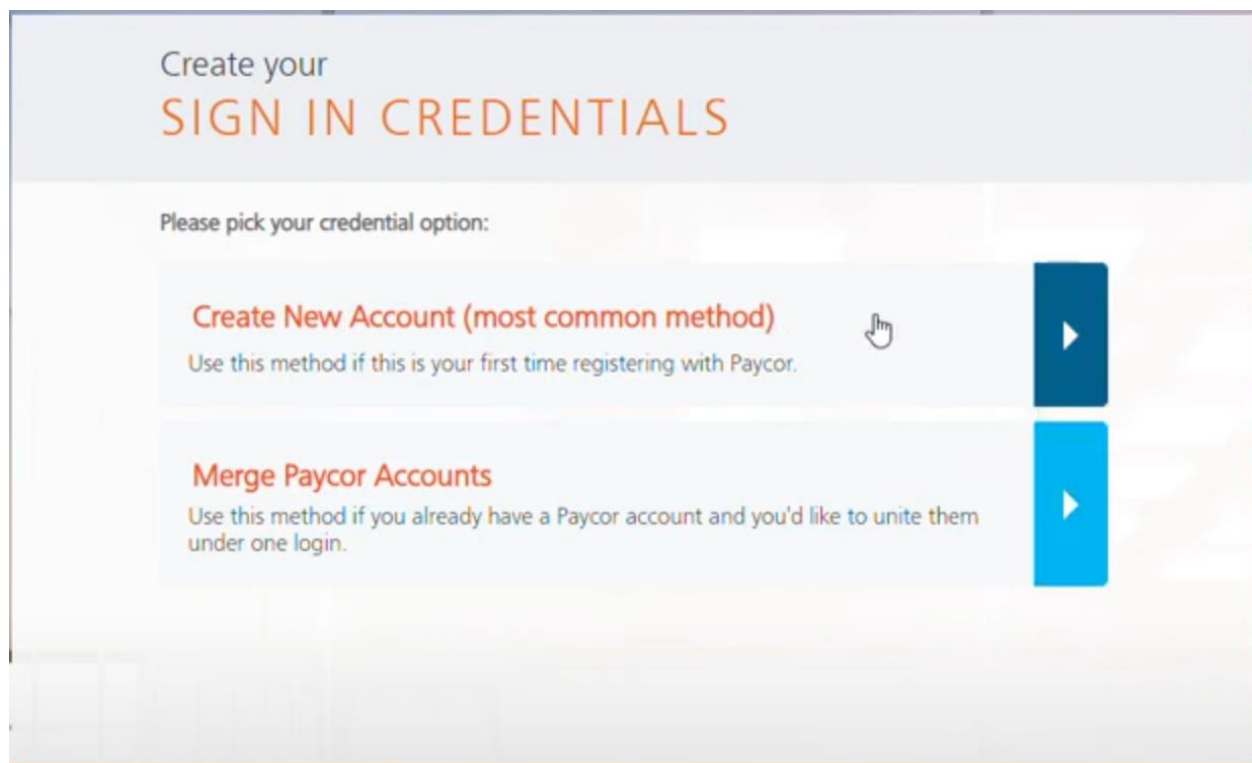
MM/DD/YYYY

* Social Security Number

XXX-XX-XXXX

Cancel Next

Step 4: Create your Sign In Credentials and Creating New Account. Click on **“Create New Account”**



Create your
SIGN IN CREDENTIALS

Please pick your credential option:

Create New Account (most common method)

Use this method if this is your first time registering with Paycor.

Merge Paycor Accounts

Use this method if you already have a Paycor account and you'd like to unite them under one login.

Step 5: Create your Sign In Credentials!

- For Username – Create your own username
- For Password – Create a password
- Click that you Agree to User License Agreement and then Click “Next”

The screenshot shows a web form titled "Create your SIGN IN CREDENTIALS". It has three input fields: "Username", "Password", and "Retype Password". The "Password" and "Retype Password" fields show a strength indicator of "0/127" and a lock icon. To the right of the form is a text area for the "End User License Agreement" (EULA) with a scroll bar. Below the EULA are two checkboxes: "I agree to allow Paycor to send me electronic communications" (checked) and "I have read and agree to the End User License Agreement." (unchecked). At the bottom right are "Back" and "Next" buttons.

Create your
SIGN IN CREDENTIALS

* Username
[Input Field]

* Password 0/127
[Input Field]

* Retype Password 0/127
[Input Field]

Please read and accept our End User License Agreement to continue.

This End User License Agreement ("EULA") is a binding contract between Paycor, Inc. ("Licensor") and you ("You"), as a user of any portion of paycor.com accessed using Credentials (as defined below) (the "Website") as hosted and updated by Licensor from time to time. This EULA governs your access to and use of the Website.

☒ I agree to allow Paycor to send me electronic communications

☐ * I have read and agree to the End User License Agreement.

Back Next

Step 6: Multi-Factor Authentication Setup

- Email will be automatically selected. You can either choose “Authenticator” or you can select “Phone” as a second option. Click “Save and Continue”

The screenshot shows a web form titled "Choose your MULTI-FACTOR AUTHENTICATION SETUP". It instructs the user to "Set up at least two methods for protecting your account." There are three options: "Authenticator (recommended method)" with an "Enable Authentication" link, "Phone" with an "Enable Phone Authentication" link, and "Email" which is selected and shows the email address "KristinaZimmerman@augustana.edu" with a green checkmark. At the bottom are "Skip MFA Setup" and "Save & Continue" buttons.

Choose your
MULTI-FACTOR AUTHENTICATION SETUP

Set up at least two methods for protecting your account.

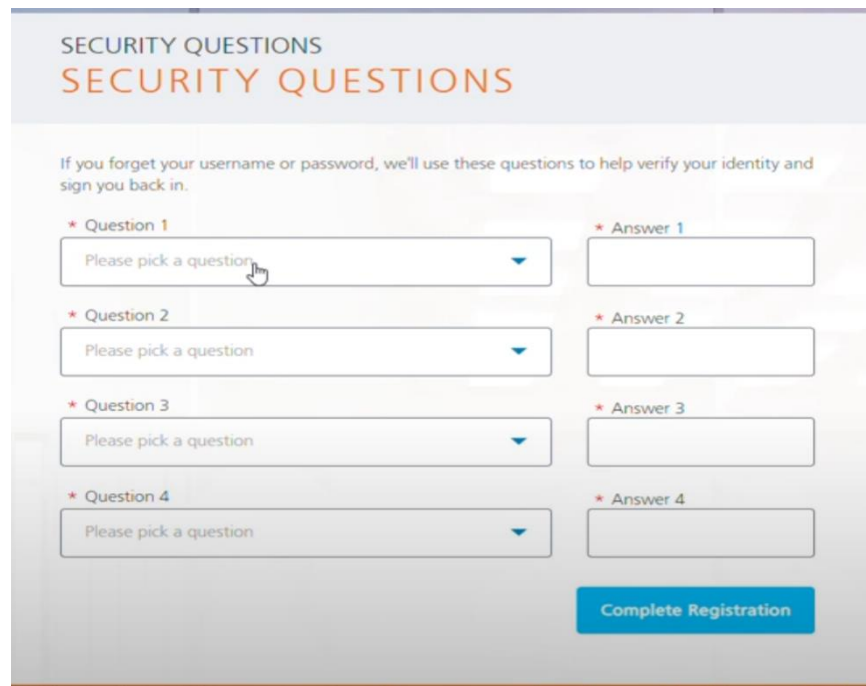
Authenticator (recommended method)
Enable Authentication

Phone
Enable Phone Authentication

Email
✓ KristinaZimmerman@augustana.edu

Skip MFA Setup Save & Continue

Step 7: Set your (4) Security Questions and then click “**Complete Registration.**”



SECURITY QUESTIONS

SECURITY QUESTIONS

If you forget your username or password, we'll use these questions to help verify your identity and sign you back in.

* Question 1
Please pick a question

* Answer 1

* Question 2
Please pick a question

* Answer 2

* Question 3
Please pick a question

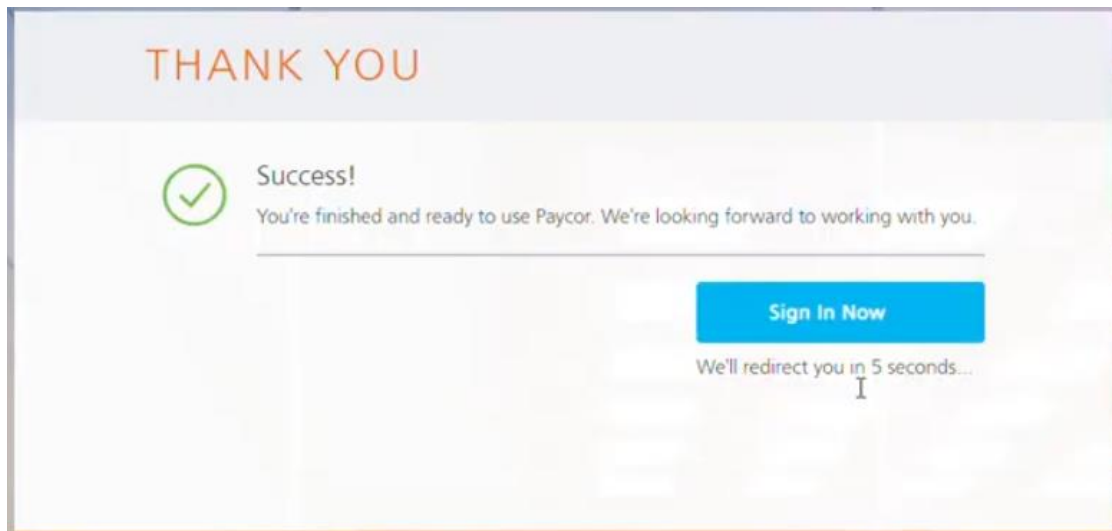
* Answer 3

* Question 4
Please pick a question

* Answer 4

Complete Registration

Step 8: Success!!! Click “**Sign in Now**”



THANK YOU

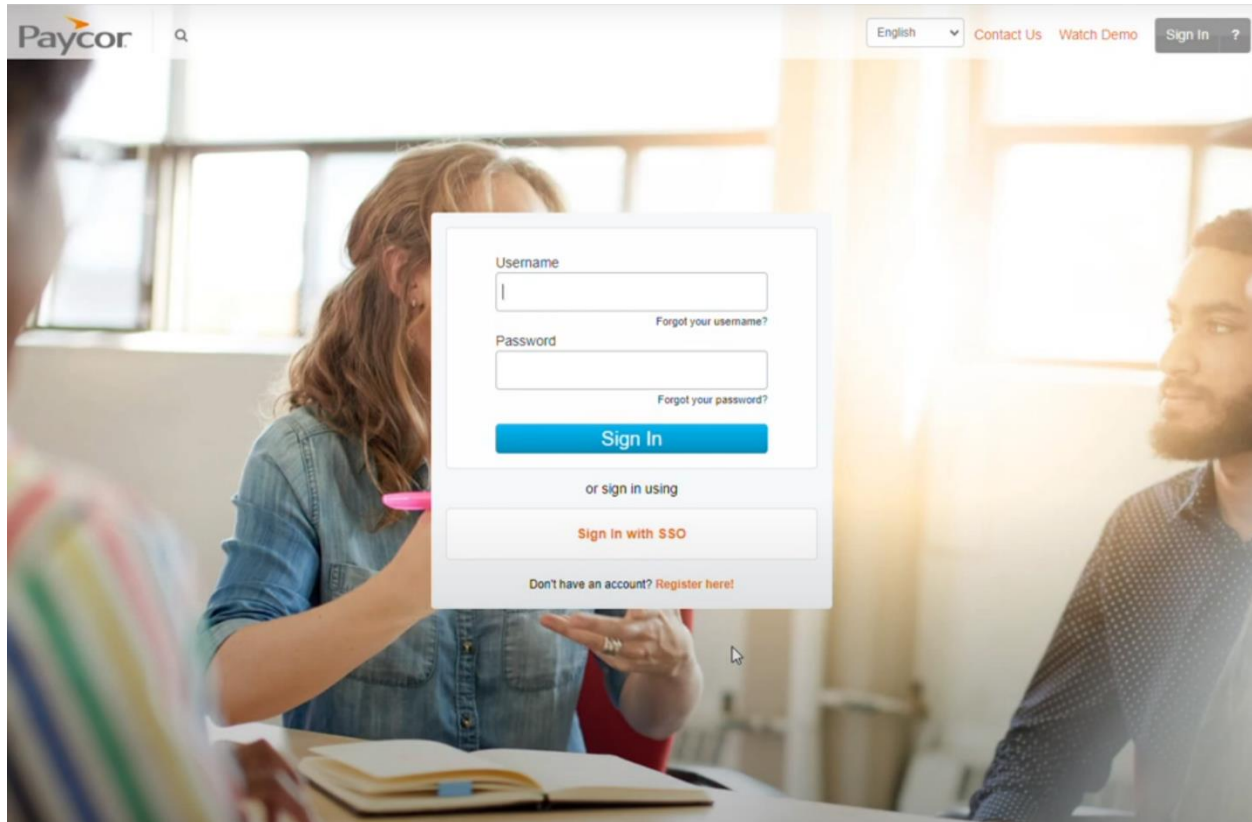
Success!

You're finished and ready to use Paycor. We're looking forward to working with you.

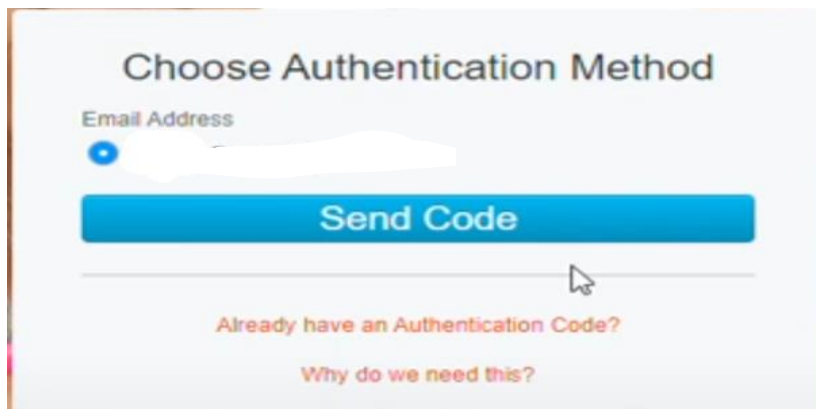
Sign In Now

We'll redirect you in 5 seconds...

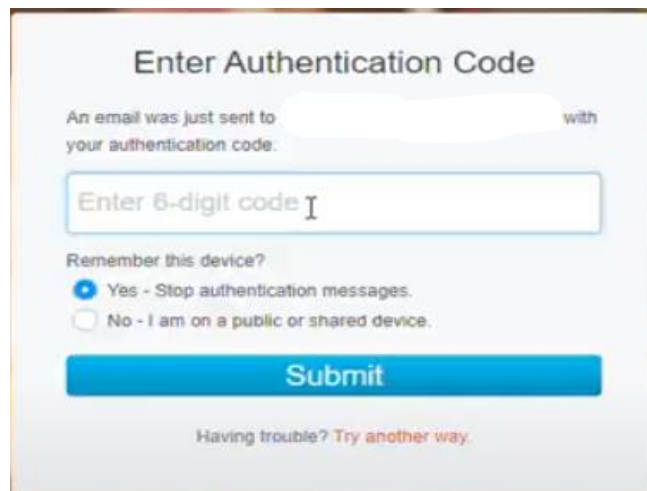
First time logging in – enter your Paycor Username and Password.

The image shows the Paycor login page. At the top left is the Paycor logo. To its right is a search icon. Further right are links for 'English', 'Contact Us', 'Watch Demo', and a 'Sign In' button with a question mark. The main content area features a login form with fields for 'Username' and 'Password'. Below the 'Username' field is a link 'Forgot your username?'. Below the 'Password' field is a link 'Forgot your password?'. A blue 'Sign In' button is positioned below the password field. Below this button is the text 'or sign in using' followed by a button labeled 'Sign in with SSO'. At the bottom of the form is a link 'Don't have an account? Register here!'. The background of the page shows a blurred office scene with people.

And.... Choose Authentication Method, which will send a code to your email or phone

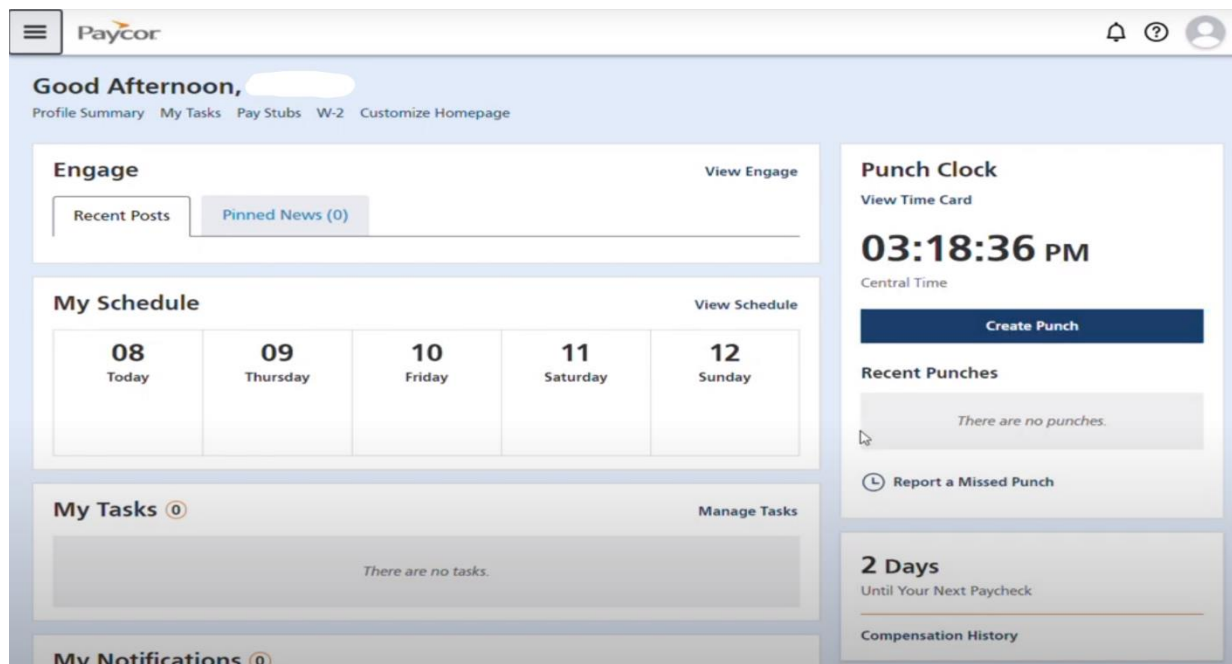
The image shows a screen titled 'Choose Authentication Method'. It has a label 'Email Address' above a text input field. Below the input field is a large blue button labeled 'Send Code'. Below the button is a horizontal line. Underneath the line are two lines of text: 'Already have an Authentication Code?' and 'Why do we need this?'. A mouse cursor is pointing at the 'Send Code' button.

Enter the Code... and click Submit.



The screenshot shows a web form titled "Enter Authentication Code". Below the title, it says "An email was just sent to [redacted] with your authentication code." There is a text input field with the placeholder "Enter 6-digit code". Below the input field, there is a section titled "Remember this device?" with two radio buttons: "Yes - Stop authentication messages." (which is selected) and "No - I am on a public or shared device." At the bottom of the form is a large blue "Submit" button. Below the button, it says "Having trouble? Try another way."

You did it!! You have made it to Paycor!



The screenshot shows the Paycor user dashboard. At the top, there is a navigation bar with the Paycor logo, a hamburger menu, and notification, help, and user icons. Below the navigation bar, there is a greeting "Good Afternoon, [redacted]" and a row of links: "Profile Summary", "My Tasks", "Pay Stubs", "W-2", and "Customize Homepage". The dashboard is divided into several sections:

- Engage**: Includes "Recent Posts" and "Pinned News (0)".
- My Schedule**: Shows a calendar view for the week of 08 (Today) to 12 (Sunday). There is a "View Schedule" link.
- My Tasks**: Shows "There are no tasks." and a "Manage Tasks" link.
- My Notifications**: Shows 0 notifications.
- Punch Clock**: Includes a "View Time Card" link, a large digital clock showing "03:18:36 PM" in Central Time, a "Create Punch" button, and a "Recent Punches" section showing "There are no punches." and a "Report a Missed Punch" link.
- 2 Days**: Shows "Until Your Next Paycheck" and a "Compensation History" link.