

Paycor Registration Instructions

<https://secure.paycor.com/Accounts/Registration>

- 1** Enter your personal information and the access code. **ACCESS CODE: 78674**
- 2** Create a new username and password for signing in. This email address must be a valid, working address.
- 3** Set up your authentication preference to help Paycor keep your account secure. Select and answer your security questions incase you forget your username and password.
- 4** Next, you will receive an email with a verification code to verify your email and finish the process.
Enter the verification code to continue
- 5** Start using Paycor! You can change your personal information if it isn't correct, change your bank accounts, and much more.

If you need assistance, do not remember your password, or need to change your email, please call the Finance Office

205-833-0173