

Employee Self Service

FCPS Update Personnel Information & View Payroll Information

From any computer go to <http://www.fcps.org>

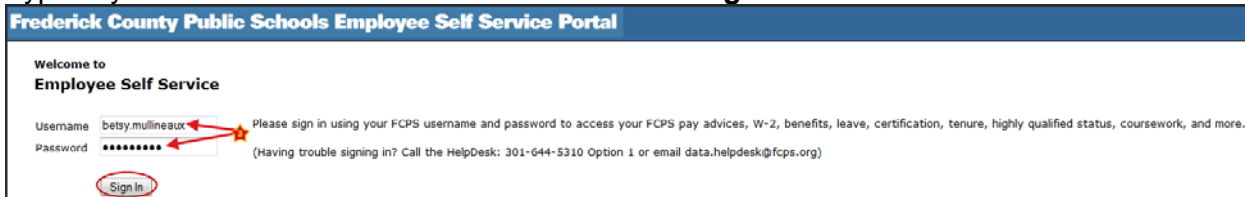
1. Click on **For Staff**



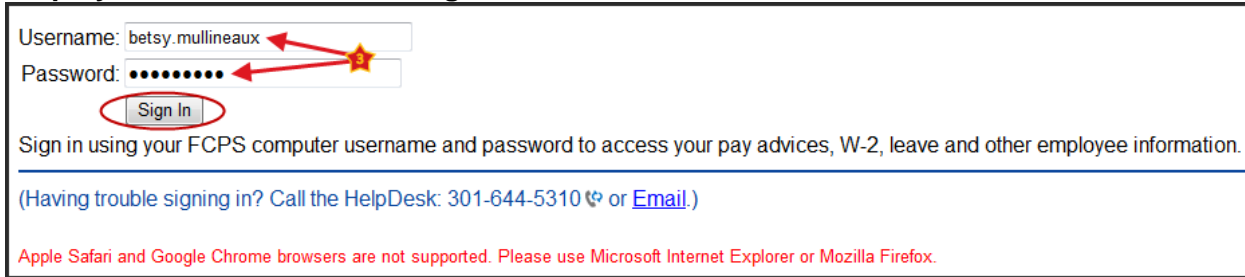
2. Click on **Employee Self Service**



3. Type in your email **Username** and **Password**. Click **Sign In**

The image shows the login page for the 'Frederick County Public Schools Employee Self Service Portal'. It features a header with the portal name. Below the header, there is a 'Welcome to Employee Self Service' message. The login form includes fields for 'Username' (containing 'betsy.mullineaux') and 'Password' (represented by dots). A 'Sign In' button is located at the bottom left. A red arrow points to the 'Sign In' button. A note on the right side of the form reads: 'Please sign in using your FCPS username and password to access your FCPS pay advices, W-2, benefits, leave, certification, tenure, highly qualified status, coursework, and more. (Having trouble signing in? Call the HelpDesk: 301-644-5310 Option 1 or email data.helpdesk@fcps.org)'. The 'Sign In' button is circled in red.

4. You are now logged into the FCPS Network. Type in your email **Username** and **Password** again to log into **Employee Self Service**. Click **Sign In**



Username: betsy.mullineaux

Password: ●●●●●●

[Sign In](#)

Sign in using your FCPS computer username and password to access your pay advices, W-2, leave and other employee information.

(Having trouble signing in? Call the HelpDesk: 301-644-5310 or [Email](#).)

Apple Safari and Google Chrome browsers are not supported. Please use Microsoft Internet Explorer or Mozilla Firefox.

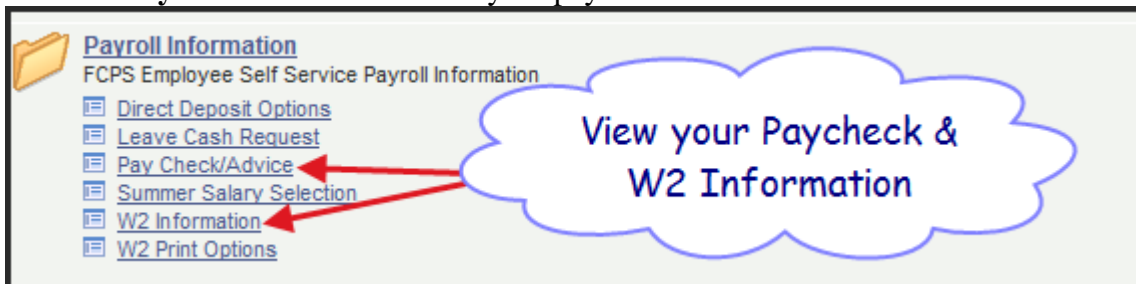
5. From the **Menu Bar**, click **FCPS Menu** and **Employee Self Service**



6. From this screen, click on **Personnel Information** to update your home address and phone numbers.



7. Click on **Payroll Information** to see your pay check and W2 information.



8. To securely exit, click [Sign out](#) in the upper right-hand corner of your screen.