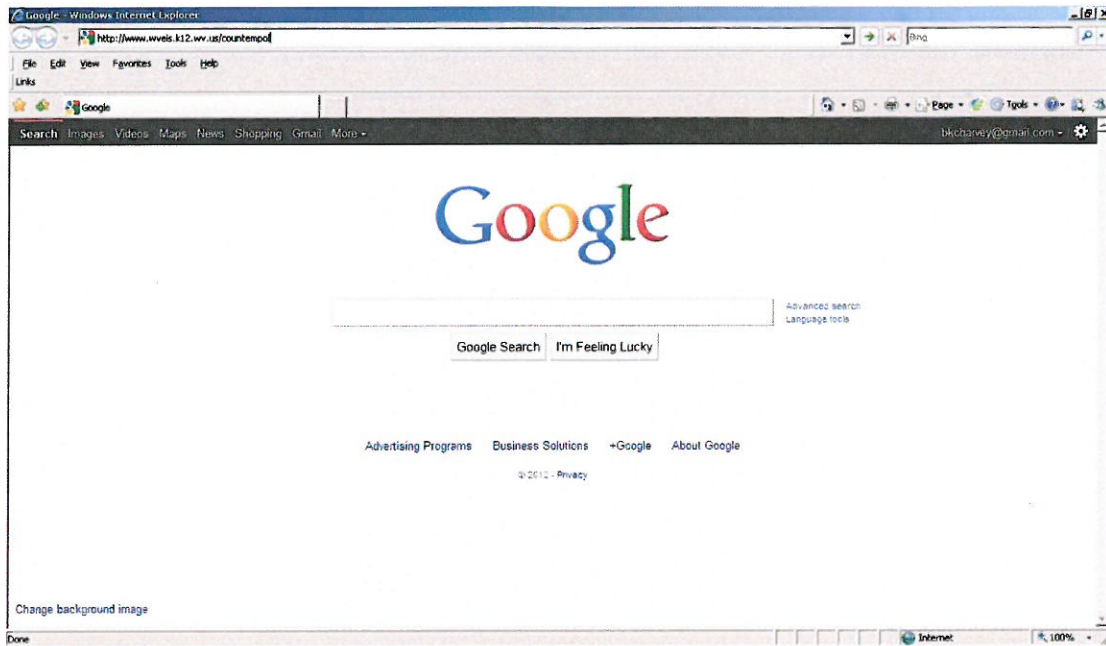


## WVEIS Employee Self Serve

This application will allow the employee to view basic information, checks and W2's.



To access the website, type in <https://wveis.k12.wv.us/countempol>

## Registering for the First Time

The screenshot shows a web browser window with the URL <https://wvde.k12.wv.us/countempol/index.cfm?>. The page features a header with the West Virginia Department of Education logo and the text "GLOBAL21". Below the header is a section titled "County Employee Compensation Login". This section contains a form with two input fields: "Employee ID:" and "Password:". Below these fields is a "Log In" button. Under the "Log In" button, there are two links: "Register" and "Forgot My Password". At the bottom of the page, the following text is displayed: "West Virginia Department of Education", "1900 Kanawha Boulevard East, Charleston, WV 25305", "Staff Phone and Email by Name", and "School Locations". The browser's taskbar at the bottom shows several open applications, including "Start", "Send Items - Outlook Exp...", "Re: CEO: Password Res...", "https://wvde.k12.wv.us", "DEMO VERSION: NOT F...", "My Documents", and "WVDEIS Employee Self Se...". The system clock in the bottom right corner indicates the time is 2:03 PM.

https://wvde.k12.wv.us/countempol/index.cfm?

File Edit View History Bookmarks Window Help

https://wvde.k12.wv.us/countempol/index.cfm? Google

https://wvde.k12.wv.us/co...

**West Virginia Department of Education** GLOBAL21

**County Employee Compensation Login**

Employee ID:

Password:

[Register](#)  
[Forgot My Password](#)

West Virginia Department of Education  
1900 Kanawha Boulevard East, Charleston, WV 25305  
[Staff Phone and Email by Name](#) [School Locations](#)

Start Send Items - Outlook Exp... Re: CEO: Password Res... https://wvde.k12.wv.us DEMO VERSION: NOT F... My Documents WVDEIS Employee Self Se... 2:03 PM

The first time user must register. Click on Register below the Log In button.

http://www.wvets.k12.wv.us/countempol/index.cfm?fuseaction=myCircuit.RegisterEmpInfo - Windows Internet Explorer

http://www.wvets.k12.wv.us/countempol/index.cfm?fuseaction=myCircuit.RegisterEmpInfo

File Edit View Favorites Tools Help

Links

http://www.wvets.k12.wv.us/countempol/index.cfm?...

**West Virginia Department of Education** **GLOBAL21**

**County Employee Online Registration**

Employee ID:	972000619
County Code:	72 Putnam
Last Name:	Pullin
Birth Date (MM/YY):	
Last 4 of SSN:	

Continue

West Virginia Department of Education  
1900 Kanawha Boulevard East, Charleston, WV 25305  
(Staff Phone and Email by Name) (School Directory)

Done Internet 100%

You will be asked to enter your Employee ID (found on your check stub or you can contact your payroll office), County Code, Last Name, Birth Date and last 4 of your SSN.

https://www.wvets.k12.wv.us/countempol/index.cfm?fuseaction=myCircuit.RegSecuritySetup - Windows Internet Explorer

File Edit View Favorites Tools Help

Links

https://www.wvets.k12.wv.us/countempol/index.cfm?fuseaction=myCircuit.RegSecuritySetup

You will then be asked to create a password and a number of security questions that will

**County Employee Compensation Registration Security Setup**

Email & Cell: Email address & phone(optional) for a password reset request.

Email:  Cell Carrier:

Email Confirm:  Cell Number:

Password: This is the password you will use to access the site.

Password:

Password Confirm:

Security Questions: Enter three security questions and answers below. You will be required to answer one of the security questions correctly to reset your password.

Question 1:

Answer 1:

Question 2:

Answer 2:

Question 3:

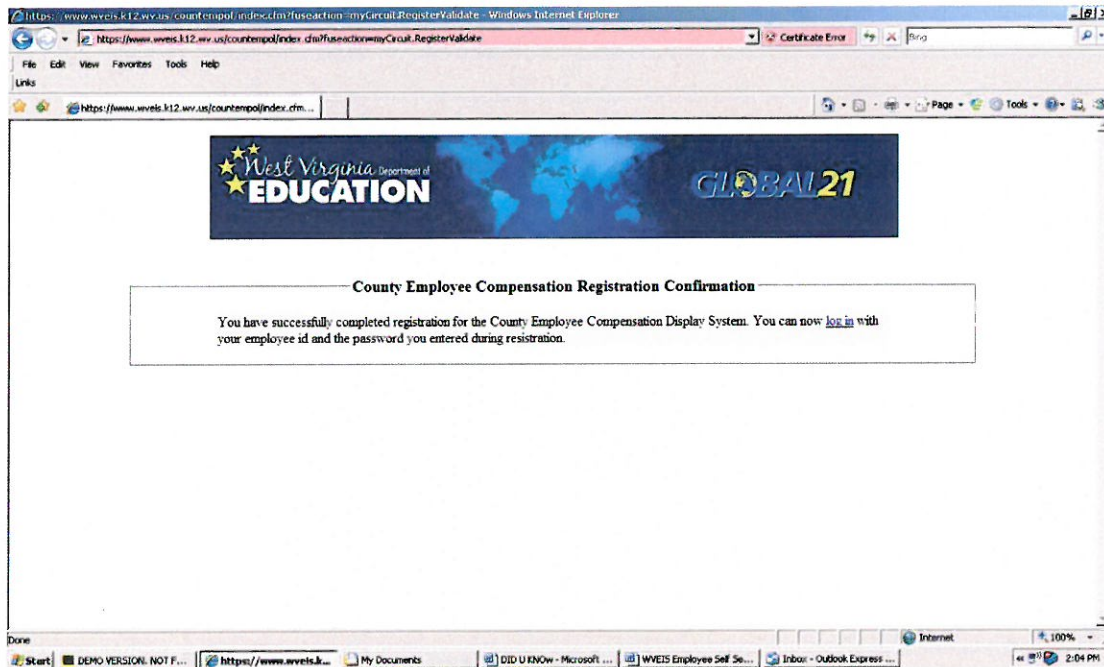
Answer 3:

Submit Cancel

Done Internet 100%

Start 129.71.215.261 - Mocha... https://www.wvets.k12.wv.us/ My Documents DID U KNOW - Microsoft ... WVEIS Employee Self Se... Inbox - Outlook Express ... 1:57 PM

You will then be asked to setup a password and a number of security questions that will be used if you forget your password. The cell phone is optional but would be used to text you your pin should you need to change your password. Create and answer your own security questions. Click Submit when finished.



Once you have successfully registered, you will have the option to log in to view your employee and pay information. Click on "log in" to continue.



## Sign On

https://wvets.k12.wv.us/countempo/index.cfm?

File Edit View History Bookmarks Window Help

https://wvets.k12.wv.us/countempo/index.cfm? Google

https://wvets.k12.wv.us/co...

**West Virginia Department of EDUCATION** GLOBAL 21

**County Employee Compensation Login**

Employee ID:

Password:

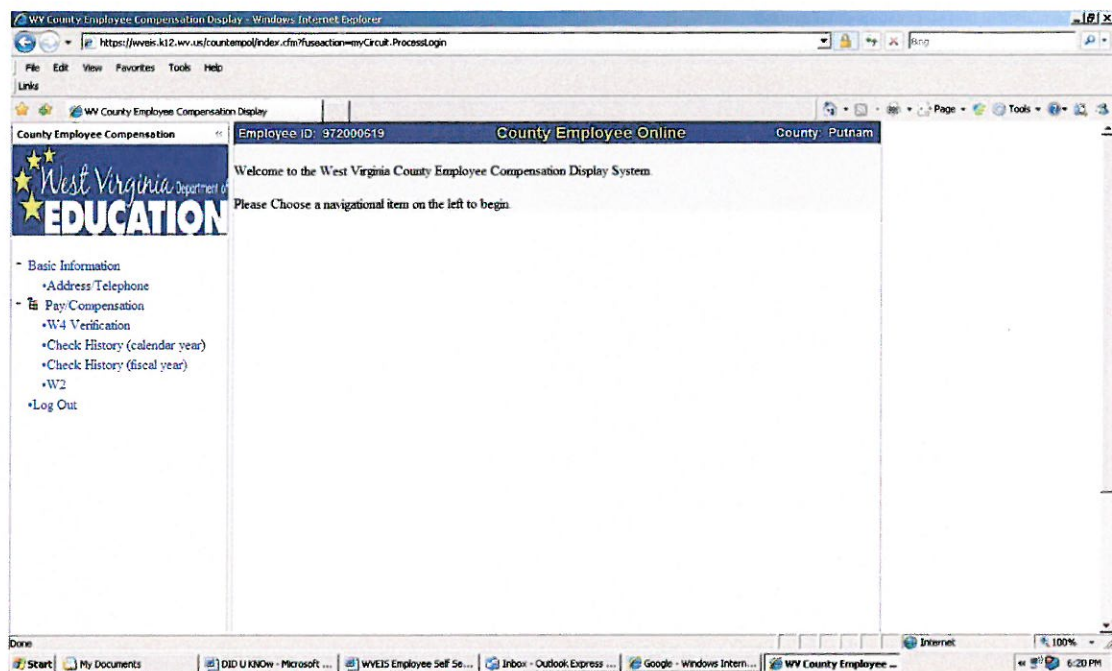
[Log In](#)

[Register](#)  
[Forgot My Password](#)

West Virginia Department of Education  
1900 Kanawha Boulevard East, Charleston, WV 25305  
(Self Phone and Email by Name) (School Director)

Start Sent Items - Outlook Exp... Re: QOL Password Res... https://wvets.k12.wv... DEMO VERSION, NOT F... My Documents WVDES Employee Self Se... 2:07 PM

Enter your Employee ID (found on your check stub or contact your payroll office) and your password entered during the Registration or I Forgot My Password process. If you have not registered, refer to the registration process described above.



Once you are logged in, you have access to payroll and pay history information. Click on the information you want to view on the left side of the screen. If you have any questions or problems with the information, contact your payroll office. Once you are done, click on Log Out.

## Resetting my Password

The screenshot shows a web browser window with the URL <https://wvets.k12.wv.us/countempol/index.cfm?>. The page features the West Virginia Department of Education logo and a "GLOBAL 21" banner. Below the banner is a "County Employee Compensation Login" section. It contains two input fields: "Employee ID:" and "Password:". Below these fields is a "Log In" button. Under the "Log In" button are two links: "Register" and "Forgot My Password". At the bottom of the page, the address "1900 Kanawha Boulevard East, Charleston, WV 25305" is listed, along with placeholders for "Staff Phone and Email by Name" and "School Director".

West Virginia Department of Education  
1900 Kanawha Boulevard East, Charleston, WV 25305  
(Staff Phone and Email by Name) (School Director)

If you forget or want to change your password, you can reset it on the Log In screen. Click on "I Forgot my Password" under the Log In button.

The screenshot shows a web browser window with the URL <https://wvets.k12.wv.us/countempol/index.cfm?fuseaction=myCircular.PasswordReset>. The page is titled "County Employee Online System Password Reset". It contains several input fields: "Employee ID:", "(\*Read instruction below) PIN:", "County:" (a dropdown menu), "Email:", "Birth Date(mm-yy):", "Last 4 of SSN:", and "Contact Method:" (a dropdown menu). Below these fields is a "Continue" button. At the bottom of the page, there is an orange box with the following instructions: "If you have received your PIN enter your employeeID and PIN and leave the rest of the fields blank. Otherwise, the PIN field must be left blank." and "There are 2 options for a password reset, email or text message via cellphone." and "Reset information will be sent to the phone number or email address provided when you registered".

County Employee Online System Password Reset

Employee ID:   
(\*Read instruction below) PIN:   
County:   
Email:   
Birth Date(mm-yy):   
Last 4 of SSN:   
Contact Method:   
Continue

If you have received your PIN enter your employeeID and PIN and leave the rest of the fields blank. Otherwise, the PIN field must be left blank.  
There are 2 options for a password reset, email or text message via cellphone.  
Reset information will be sent to the phone number or email address provided when you registered

You may enter your PIN# or other information to have a text or email sent with your new password. You will only use a PIN to reset your password if you chose Text Message as your contact method during the password reset process.

https://wvets.k12.wv.us/countempol/index.cfm

West Virginia Department of  
**EDUCATION**

**GLOBAL21**

**County Employee Online System Password Reset**

You must answer 2 of your security questions correctly in order to reset your password.

Question 1: What is your favorite color?

Question 2: What was the name of your first pet?

Submit

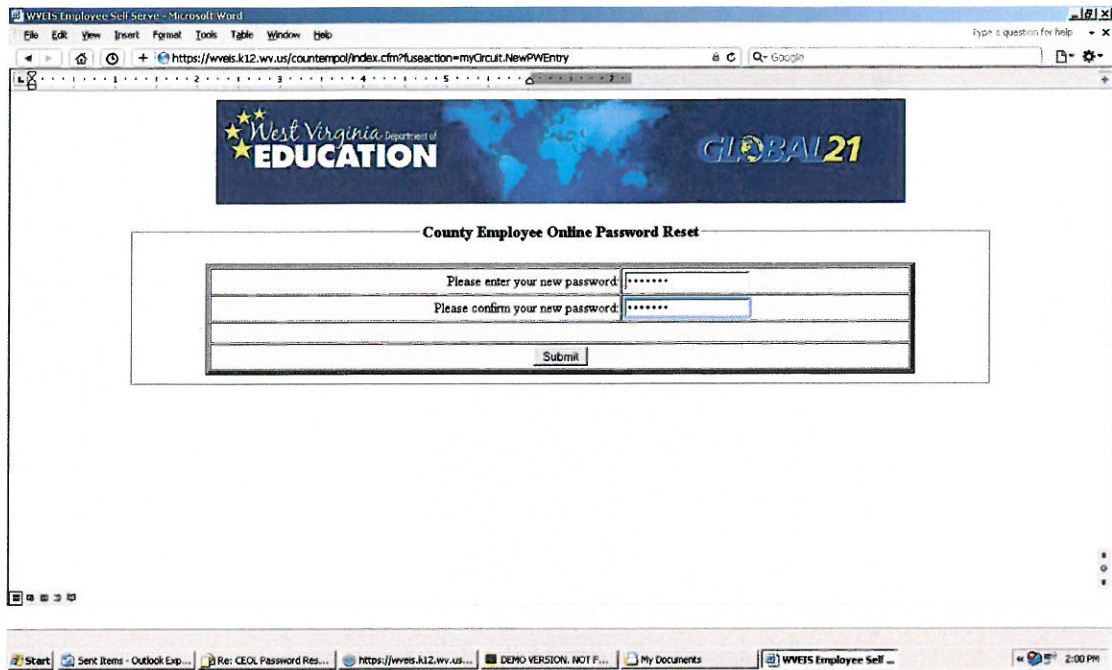
Start Sent Items - Outlook Exp... https://wvets.k12.wv.us/... DEMO VERSION, NOT F... 1:46 PM

A screen will pop up to let you know an email or text has been sent. You will receive the following message: To reset your password for the County Employee Online Application, click on the link below.

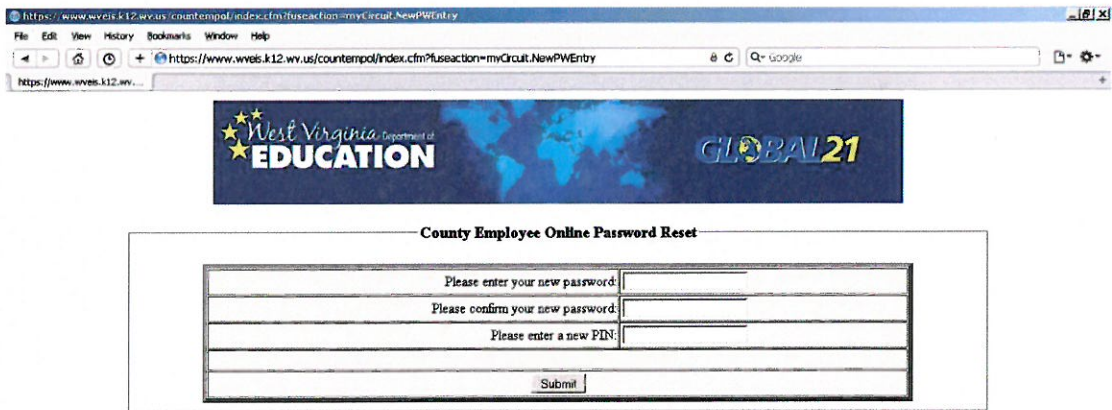
### [Reset County Employee Online Password](#)

Click on the link to continue the password reset process. You will be asked to answer a couple of security questions if using email.

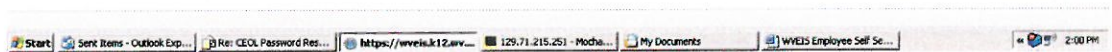




You will be asked to enter your new password.



If you entered a PIN#, the screen will pop up to enter your new password and PIN#.



Click Continue to log in with your new password.