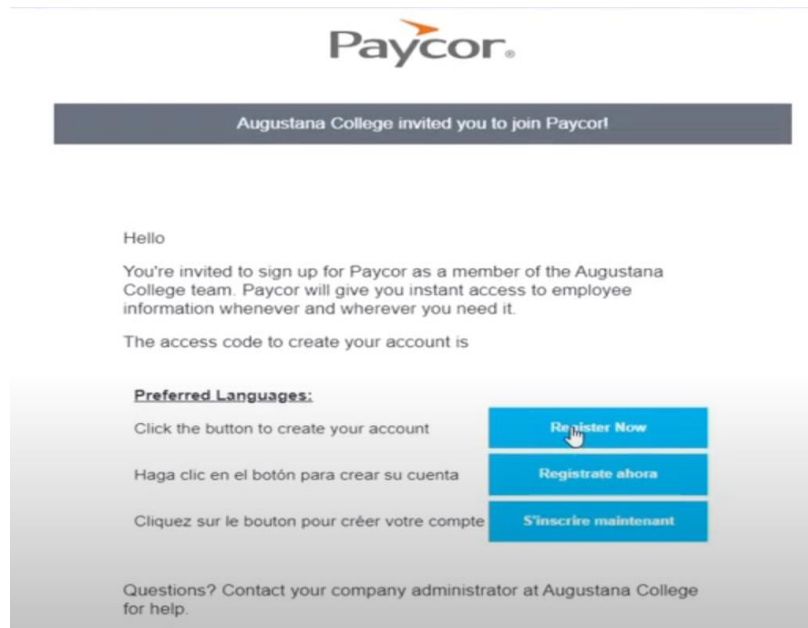# Augustana College: How to create a Paycor account and get logged in.

Step 1: Follow invite link sent to your email and Click "Register Now"

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

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

Step 4: Create your Sign In Credentials and Creating New Account. Click on "Create New Account"

Step 5: Create your Sign In Credentials!

- For Username – recommend using your Augustana user name (without @augustana.edu). If this username is not available then create your own username
- For Password – recommend using your current Augustana password
- Click that you Agree to User License Agreement and then Click "Next"

Step 6: Multi-Factor Authentication Setup
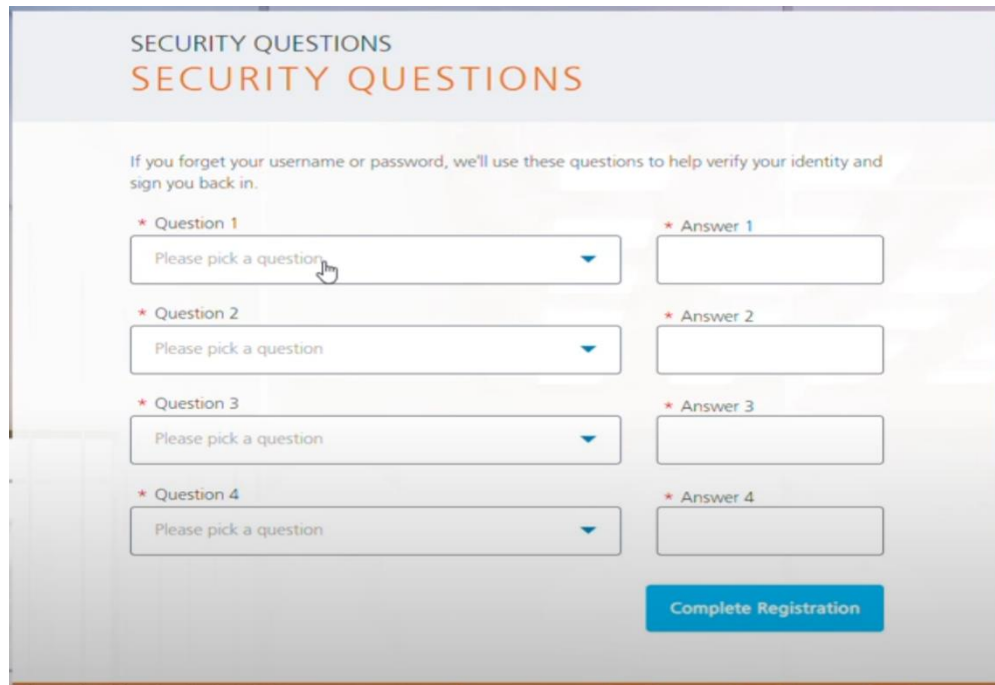
- Email will be automatically selected. You can either "Skip MFA Setup" (the College will be using Duo, explained later) or you can select "Phone" as a second option. Click "Save and Continue"

Step 7: Set your (4) Security Questions and then click "Complete Registration" – you may want to write these down or save these in a secure location.
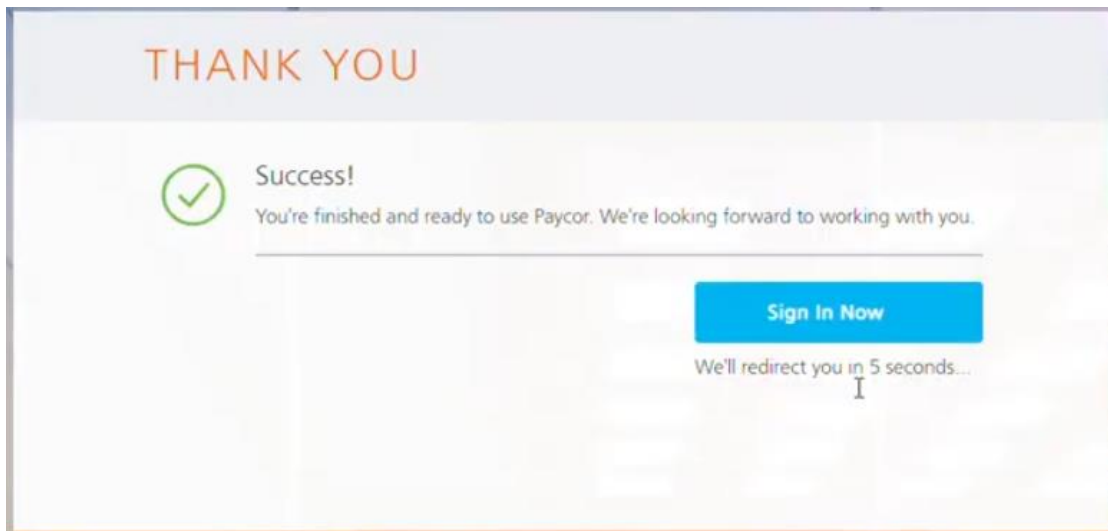

Step 8: Success!!! Click "Sign in Now"

First time logging in – enter your Paycor Username and Password.
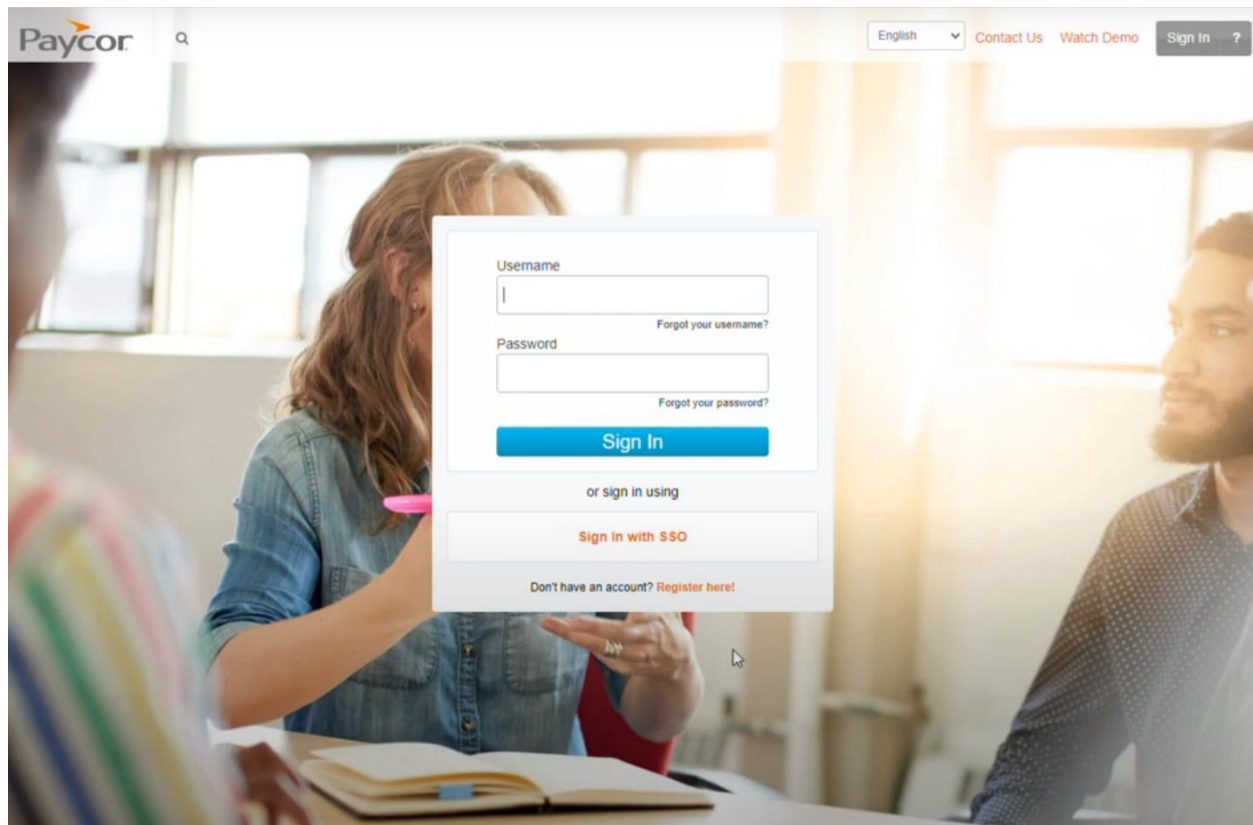
And…. Choose Authentication Method, which will send a code to your email or phone
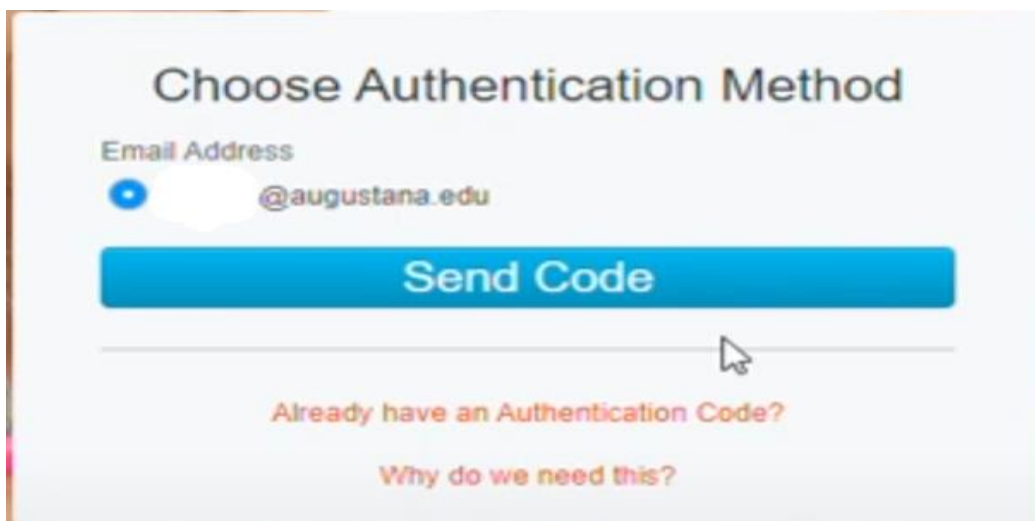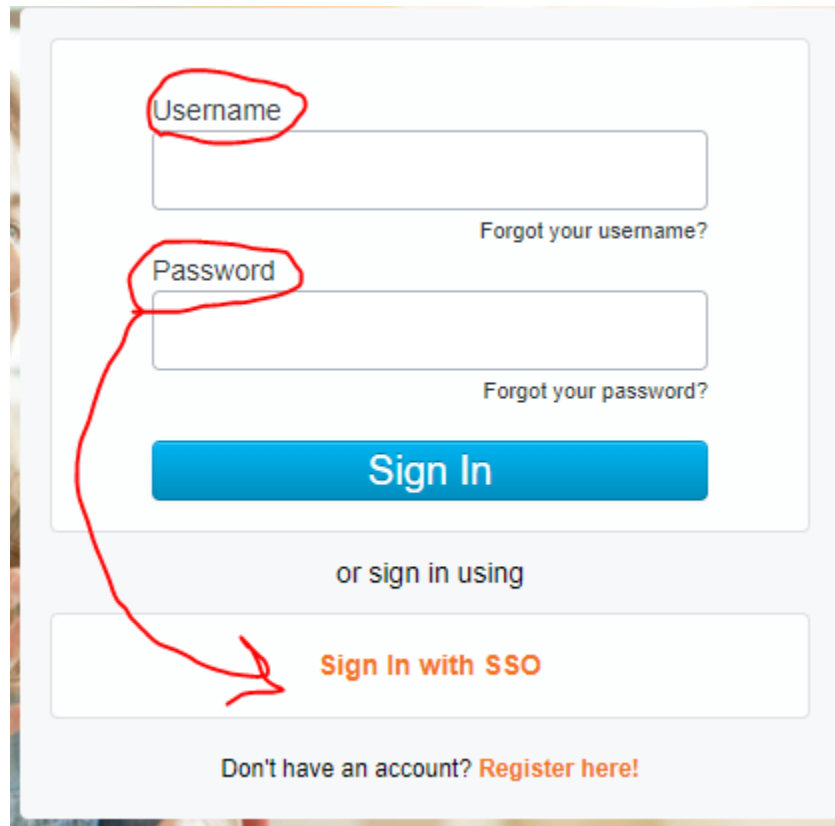
Enter the Code… and click Submit.

You made it through your first time logging in…. BUT the second time is different…

Second time Logging in and every login after. **Augustana is using Single Sign On which will link to your Augustana username and password through DUO. This is similar to Colleague, ARCHES and Reporting Services. OR FOLLOW THIS LINK:** Augustana Paycor
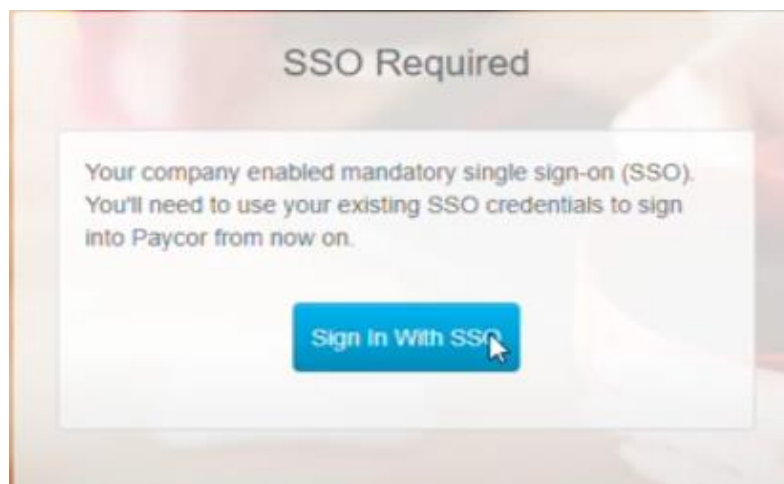
If you attempt to enter your Paycor Username and Password then you will receive the following message
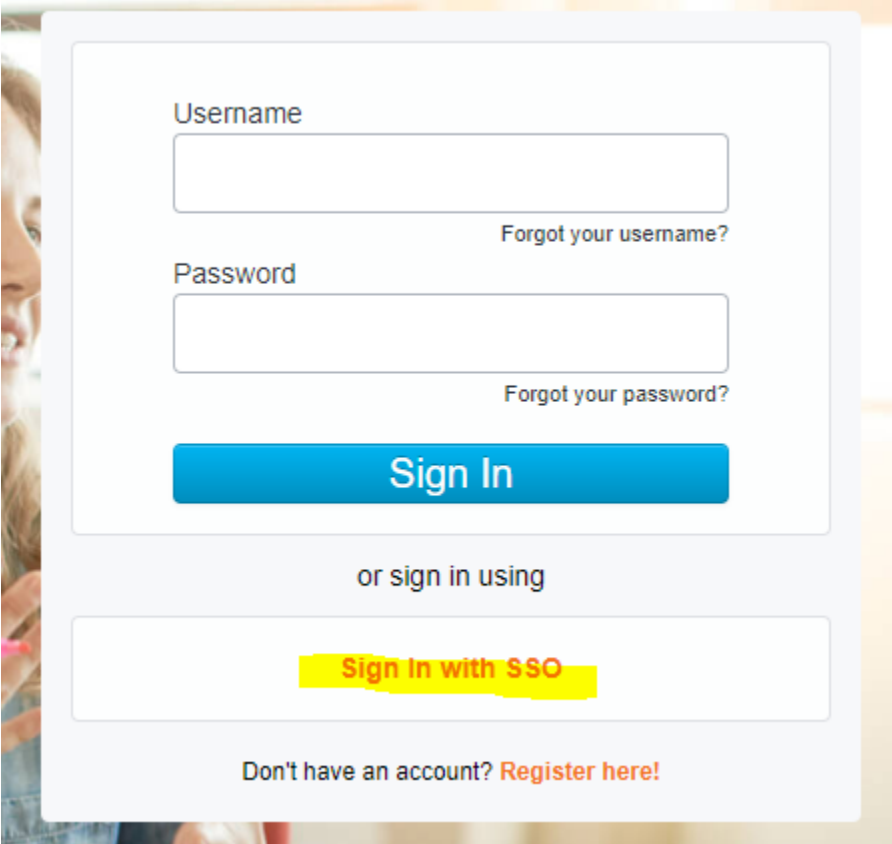
You can select "Sign in with SSO"
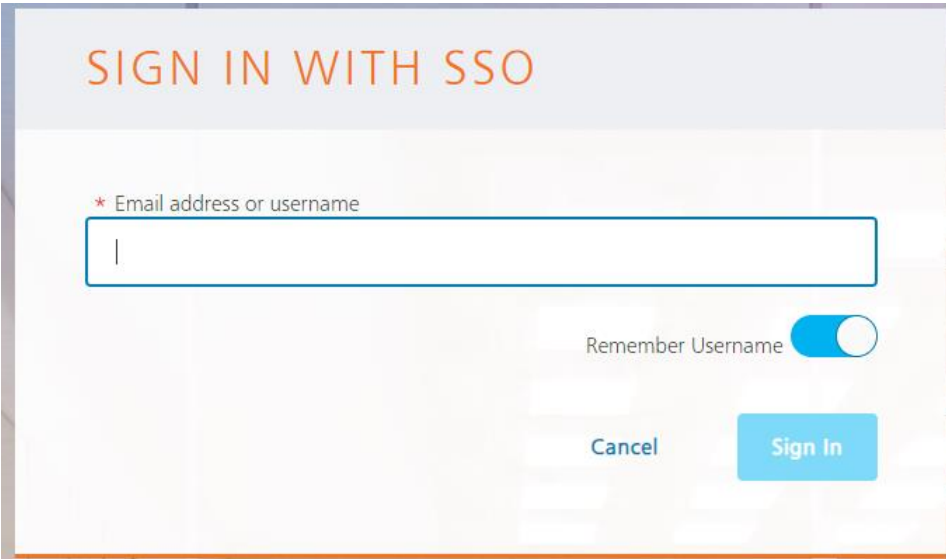
Enter your email address (firstnamelastname@augustana.edu) and not username:

Enter your Augustana Email Address and Password (not your Paycor Username and Password) and then verify using DUO.
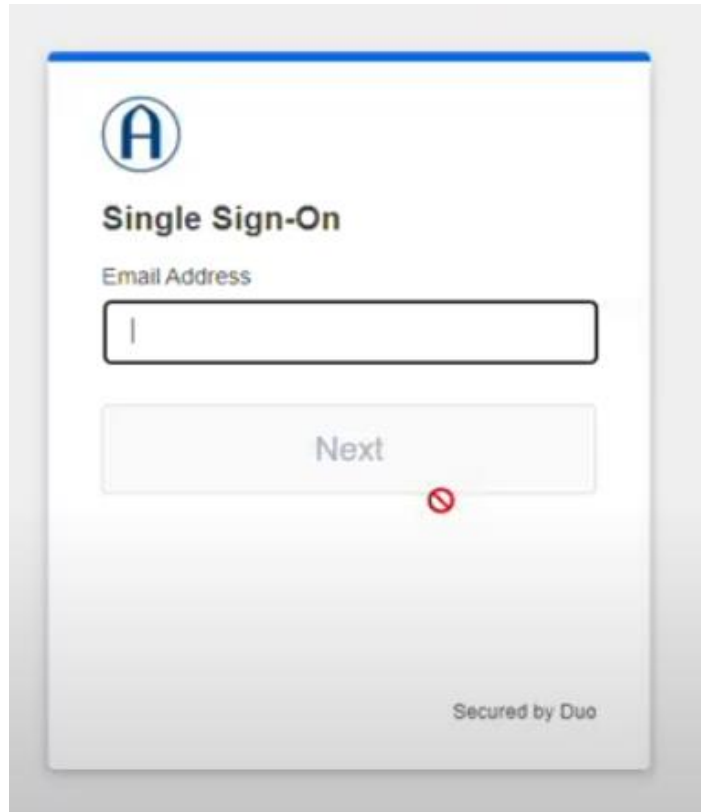
You did it!! You have made it to Paycor!