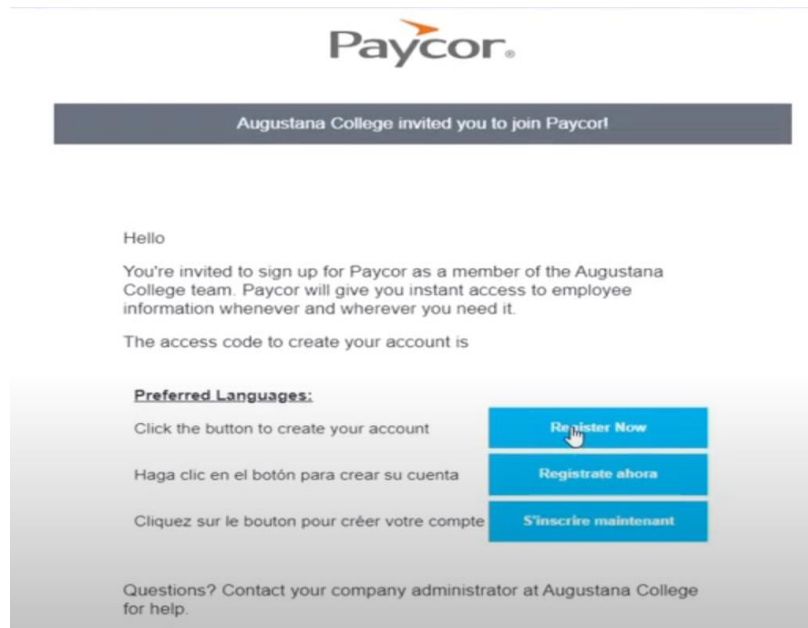


Augustana College: How to create a Paycor account and get logged in.

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)

The screenshot shows a registration form titled "LET'S GET STARTED". The instructions say: "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." There are four input fields: "Language" (a dropdown menu with "English" selected), "Last Name" (a text box with "I" entered), "Access Code" (a text box with a blurred value), and "Email" (an empty text box). A small information icon and text note state: "You received an access code via email. To make things even easier, we filled out this field for you." At the bottom right, there are "Cancel" and "Next" buttons.

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



* Social Security Number


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 – 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”

Create your
SIGN IN CREDENTIALS

* Username
[Text Field]

* Password 0/127
[Text Field]

* Retype Password 0/127
[Text 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 “Skip MFA Setup” (the College will be using Duo, explained later) or you can select “Phone” as a second option. Click “Save and Continue”

Choose your
MULTI-FACTOR AUTHENTICATION SETUP

Set up at least two methods for protecting your account.

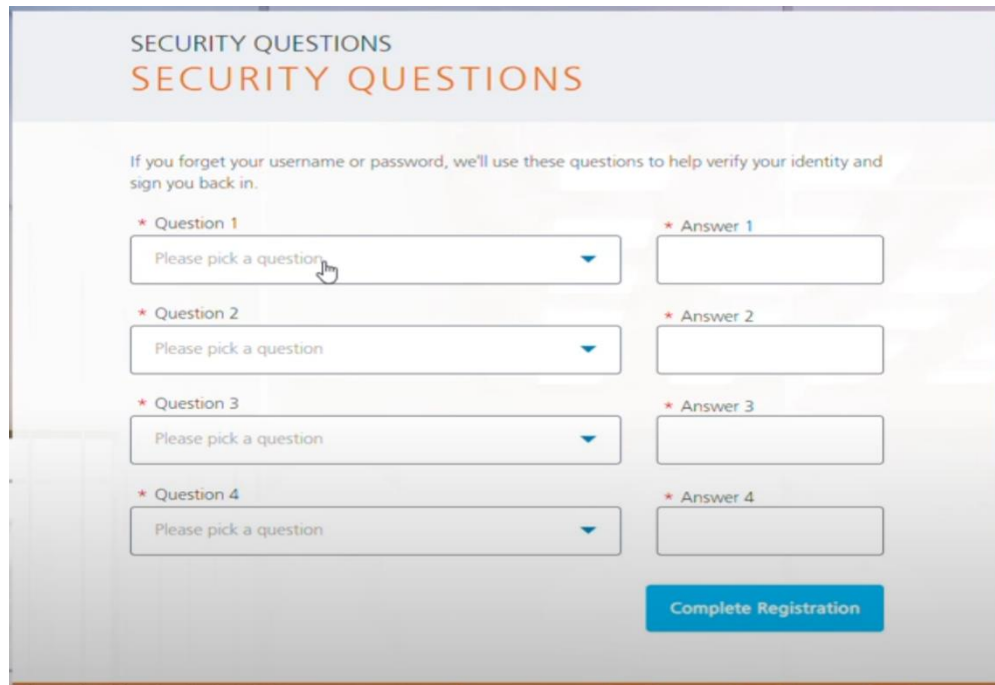
Authenticator (recommended method)
Enable Authentication

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**” – you may want to write these down or save these in a secure location.



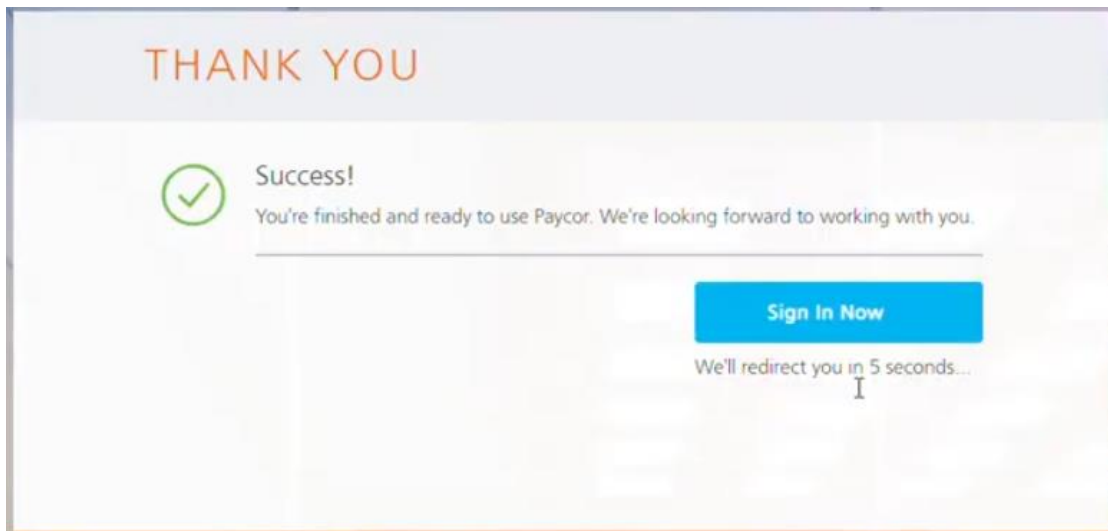
SECURITY QUESTIONS
SECURITY QUESTIONS

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


* Question 1	* Answer 1
Please pick a question	
* Question 2	* Answer 2
Please pick a question	
* Question 3	* Answer 3
Please pick a question	
* Question 4	* Answer 4
Please pick a question	

[Complete Registration](#)

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



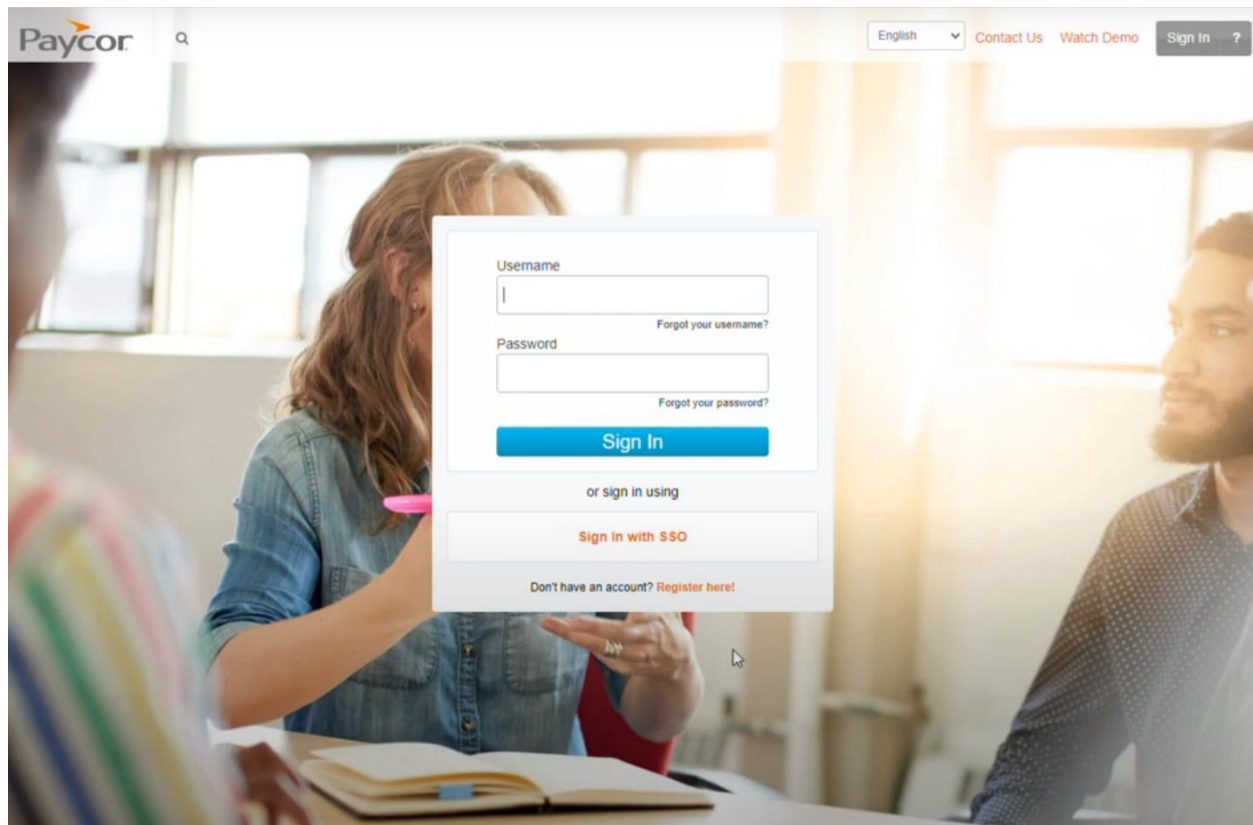
THANK YOU

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

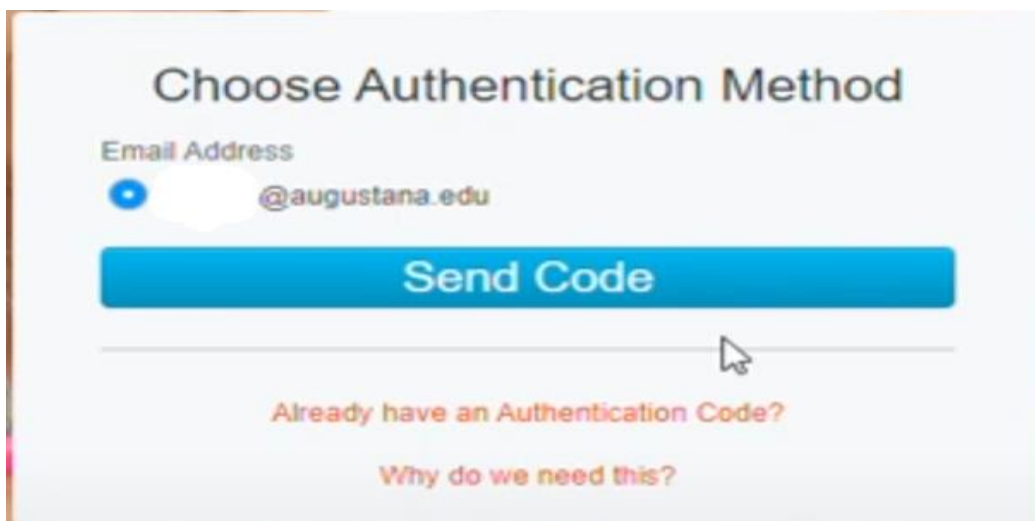
[Sign In Now](#)

We'll redirect you in 5 seconds...

First time logging in – enter your [Paycor](#) Username and Password.



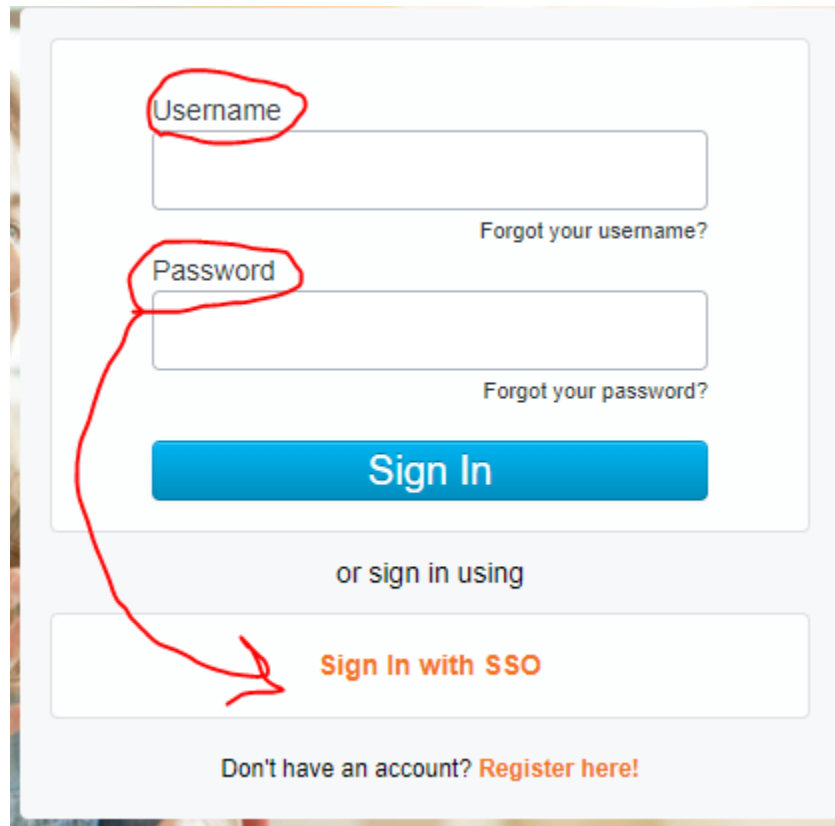
And.... Choose Authentication Method, which will send a code to your email or phone



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](#)



Username

Forgot your username?

Password

Forgot your password?

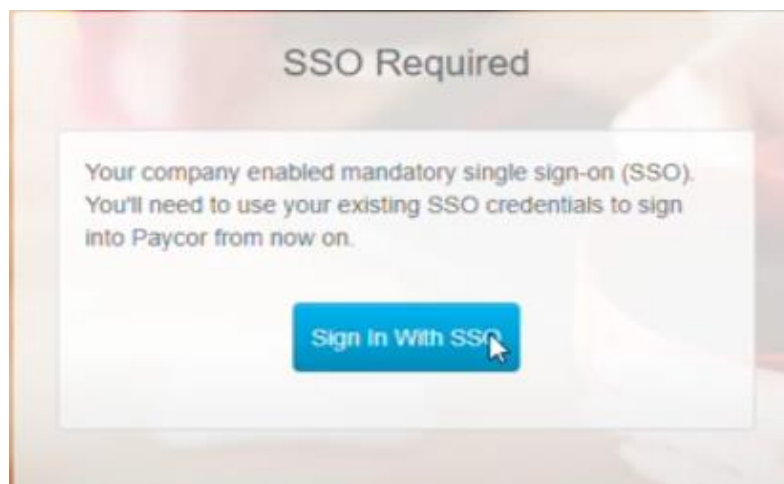
Sign In

or sign in using

Sign In with SSO

Don't have an account? [Register here!](#)

If you attempt to enter your Paycor Username and Password then you will receive the following message

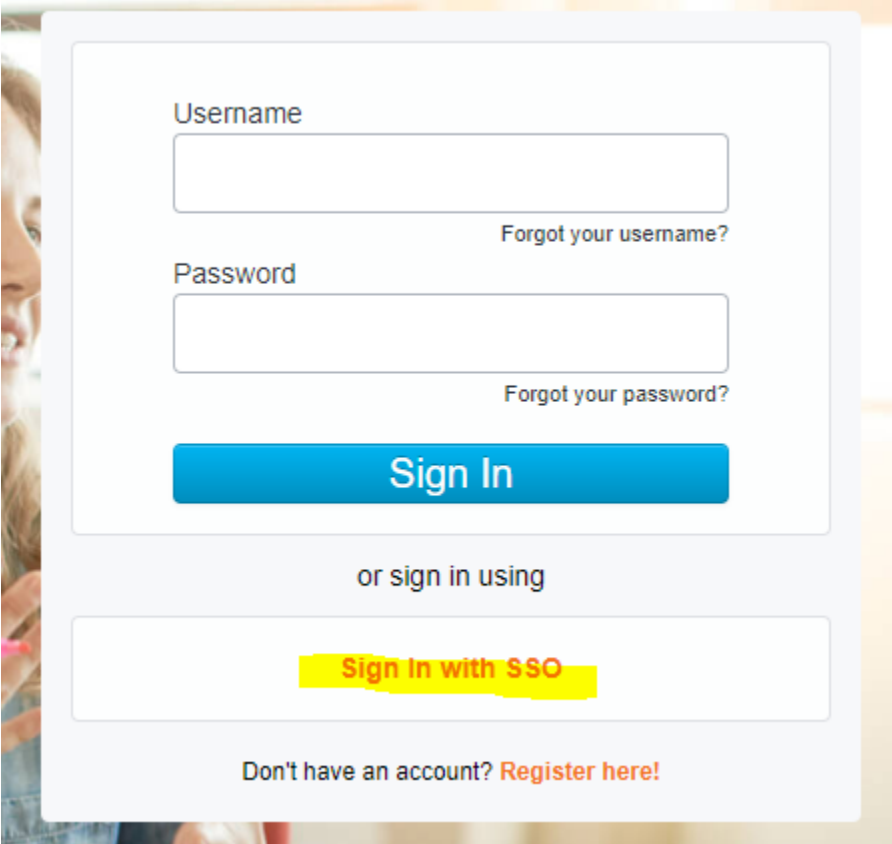


SSO Required

Your company enabled mandatory single sign-on (SSO). You'll need to use your existing SSO credentials to sign into Paycor from now on.

Sign In With SSO

You can select **“Sign in with SSO”**



Username

[Forgot your username?](#)

Password

[Forgot your password?](#)

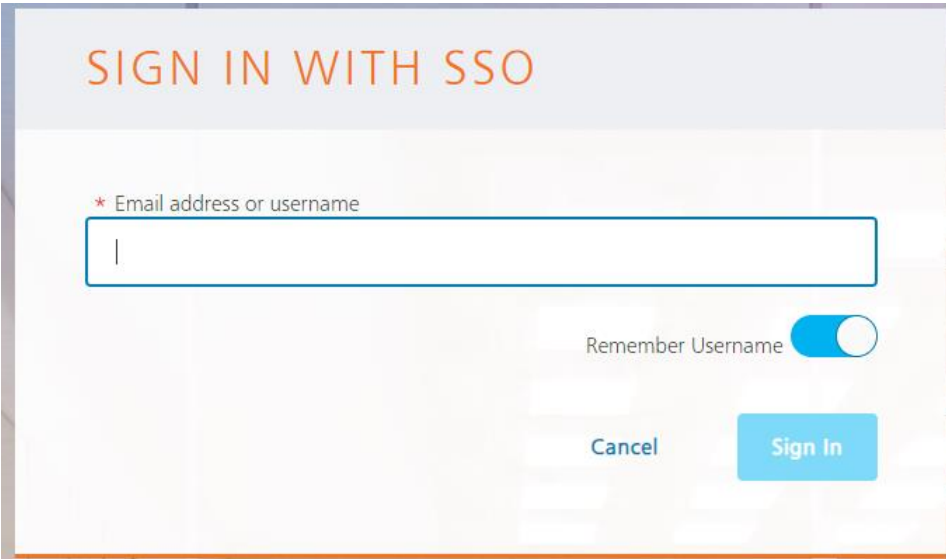
Sign In

or sign in using

Sign In with SSO

Don't have an account? [Register here!](#)

Enter your **email address** (firstname.lastname@augustana.edu) and not username:



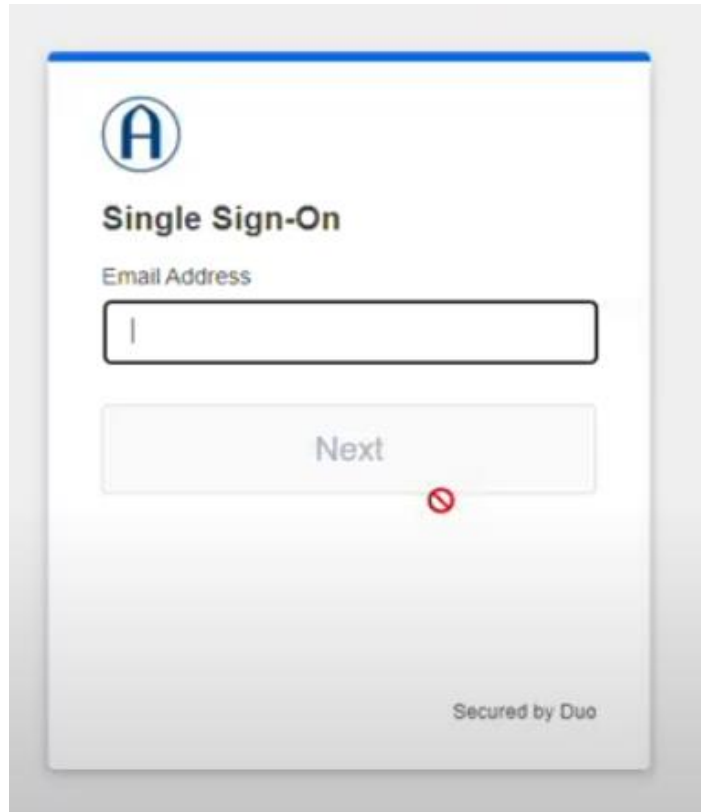
SIGN IN WITH SSO

* Email address or username

Remember Username

[Cancel](#) **Sign In**

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!

