



Accessing Your FCPS Email Account

Go to www.fcps.edu

Click one time on **EMPLOYEE E-MAIL** link on the left hand side of the web page

Click one time on the **EMPLOYEE E-MAIL ENVELOPE** icon

If you are using a FCPS computer at a FCPS location, please select **"This is a public or shared computer"**

If you are using a home computer, please select **"This is a private computer"**

Enter in your **USERNAME** (Example: **jasmith**) Please note that you no longer need to type in fcpsedu\jasmith)

Enter in your **PASSWORD**

Click one time on the **LOG ON** button

Click one time on the **LOG OFF** in the upper right hand corner when you are finished and **CLOSE WINDOW**

When asked; **"Do you want to close this window?"** Click **YES**, one time

Please call the **Facilities & Transportation Services Customer Service Team** if you need your password re-set, **703-764-2404**.

Accessing UConnect to View/Print Copies of Paystubs

Go to www.fcps.edu

Click one time on **DEPARTMENTS, CLUSTERS** on the left hand side of the web page

Click one time on the **HUMAN RESOURCES** Link

Click one time on the **EMPLOYEES** Link

Click one time on the **RETURNING USER** link under the UCONNECT heading

Enter in your **USERNAME** (Example: **jasmith**) Please note that you no longer need to type in fcpsedu\jasmith)

Enter in your **PASSWORD** (This is the same password that you use to access your FCPS email account.)

Click one time on the **LOGIN** button

Click one time on **PAY** and **PAYCHECKS**

Click one time on the **DATE** that corresponds to the paycheck you would like to view

Click one time on the **PRINTABLE PAY STUB** link in the **SUMMARY** section of your paycheck details

Your **PRINTABLE PAY STUB** will open in a second window

Click on **FILE, PRINT**, select your printer and the **PRINT** button one time

Close out of the **PRINTABLE PAY STUB** by clicking the **"X"** in the upper right hand corner of the **PRINTABLE PAY STUB** screen

Click **LOGOUT** in the upper right hand corner of the **UCONNECT** when you have finished

Click the **"X"** in the upper right hand corner of the **UCONNECT FCPS** screen

Please call the **Facilities & Transportation Services Customer Service Team** if you need your password re-set, **703-764-2404**.