

EMPLOYEE PORTAL INSTRUCTIONS

CELL PHONE INSTRUCTIONS:

Go to www.frco.k12.va.us.

Click on Employment Postings

At the top of your screen click on Expand Menu

Click on Vendor Self Service

Click on Log In (located in the top right hand corner)

Finish by following step 4 in the instructions below.

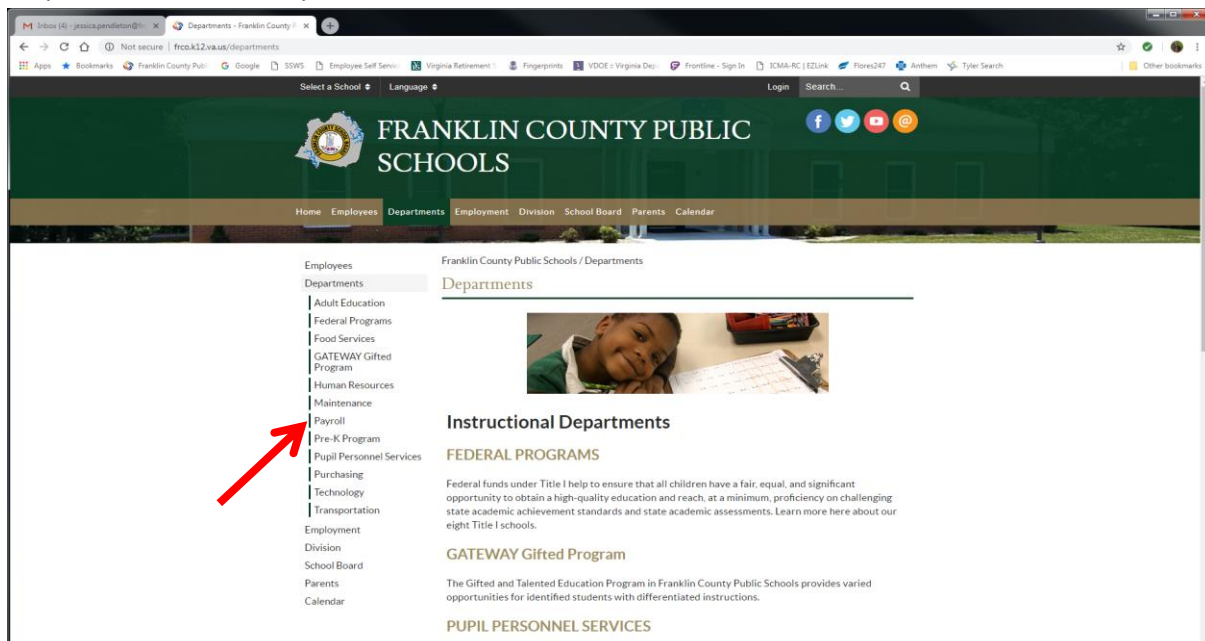
COMPUTER INSTRUCTIONS:

Step 1 - Go to www.frco.k12.va.us

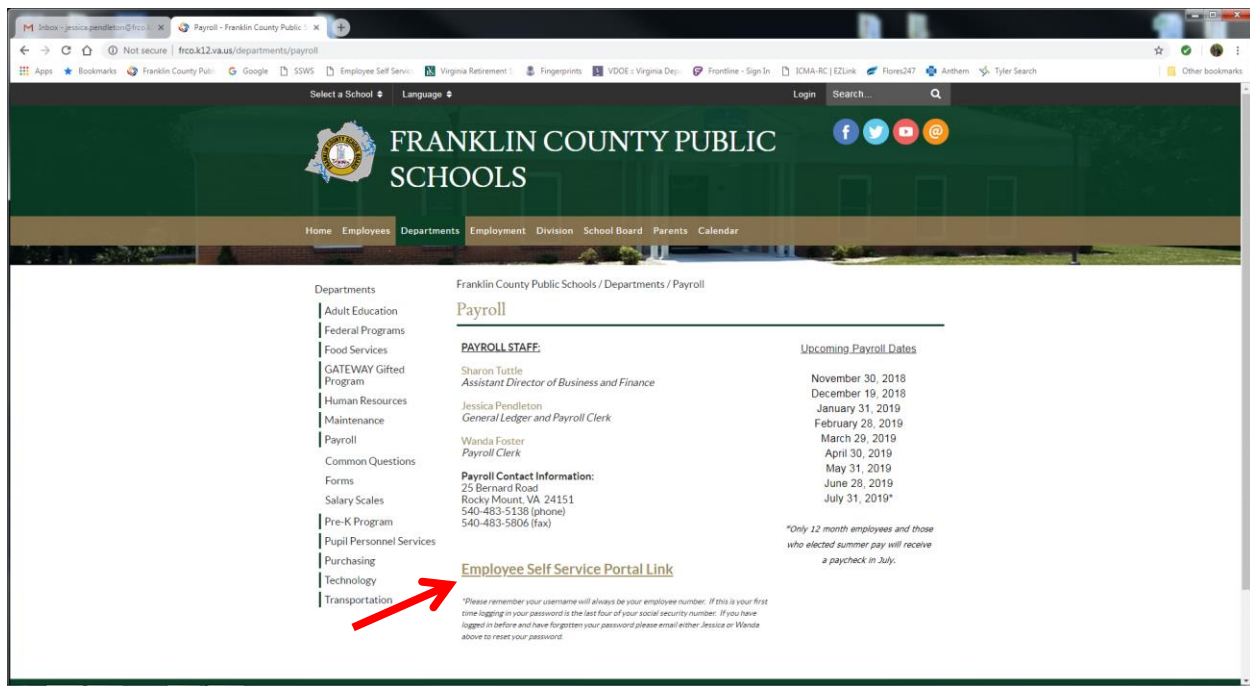
Once here click Departments on the Brown Bar.



Step 2 - Then Click on Payroll



Step 3 - From Here click on Employee Self Service Portal Link



Step 4 – Click the arrow in the right hand corner.

Step 5 - Here you will enter your username which is your employee # and your password. If this is your first time logging in and you are a new employee your password is the last four of your social security number.

