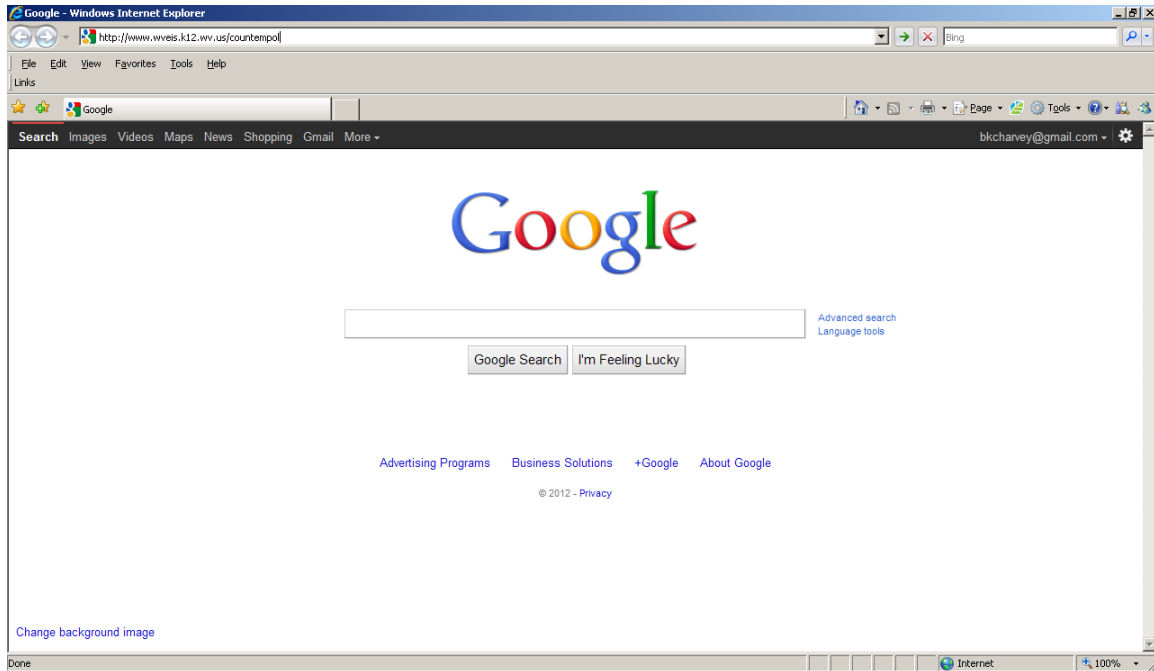


# WVEIS Employee Self Serve

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

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

File Edit View History Bookmarks Window Help

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

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

**West Virginia Department of EDUCATION** GLOBAL21

**County Employee Compensation Login**

Employee ID:

Password:

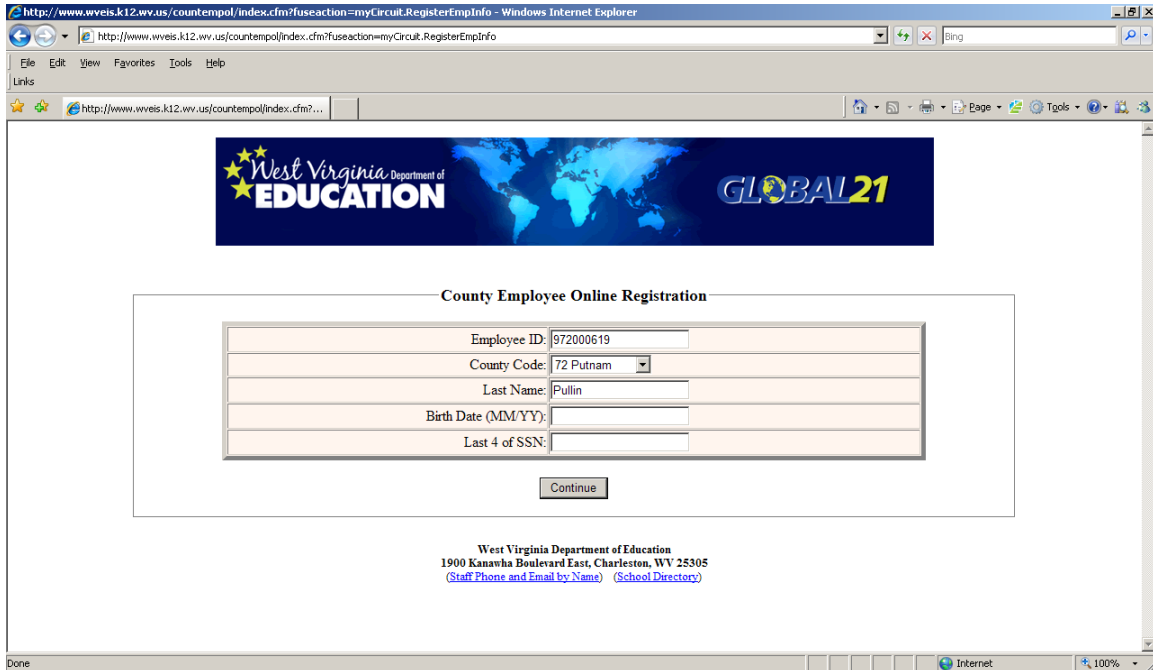
Log In

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

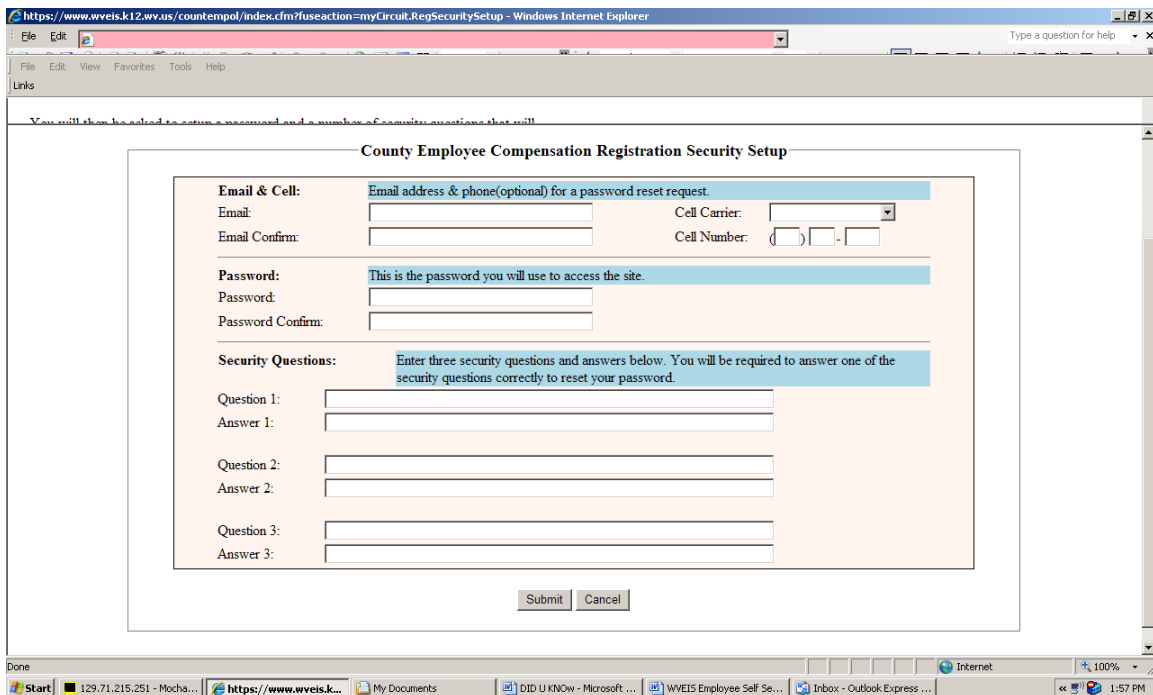
West Virginia Department of Education  
1900 Kanawha Boulevard East, Charleston, WV 25305  
[\(Staff Phone and Email by Name\)](#) [\(School Directory\)](#)

Start Sent Items - Outlook Exp... Re: CEOL Password Res... https://wveis.k12.wv... DEMO VERSION. NOT F... My Documents WVEIS Employee Self Se... 2:03 PM

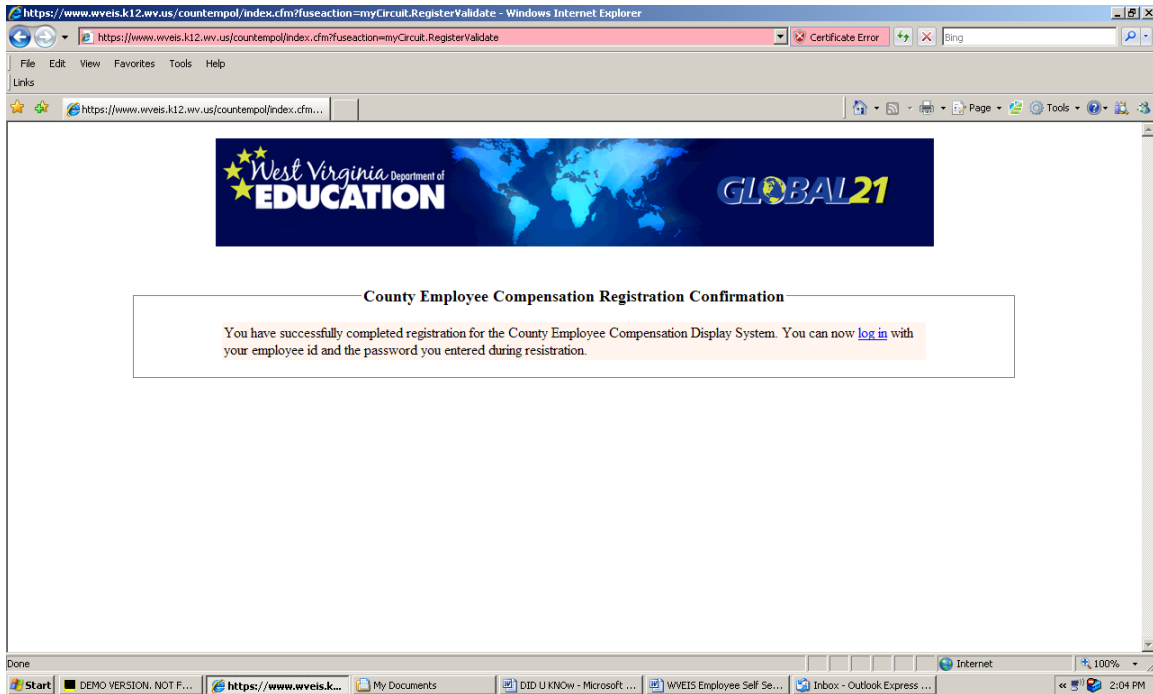
The first time user must register. Click on Register below the Log In button.



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.

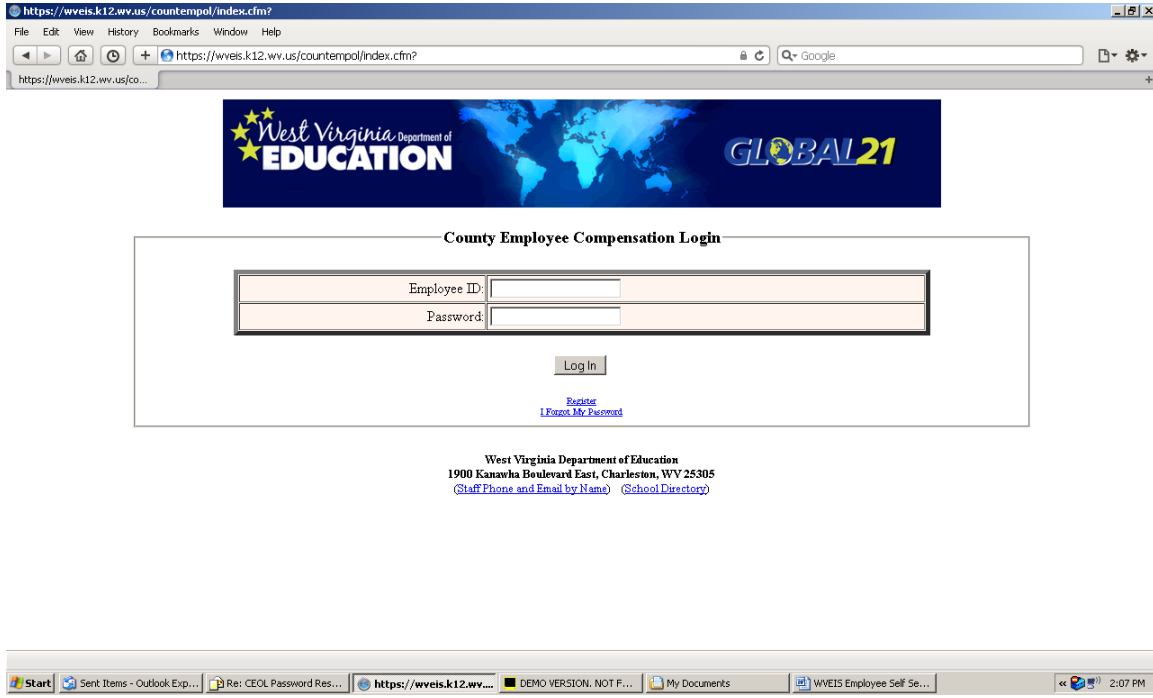


You will then be asked to setup a password and a number of security questions that will be used if you forget your password. The cell phone is optional but would be used to text you your pin should you need to change your password. Create and answer your own security questions. Click Submit when finished.

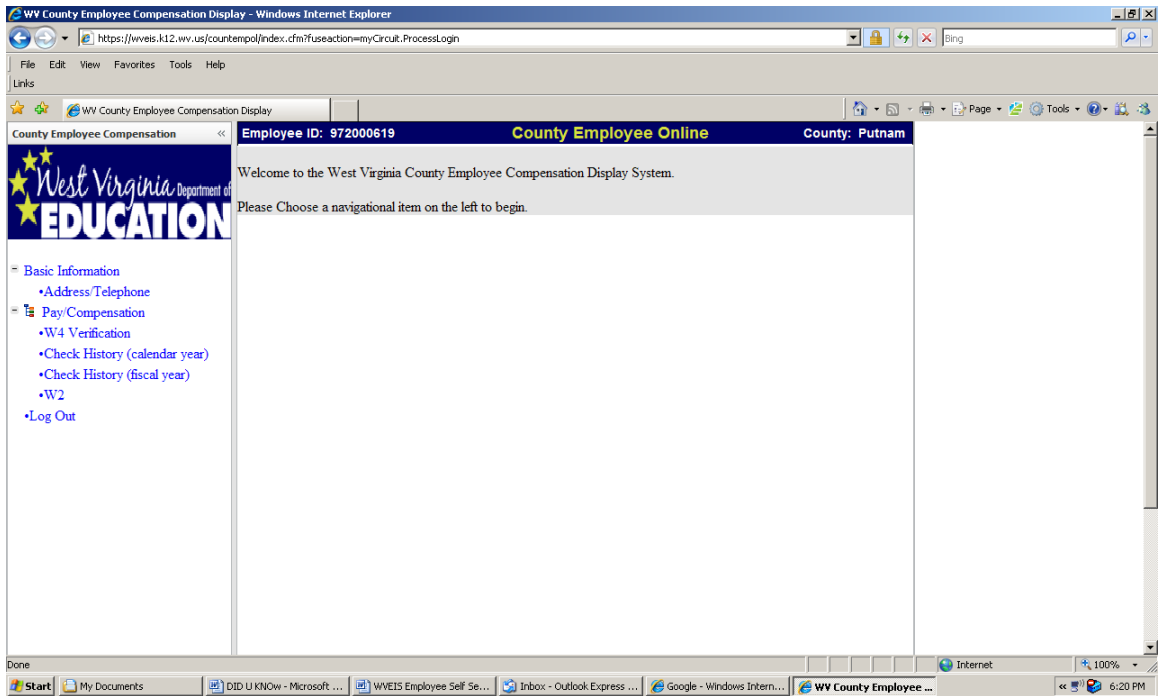


Once you have successfully registered, you will have the option to log in to view your employee and pay information. Click on "log in" to continue.

# Sign On

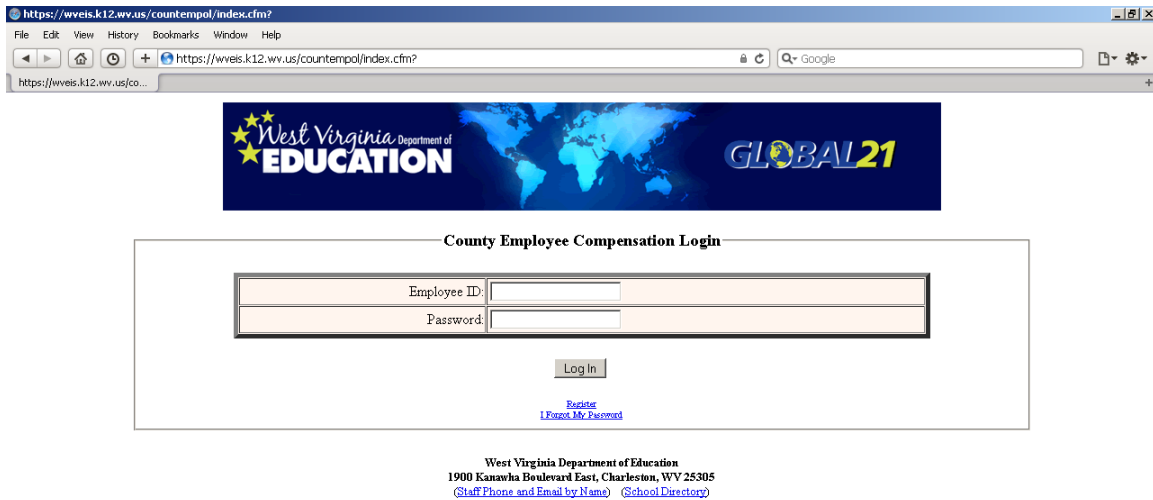


Enter your Employee ID (found on your check stub or contact your payroll office) and your password entered during the Registration or I Forgot My Password process. If you have not registered, refer to the registration process described above.

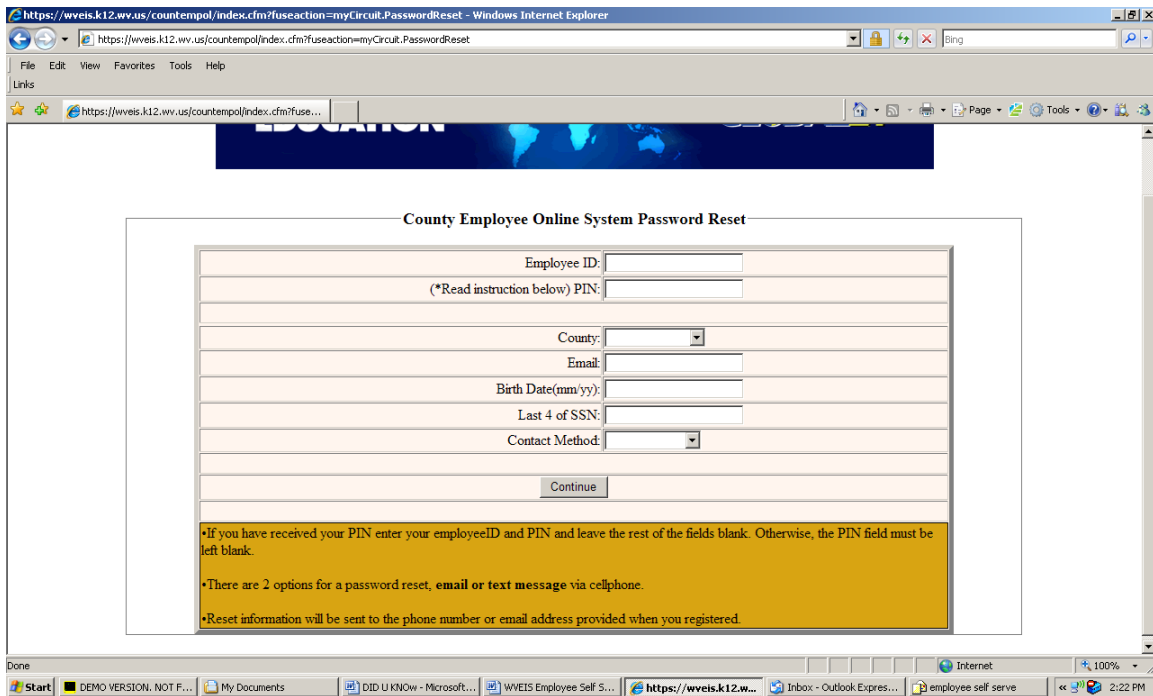


Once you are logged in, you have access to payroll and pay history information. Click on the information you want to view on the left side of the screen. If you have any questions or problems with the information, contact your payroll office. Once you are done, click on Log Out.

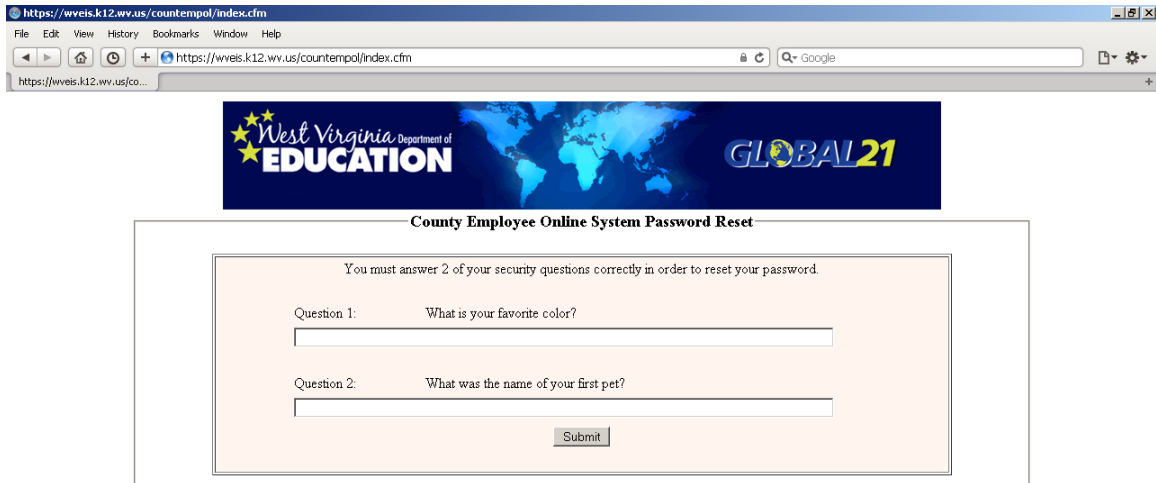
# Resetting my Password



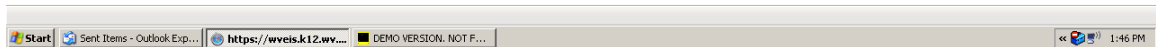
If you forget or want to change your password, you can reset it on the Log In screen. Click on “I Forgot my Password” under the Log In button.



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.



The screenshot shows a web browser window with the URL <https://wveis.k12.wv.us/countempol/index.cfm>. The page header features the West Virginia Department of Education logo and the 'GLOBAL21' logo. The main heading is 'County Employee Online System Password Reset'. Below this, a message states: 'You must answer 2 of your security questions correctly in order to reset your password.' The form contains two questions: 'Question 1: What is your favorite color?' and 'Question 2: What was the name of your first pet?'. Each question has a corresponding text input field. A 'Submit' button is located at the bottom of the form.

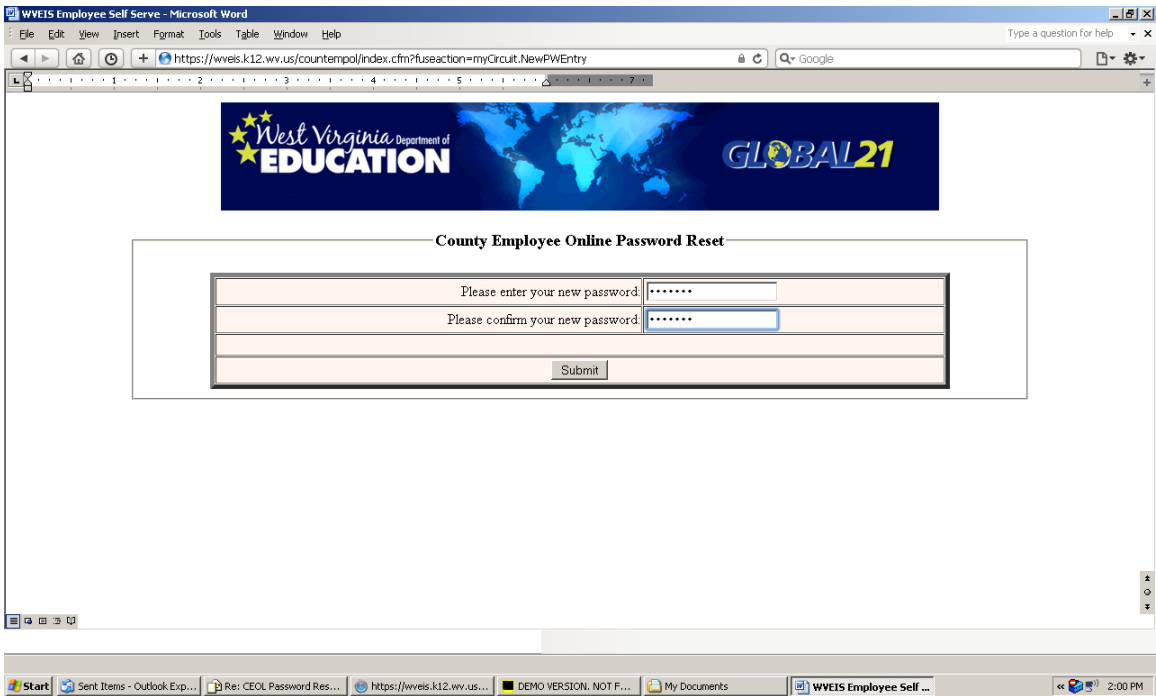


A screen will pop up to let you know an email or text has been sent. You will receive the following message: To reset your password for the County Employee Online Application, click on the link below.

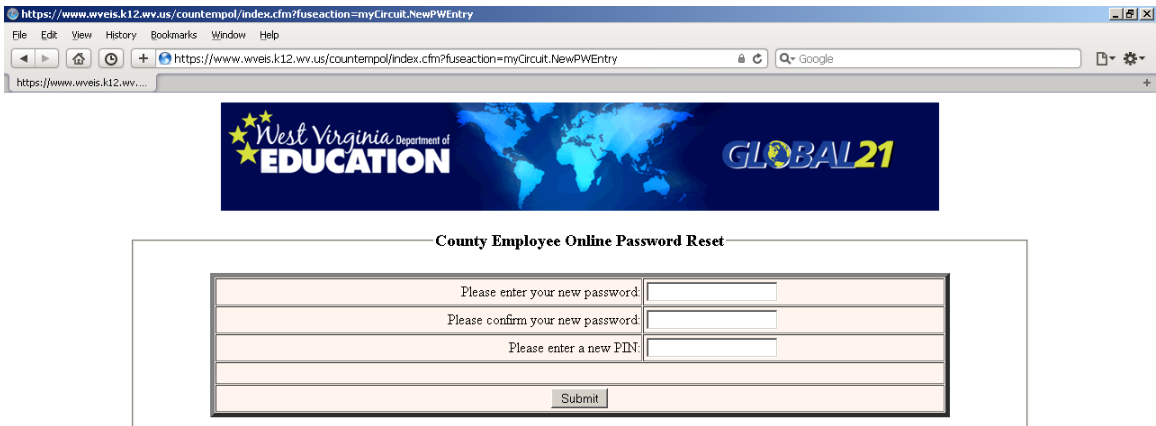
[Reset County Employee Online Password](#)

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

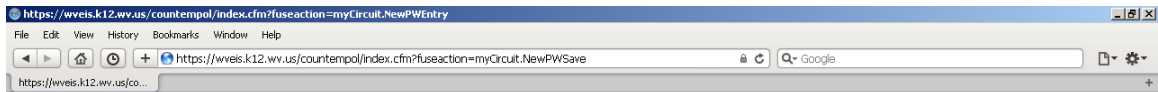




You will be asked to enter your new password.



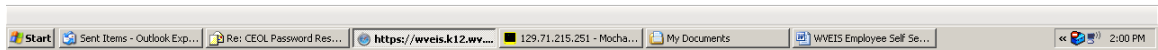
If you entered a PIN#, the screen will pop up to enter your new password and PIN#.



**County Employee Online Password Reset Confirmation**

Your new Password has been saved.

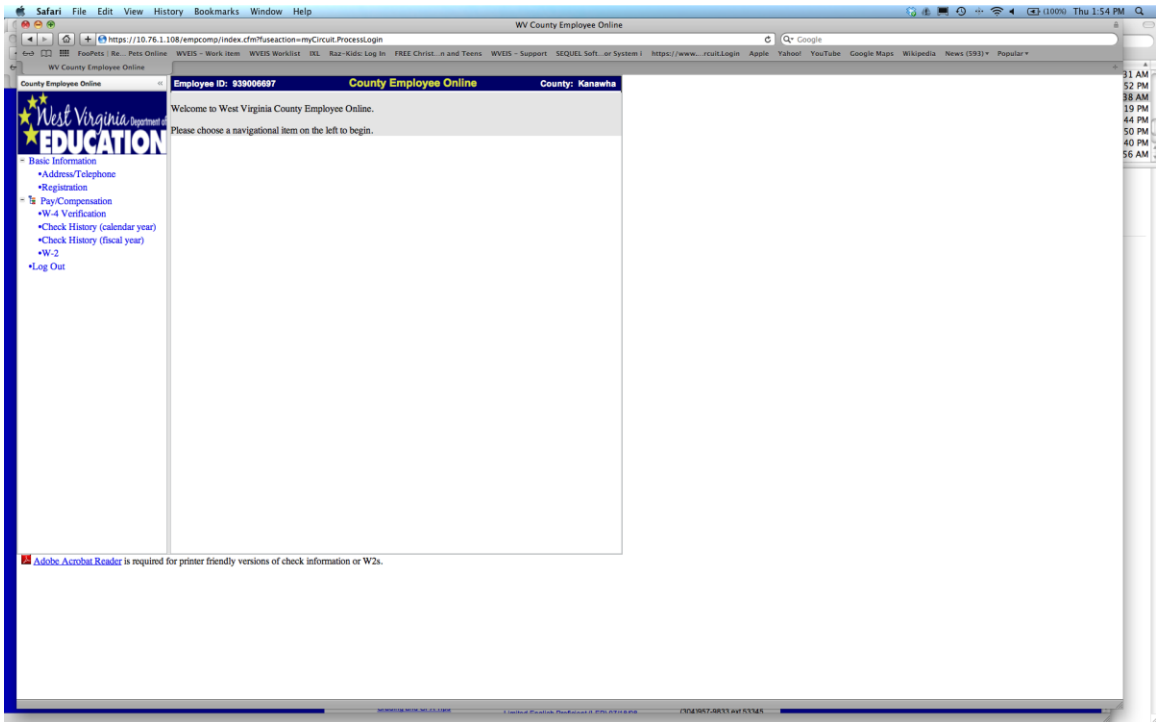
Click Continue to return to the login screen and log in using your new password.



Click Continue to log in with your new password.

**Changing Registration**

If you need to change your email address, cell phone or security questions, click on the Registration tab on the left.



You will be able to change any of the information on the screen. Hit submit to save your changes. You will have to re-enter your email address to submit. The screen will continue to display, you can then go to another feature on the left side of the screen or Log Out.