# HR Portal

Go to wayneschools.com website
Click on Quick Links
Click on HR Portal (Staff)
Click on new user registration (if you have never registered before)
Type in your wayneschools email (if you are an employee) or home email address (if you are a sub, etc). The computer will automatically send you a password.
Log out, and go back in putting your email address and the password that was given to you. (Do Not Copy & Paste your email or password) (You can always change the password) You can then click on the drop down arrow to see your paystubs, W-2's, attendance, etc.