

CIMS EMPLOYEE PORTAL ACCESS INSTRUCTION

New Users

- To log into the CIMS Portal, the employee MUST access <u>HTTP://my.rps.edu</u> from a RPS computer within Richmond Public Schools
- > CANNOT log in from home or any non RPS computer the first time the employee log in

To Create an Account

- 1. Open Google Chrome or Microsoft Edge and go to https://www.rvaschools.net/staff-portal
- 2. Login to the staff portal by entering your email address and password.

Login - Richmond Public Schools × +				
- > C 🏠 🔒 rvaschools.net/staff-portal				
🕻 Apps 💪 Google 💙 Skylight 🗱 GoToMyPC 🔞 CIM	S Admin 🚾 CEO 🗅 HSA 불 DocuSign 🌹	Lincoln 🚽 DOLI FAQ 🛚 🛚 Bb RPS Policies	1 RPS Adm Procedure EF	TPS 🧏 iReg_VA 🔮 Code of VA 🏼 👹 IRS (
Google Chrome isn't your default browser Set as defau	R			
🕥 Our Schools 🕥	Division Home	RPS	e	Offices 👔 Staff Portal 🧿
About RPS	Students & Families	Teachers & Staff	Leadership	News & Calendar
LOGIN				
Login				
This page is protected. Ple	ase log in to view this page.			
Please enter your RPS em	ail address to login using Google Single	Sign On. Webmasters may login to	Finalsite Composer at www	.rvaschools.net/admin
Username Enter your username				
NEXT				

3. Click the "Payroll, & Leave Balance" under the staff Shortcuts

About RPS	Students & Families	Teachers & Staff	Leadership	News & Calend
Staff Po	rtal			
Staff Announcem	ents	Important Port	al Links	IN THIS SECTION
Webmaster Login				
here or use the new Staff Sh	ng trouble logging into Composer, please click iortcut button for WEBMASTER LOGIN. Please		LINE 'EMS	Forms and Resources Lib
note that Staff Portal logins (myname@rvaschools.net) a	use full email address nd the Finalsite webmaster login only uses the			Online Systems
first half of your email addre	ess (myname).	FORM RESOU	JRCES	Academic Resources
Payroll Information				Purchasing & Property Management
the second se	ances, and W-2 information is only available cted to an on-site RPS network. For assistance	Staff Shortcuts		Technology Services
with obtaining this informat	ion, please contact <u>Christine Chen</u> .	WEBMAST	TER LOGIN	
		STAFF DI	RECTORY	

4. Click on "Crate an account"

RICHMOND PUBLIC SCI	HOOLS	RPS
	Login to Employee Portal	
P	Login to Employee Portal r Name: ssword: Sign in Forgot your assessord? Create an account Employee Portal Version 8.0 2021 Weidenhammer Systems Corp. All Rights Rese	

5. Set up your account

Complete all required information below

- Employee No It is your social security number, no space, no dashes
- First name as it appears on your employee paystub or check
- Last name as it appears on your employee paystub or check
- Last four digits of your SSN
- Birth date
- Zip Code use the zip code found on your employee paystub or check
- User id minimum 6 characters
- Password minimum 7 characters
- Email you may use your RPS email or a personal email

RICHMOND PUBL	IC SCHOOLS	RPS
	Create New A	
		* Required Information
Personal Informa	tion	
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* First Name		* Birth Date V V
* Last Name		*Zip Code
Profile Information	on	
* User Name	Minimum 6 cha	aracters
* New Password	Minimum 7 cha	aracters
*Confirm Password		
* Email		
Ema	ail will be used for system notificatio	on and retrieving login information
	Submit	Cancel
c	Employee Portal Ver opyright © 2021 Weidenhammer System	

To View Pay Stub

Click on "Payroll" Tab

Home	Payroll	Leaves	Certificates	Benefits & Deductions	• Logout
E	Pay Ch	eck Calenda eck Calendar Compensation	₩	_	RICHMOND PUBLIC SCHOOLS CHRISTINE CHEN

Click "Pay Check Calendar" then the pay day for the pay stub that you would like to view.
 For example, you would like to view September 15, 2021, paycheck. Please click on 9/15/21.

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19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	2
26	27	28	29	30	1		24	25	26	27	28	29	30	28	29	30	1			4	26	27	28	29	30		
	4	5				9	31	1	2		4					7							4	5			

To View Leave Balances

Click "Leaves" tab

Home	Payroll	Leaves	Certificates	Benefits & Deductions	Logout		
APRIL	Leave	Balances	, 		ND		
	Leave	Balances	► Leave D	etails ND PUBLIC SCH	PUBLIC SCHOOLS		
				Welcome CHRISTINE	CHEN		
			Leave Balance	es			

To View Contract Information

- Click "Payroll" tab then "Salary Compensation"
- Select the fiscal year

Home	Payroll	Leaves	Certificates	Benefits & Deductions	• Logou
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	Pay Ci	eck Calendar	► View W-	25	
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To Access CIMS Employee Portal from Home

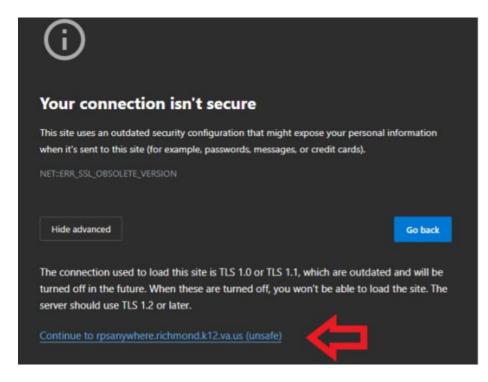
- You MUST install RPSAnywhere (Citrix Receiver) on your device
- RPSAnywhere MUST be installed in one of RPS facilities within the RPS network
- If you use a different device to access CIMS Employee Portal, you MUST install RPSAnywhere on the device
- If you follow the instructions below and are experiencing issues, please contact the Service Desk at <u>servicedesk@rvaschools.net</u> or 804-780-7880 option 1
- Please note: You will not be able to change or reset your password from home

Install the RPSAnywhere Citrix Receiver

- 1. Installing the Citrix Receiver
- > Open Google Chrome or Microsoft Edge and go to https://rpsanywhere.richmond.k12.va.us
- Click on "advance" when the screen below appears:

Your co	nnection isn'	t secure		
		onfiguration that might e e, passwords, messages,	expose your personal info or credit cards).	rmation
NET::ERR_SSL_C	DBSOLETE_VERSION			

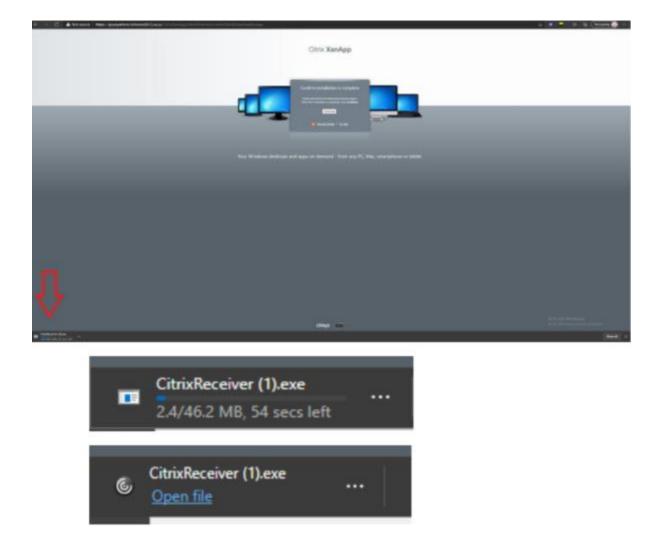
> Click on "continue to rpsanywhere.richmond.k12.va.us" (may sometimes say Proceed)



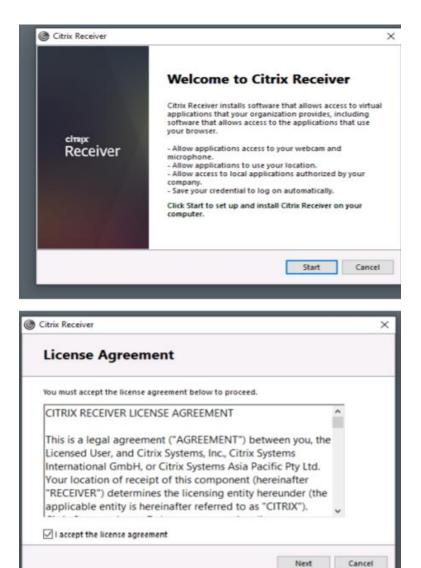
- The site will check to see if you have the Citrix receiver installed. If it detects one, you will get the login box. Skip to step 2. If not, the following message will appear:
 - Select "I agree" and click "install"



CitrixReceiver.exe will start downloading in the bottom left corner of your browser. Once it finishes downloading click on open file. It should look like the screenshots below:



> Follow the installation steps until the process is complete. Some typical screenshots have been provided below:



When the screen below appears, DO NOT press Add Account. Click FINISH.



2. You should now have a log on box

At this point you will log in with your *Active Directory credentials*. It will be the same username and password that you use to login to the network. Enter your **Username** and **password** and click **Log On**.



3. You will be presented with a screen that looks similar to the one below:



4. To access the Employee Portal, click on the CIMS Employee Portal Icon as shown below:



5. A Launch.ica file will appear in the bottom left corner of your browser as shown below:

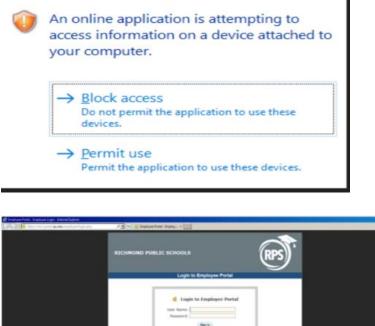


6. The application will launch in a new window.

CIMS Employee Portal	_		\times
Starting			
(More information)		Ca	ncel

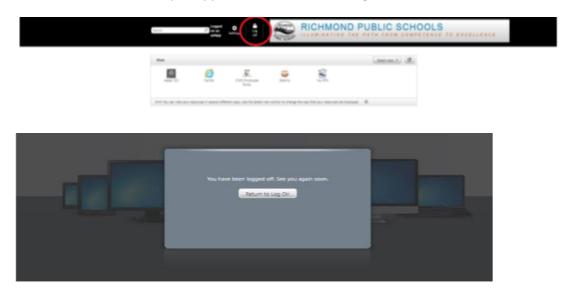
If prompted, select Permit use

Citrix Receiver - Security Warning



7. When finished, close all open application windows and Log Off of the Citrix session.

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If you follow the instructions above and are experiencing issues, please contact the Service Desk at <u>servicedesk@rvaschools.net</u> or 804-780-7880 option 1.