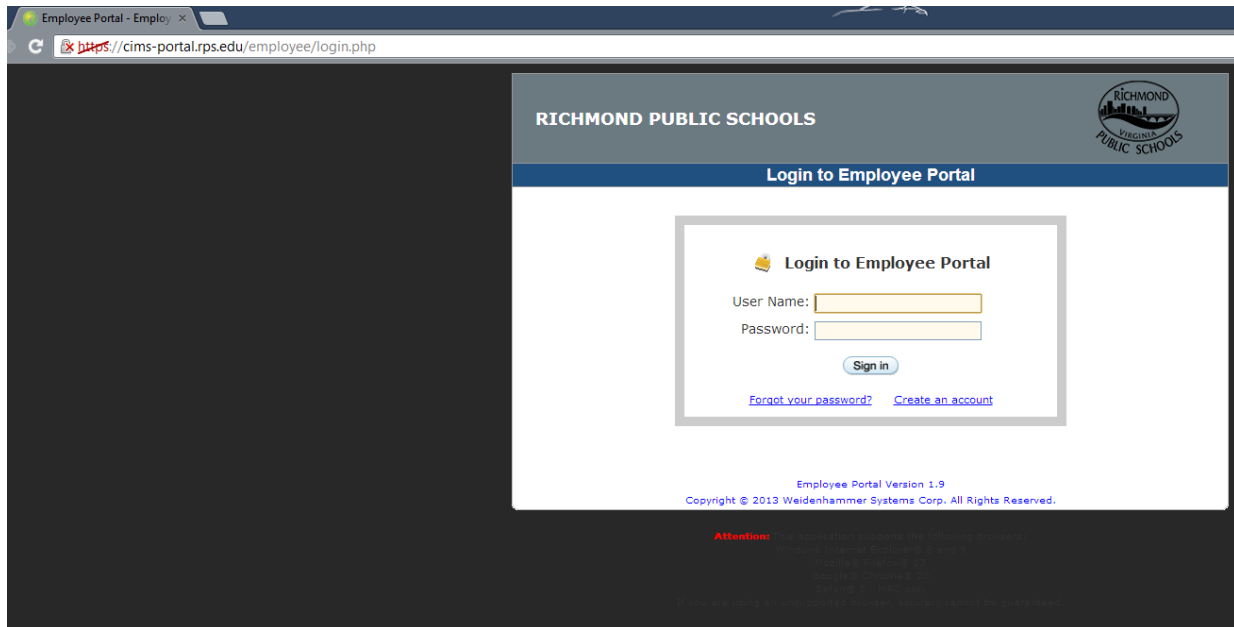


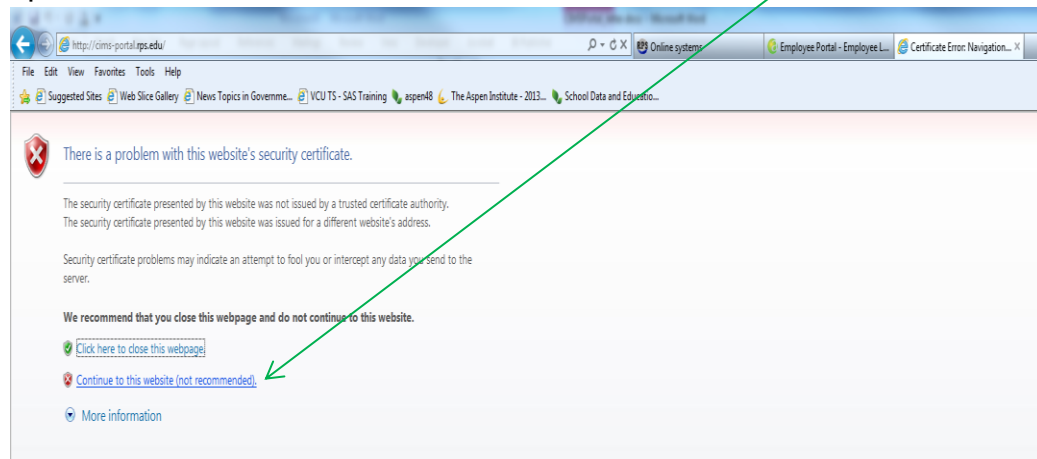


To log into the CIMS Portal, access my.rps.edu from an RPS computer within RPS (not from home) –

1. Choose the [Online Systems](#) tab located at the top right corner of the page
2. Choose the CIMS Portal link (<https://CIMS-Portal.rps.edu>)



- a. Note – if the following screen appears, click the continue to website option:



- b. Access from home and smartphones coming soon...



3. Choose [Create an account](#) link

4. Complete all information required with the * in front.

- a. Employee No = your social security number
- b. First Name = as it appears on your employee paystub or check
- c. Last Name = as it appears on your employee paystub or check
- d. Last four of your SSN
- e. Birth date
- f. Zip Code = use the zip code found on your employee paystub or check
- g. Create a userid = use your email address before the @ symbol (ex. johndoe for johndoe@richmond.k12.va.us)
- h. Create a password (one that you will remember)
- i. Confirm the password
- j. Email address = you may use your RPS email or a personal email address for this (note- the system has a *Forgot Password* option and this email address will be used to send you your *Forgot Password* instructions)
- k. PRESS SUBMIT

Congratulations for signing in to your CIMS Portal account. Your CIMS Portal account will save paper, postage, time, money, and is an environmental friendly solution. If you have questions, please feel free to email cimsportal@richmond.k12.va.us .