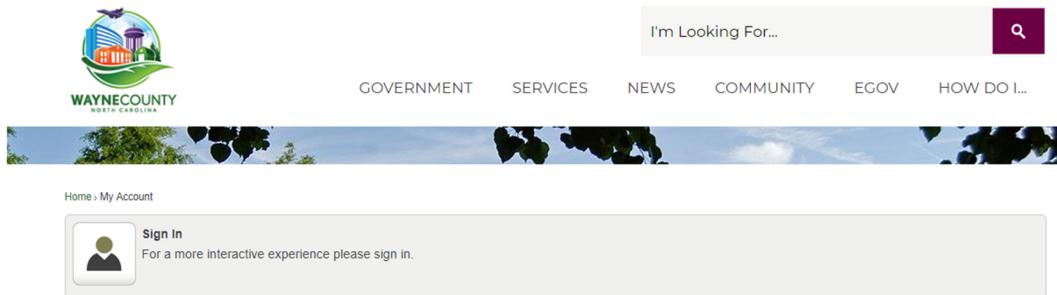


Wayne County Website Instructions



1. In Firefox go to <http://waynegov.com/employee> or go to <http://waynegov.com> and scroll to the bottom and click on 'Employee Portal'.
2. This will open up a sign in window. If you already have your username and password you can sign in. New users need to click on 'Create Profile'.

A screenshot of the Wayne County website's sign-in page. At the top, there is a navigation bar with links for GOVERNMENT, SERVICES, NEWS, COMMUNITY, EGOV, and HOW DO I... Below the navigation bar is a search bar with the placeholder text "I'm Looking For..." and a magnifying glass icon. The main content area features the Wayne County logo (a green circle with a white building and trees) and a banner image of a blue sky with white clouds and green trees. Below the banner, there is a "Sign In" button with a user icon and the text "Sign in". A note below the button says "For a more interactive experience please sign in." Further down, there are two buttons: "EXISTING ACCOUNT" and "CREATE AN ACCOUNT" on the left, and "FACEBOOK" and "YAHOO!" on the right, each with their respective social media icons.

3. Fill in the Blanks with your name and email. Create your password.



Create Profile

Welcome! To begin, please complete the registration form below.

First Name*	Last Name*
<input type="text" value="firstname"/>	<input type="text" value="lastname"/>
Email*	Display Name
<input type="text" value="firstname.lastname@waynegov.com"/>	<small>Use this field if you do not want your real name displayed.</small>

4. Scroll to the bottom and check 'I agree to the policies, terms and conditions'

hiring and/or salary decisions, for whatever reason made

User Authentication:
Because user authentication on the Internet is difficult, it may be involved in User-to-User dealings or control the behaviour of users. It is not responsible for any claims, demands and damages (actual and consequential) of any nature (including, but not limited to, damages for personal injury and property damage) arising out of or in any way connected with the use of this site.

I agree to the policies, terms and conditions*

5. Next check the 'I'm not a robot'

I'm not a robot 
reCAPTCHA
Privacy - Terms

6. If the next window pops up follow the instructions to choose what is asked for.

2. This site makes no representations or guarantees regarding the truthfulness, accuracy or other form of communication engaged in by users. Documents may contain inaccuracies.

3 This

4. This

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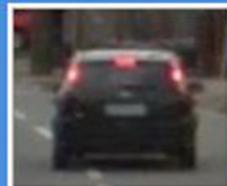
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Select all images with

Cars

Click verify once there are none left



Create P

VERIFY

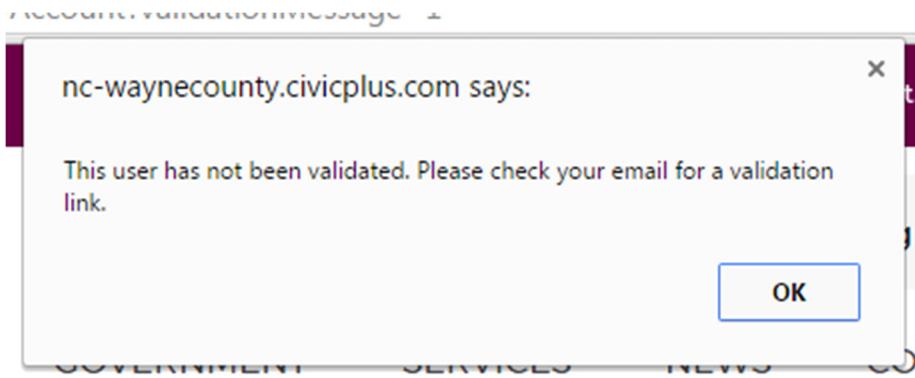
Launch Internet Explorer Browser
Finds and displays information and Web sites on the Internet

7. Click 'Create Profile'

Create Profile

Cancel

8. Click 'OK' when this pop up comes up.



9. Follow the instructions for validation in your email.
10. Contact the Wayne County IT department by email or cut a Track-IT work order stating you need access to the county portal. (if one has not already been created).
11. The IT Department will give you the appropriate access rights to the Employee Portal if you meet the requirements.
12. Once IT has finished activation open  Firefox and go to to <http://waynegov.com/72/Employee-Portal> or go to <http://waynegov.com> and scroll to the bottom and click on 'Employee Portal'.