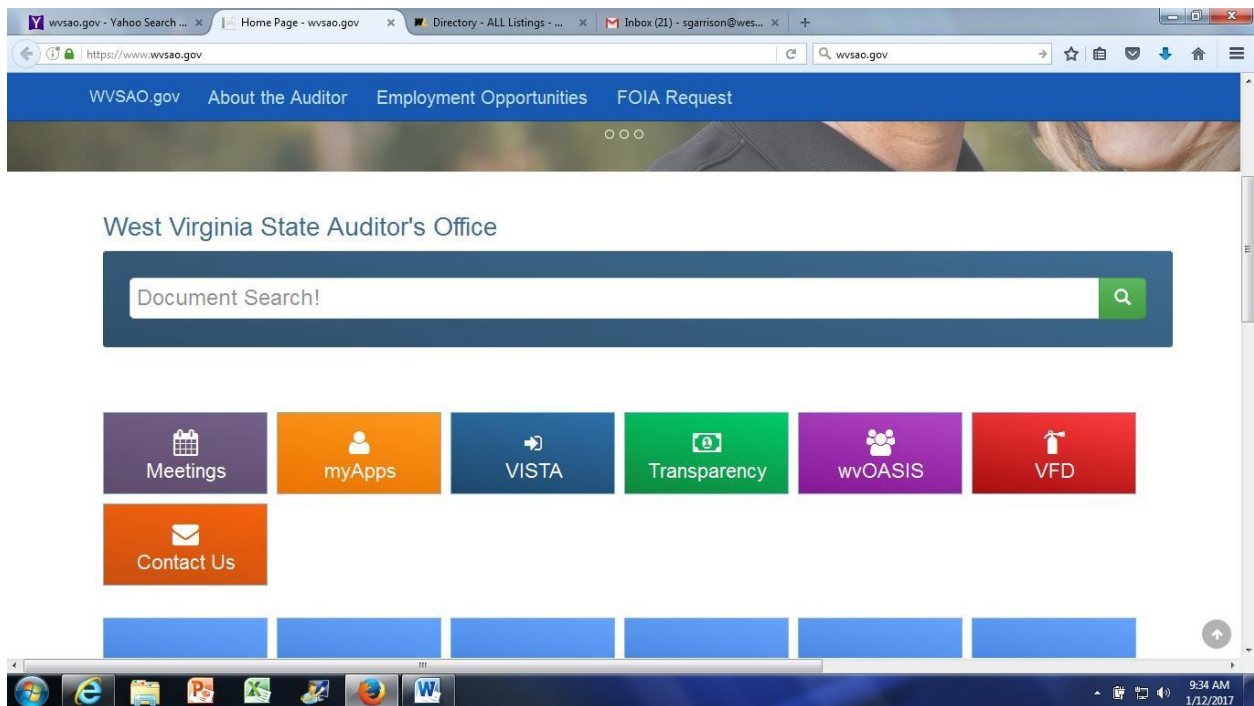


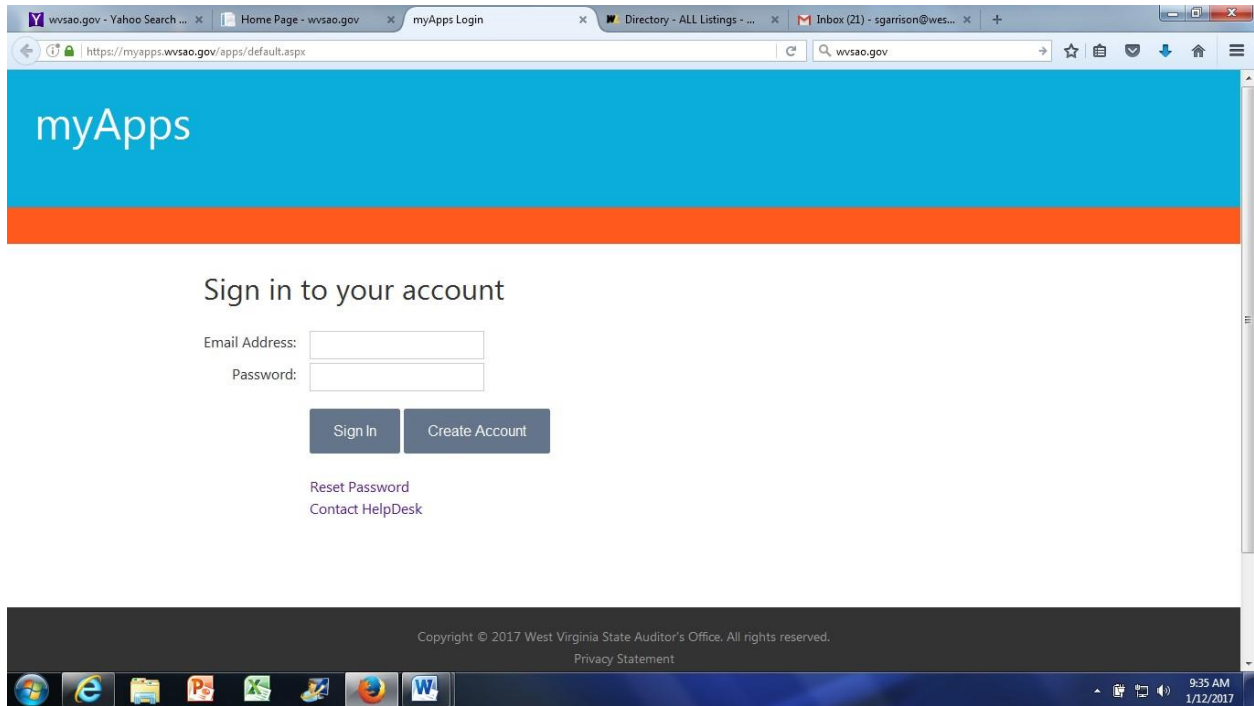
Creating A “myApps” Account

Registration for myApps on the West Virginia State Auditor’s website is required by all employees to view your pay stubs, W-2 and to access KRONOS for timekeeping. Please follow the instructions to register for a myApps account:

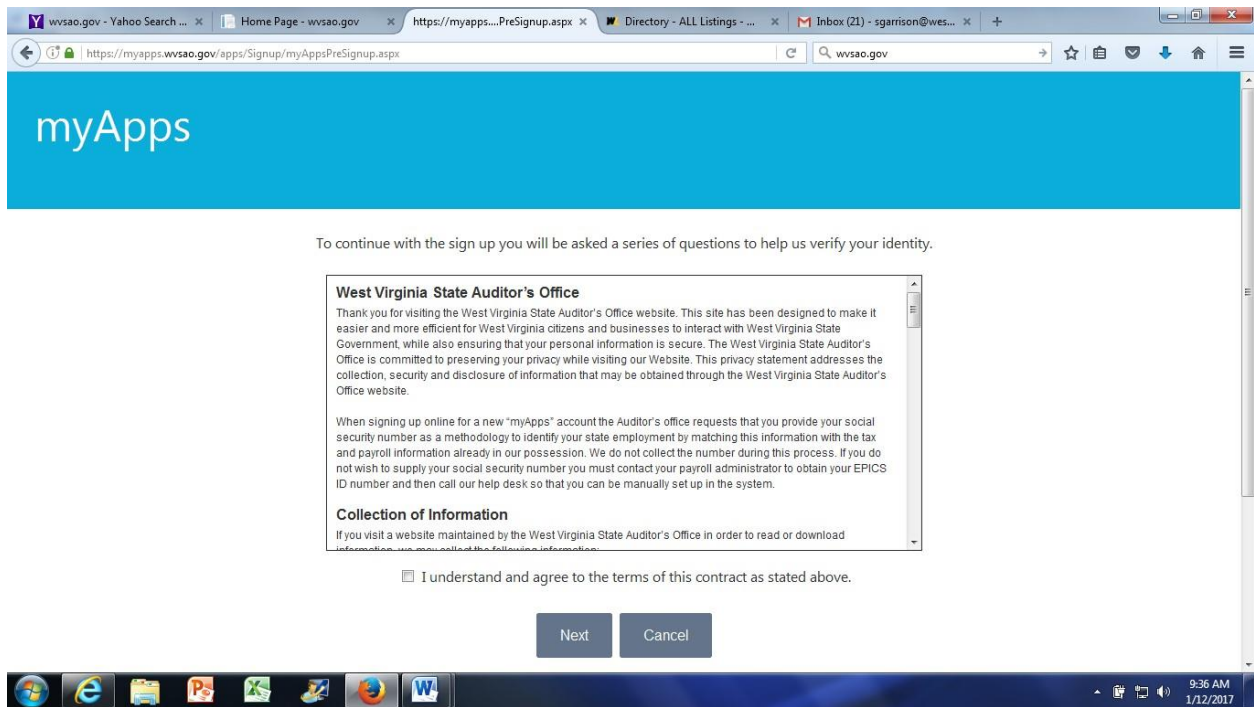
- Go to <https://www.wvsao.gov> (West Virginia State Auditor’s website) □ Click on myApps box (this is the screen below)



Click box “Create Account”



- Please read the terms of the contract (see below), click on the box “I understand and agree to the terms of this contract as state above”



Fill in the information below to create a myApps account.

Browser tabs: wvsao.gov - Yahoo Search ... | Home Page - wvsao.gov | https://myapps...ppsSignUp.aspx | Directory - ALL Listings - ... | Inbox (21) - sgarrison@wes... | +

Address bar: https://myapps.wvsao.gov/apps/SignUp/myAppsSignUp.aspx | Search: wvsao.gov

myApps Sign Up

Fill in the information below to create a myApps account

First Name

Last Name

Address

City

State

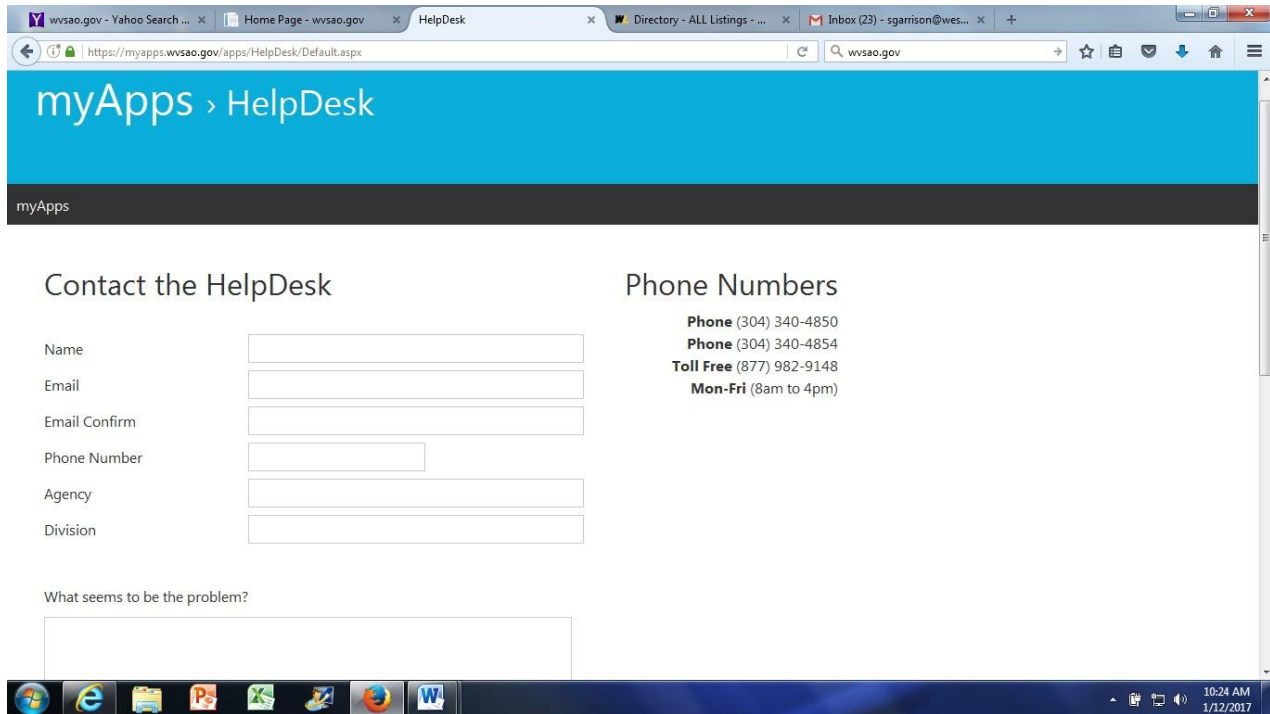
Zip

SSN (no dashes)

Confirm SSN (no dashes)

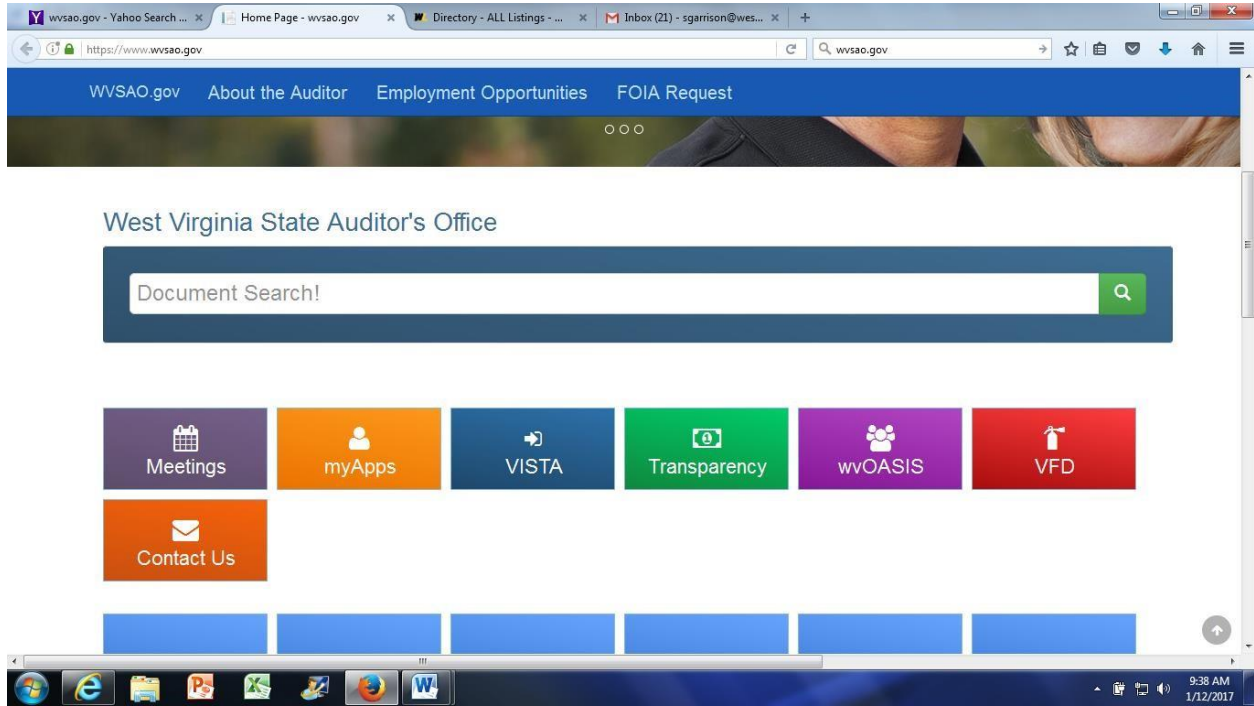
Taskbar: 9:36 AM 1/12/2017

Once account is created, you should receive an email message from the Auditor's office with your temporary password. (Be sure to check your junk email folder if the email is not in your In-Box). If you have not received an email from the Auditor's office within 30 minutes or if you get a message that you are locked out of creating an account, contact the Help Desk at 304-340-4850/304-340-4854/877-982-9148. (see below)

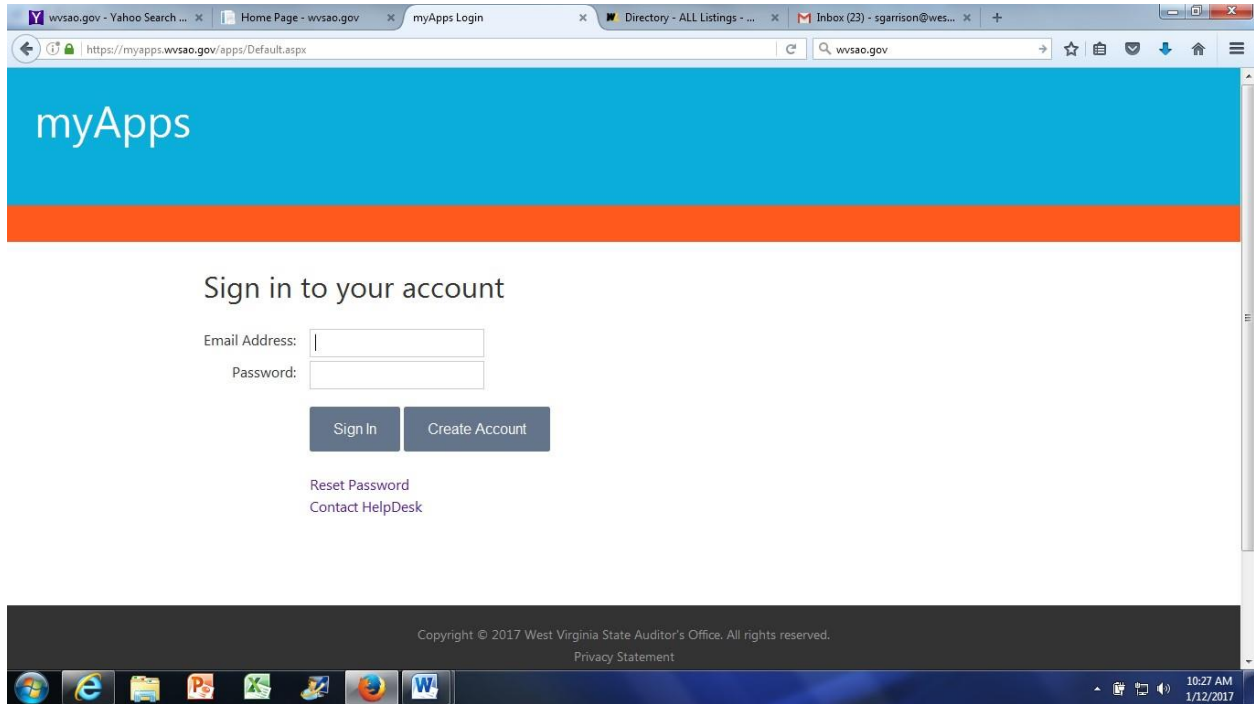


The myApps Help Desk staff will ask you for the wvOASIS Employee number. You can obtain this number from Sue Garrison, Student Employment Coordinator at sgarrison@westliberty.edu or 304-336-8020.

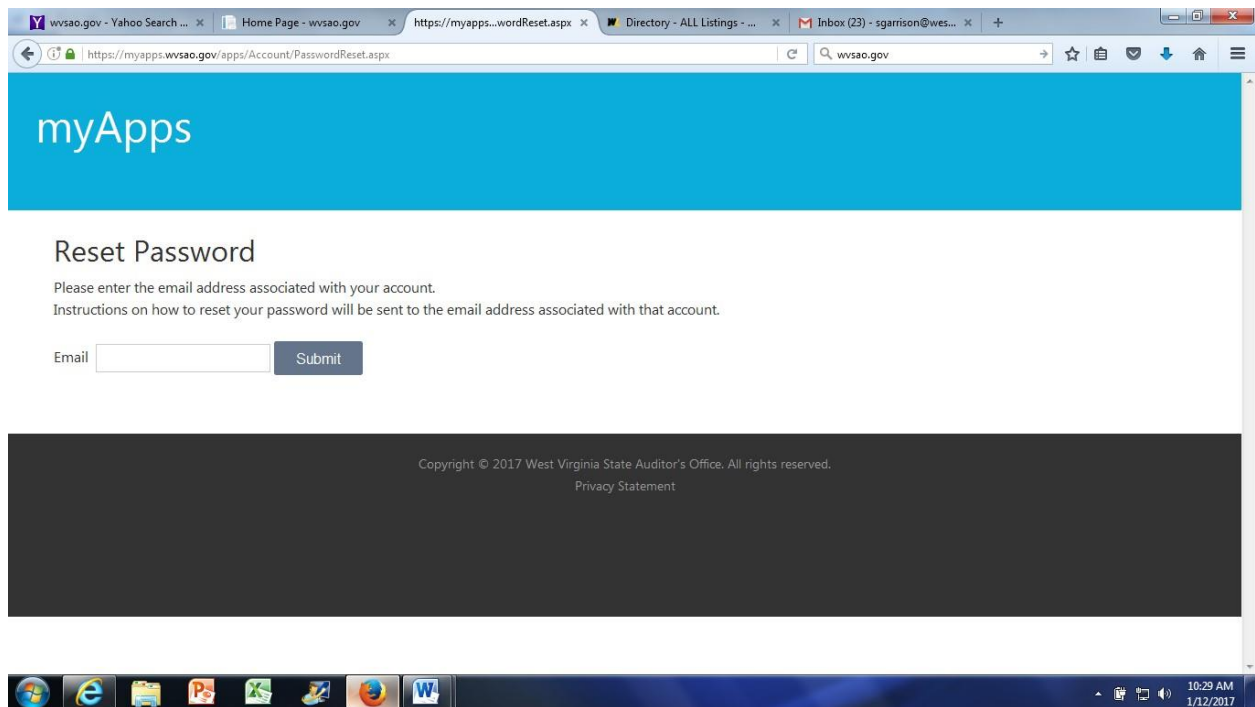
Once you have received your temporary password, go to the West Virginia State Auditor's website <https://www.wvsao.gov> and click on myApps.



- The following screen will appear. This time you will enter your email address and temporary password.



Once you have logged in, you will have the opportunity to reset your password. Follow the instructions in the email.



- Be sure to always “Logout” at the top of the screen when you are done working in myApps.

