



## SunPac Employee Portal - Register and Log on

Employee Portal is a program that Craven County Schools uses which allows you to create your own account and view all your paystubs as well as your W-2s. It is advised that you don't create your account until AFTER you receive your first paycheck.

Before you can log on to the Employee Portal for the **first time**, you must first register with the SunPac Employee Portal System. In order to register, you will need your first and last name as it appears in SunPac along with your social security number.

1. The first step to signing into the SunPac Employee Portal is to open your web browser. Microsoft Internet Explorer is an example of a web browser. Once the web browser is open, enter the SunPac Employee Portal website address. This address will vary between school districts.

**Here is the web address for your school district:**

***<https://eportal.cravenk12.org>***

2. When the web address has been entered properly the SunPac Employee Portal Log On screen will be displayed.
3. Click on the Register with Employee Portal link.
4. Type in your First and Last Name as it appears on your current check or direct deposit. If you are a Jr or III, enter it with one space between it and your last name; do not enter any punctuation.
5. Type in your Social Security Number. This is the only time you will have to enter this.
6. Type in the username you would like to use. This is the name that will be used to log on to the system.
7. Type in the password you would like to use. The password must be at least 5 characters long and must contain one of the following non-alphanumeric characters:  
! @ # \$ % ^ & \* ( )
8. Re-type the password to confirm it is correct.
9. Type in your Email address (it may be a personal email address). Email address is recommended but optional.
10. Choose a Security Question. This question will be used if you forget your password and need help remembering it.
11. Type in the answer to your security question.
12. Click on "Create User." A screen will appear letting you know that the user was created successfully.
13. Click "Continue" to return to the log on screen.
14. Log on with your username and password.