Forgot Your User Name?

1. Go to paycor.com and click on the **Sign In** button in the top right button.
2. Skip the User Name and Password fields. Click the “**Forgot your user name?**” link below the Sign In area.
3. On the “Recover your user name” page: answer the question, **What is your E-mail Address?** Click the **Next** button.
4. The next page will ask you to answer one of the security questions you entered when signing up for your Paycor user name and password. Click the **Next** button.
5. Go to your email, and recover your user name. Then return to paycor.com and sign in.
Forgot Your Password?

1. Go to paycor.com and click on the **Sign In** button in the top right button.

2. Skip the User Name and Password fields.
   
   Click the “**Forgot your password?**” link below the Sign In area.

3. On the “Recover your password” page: answer the questions, **What is your User Name?** and **What is your E-mail Address?**
   
   Click the **Next** button.

4. The next page will ask you to answer one of the security questions you entered when signing up for your Paycor user name and password.
   
   Click the **Next** button.

5. Go to your email, and recover your password. Then return to paycor.com and sign in.

6. After signing in, you will be prompted to **Change your password**. Enter the password that had been emailed to you, and then enter a new password. Click on **Change Password**.

Screenshots continued on next page.
Reset your password

4. Please answer the following question
What state were you born in?

Cancel Next

Gmail

5. Password Reset Confirmation from Paycor

Paycor noreply@paycor.com
1:36 PM (0 minutes ago)

Dear Jacklyn McGrew,

Your password for Paycor Online Services has been changed.

Nlc24-+ME969R

[Copy and paste the following URL into your browser's address bar: https://secure.paycor.com/paycorauth/loginEE.aspx]

Welcome, Jacklyn McGrew Sign Out

6. Change your password

You are required to change your password. Please enter a new password below.

Passwords must meet the following complexity requirements:
- Must be between 7 and 12 characters.
- Must contain at least 1 upper case character.
- Must contain at least 1 lower case character.
- Must contain at least 1 numeric character.
- Cannot contain any of the following characters: %, $, #, &