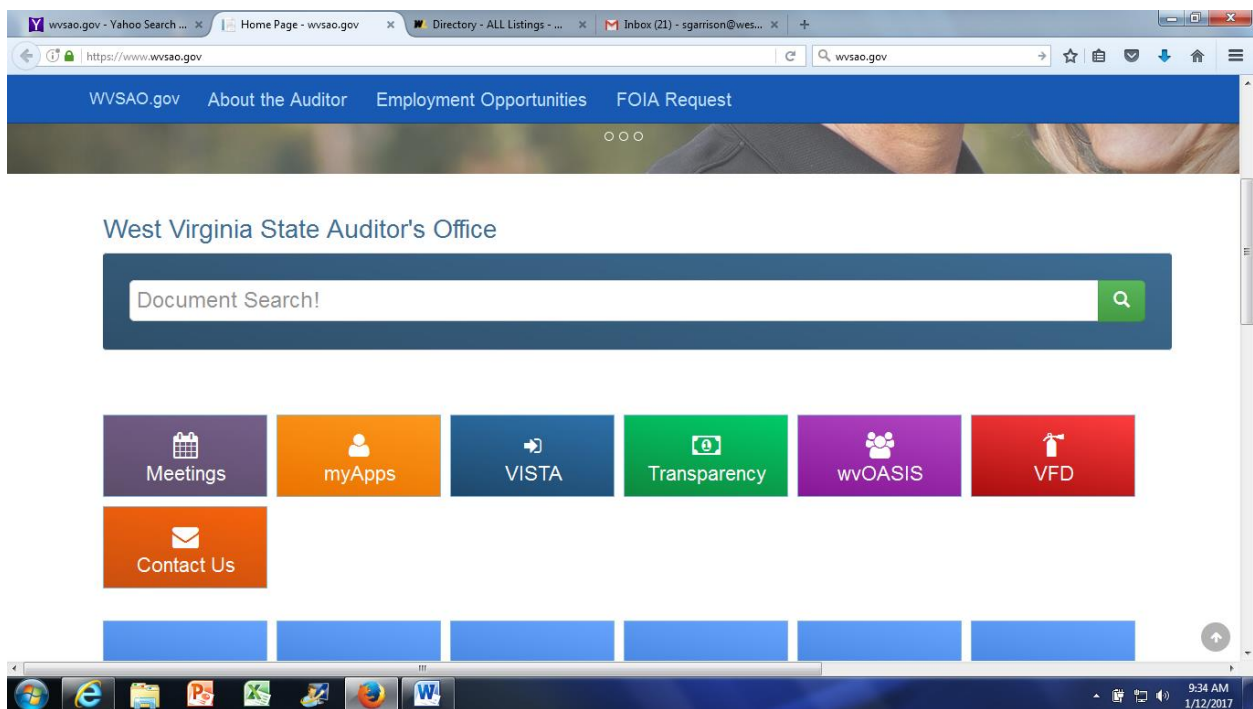


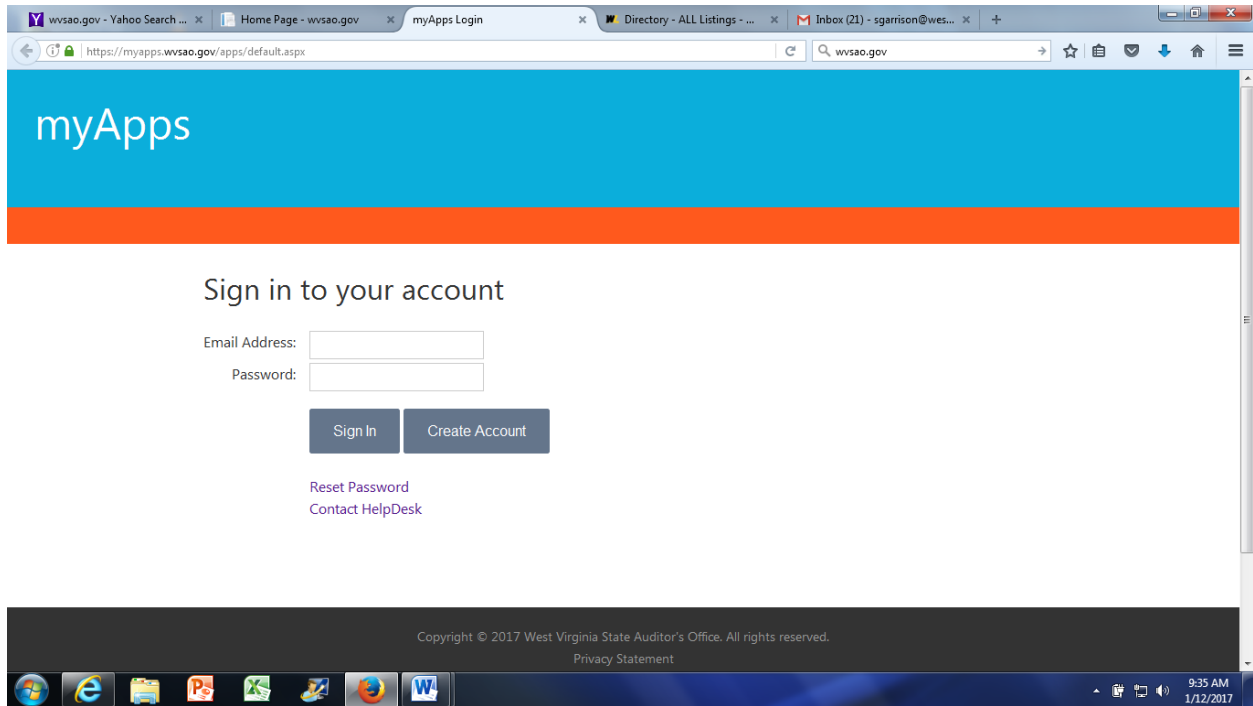
## Creating A “myApps” Account

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:

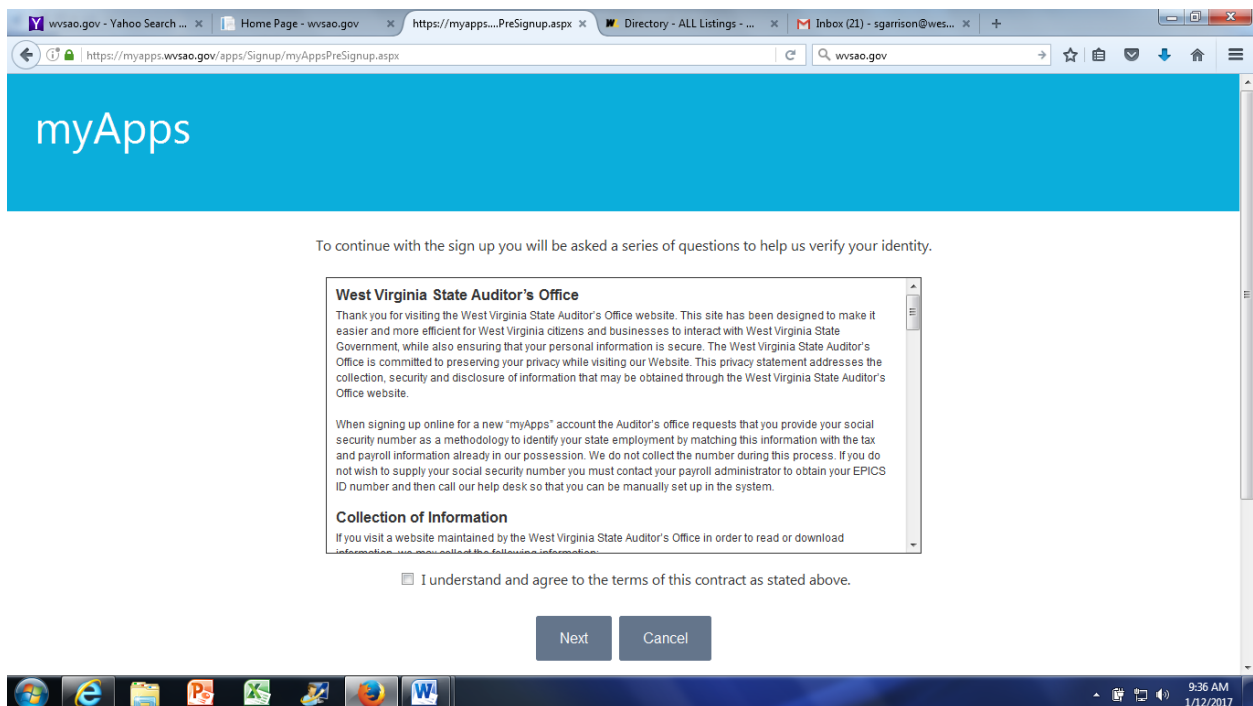
- Go to <https://www.wvsao.gov> (West Virginia State Auditor’s website)
- Click on myApps box (this is the screen below)



- 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.

The screenshot shows a web browser window with the address bar displaying `https://myapps.wvsao.gov/apps/Signup/myAppsSignUp.aspx`. The page title is "myApps Sign Up" and the subtitle is "Fill in the information below to create a myApps account". The form contains the following fields:

- First Name:
- Last Name:
- Address:
- City:
- State:
- Zip:
- SSN:  (no dashes)
- Confirm SSN:  (no dashes)

At the bottom of the form are two buttons: "Sign Up" and "Reset". The browser's taskbar at the bottom shows the Windows logo, several application icons (Internet Explorer, File Explorer, PowerPoint, Word, etc.), and the system clock indicating 9:36 AM on 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, contact the Help Desk at 304-340-4850/304-340-4854/877-982-9148. (see below)

The screenshot shows a web browser window with multiple tabs open, including 'wvsao.gov - Yahoo Search ...', 'Home Page - wvsao.gov', 'HelpDesk', 'Directory - ALL Listings - ...', and 'Inbox (23) - sgarrison@wes...'. The address bar shows the URL 'https://myapps.wvsao.gov/apps/HelpDesk/Default.aspx'. The page has a blue header with 'myApps > HelpDesk' and a dark grey bar with 'myApps'.

**Contact the HelpDesk**

Name

Email

Email Confirm

Phone Number

Agency

Division

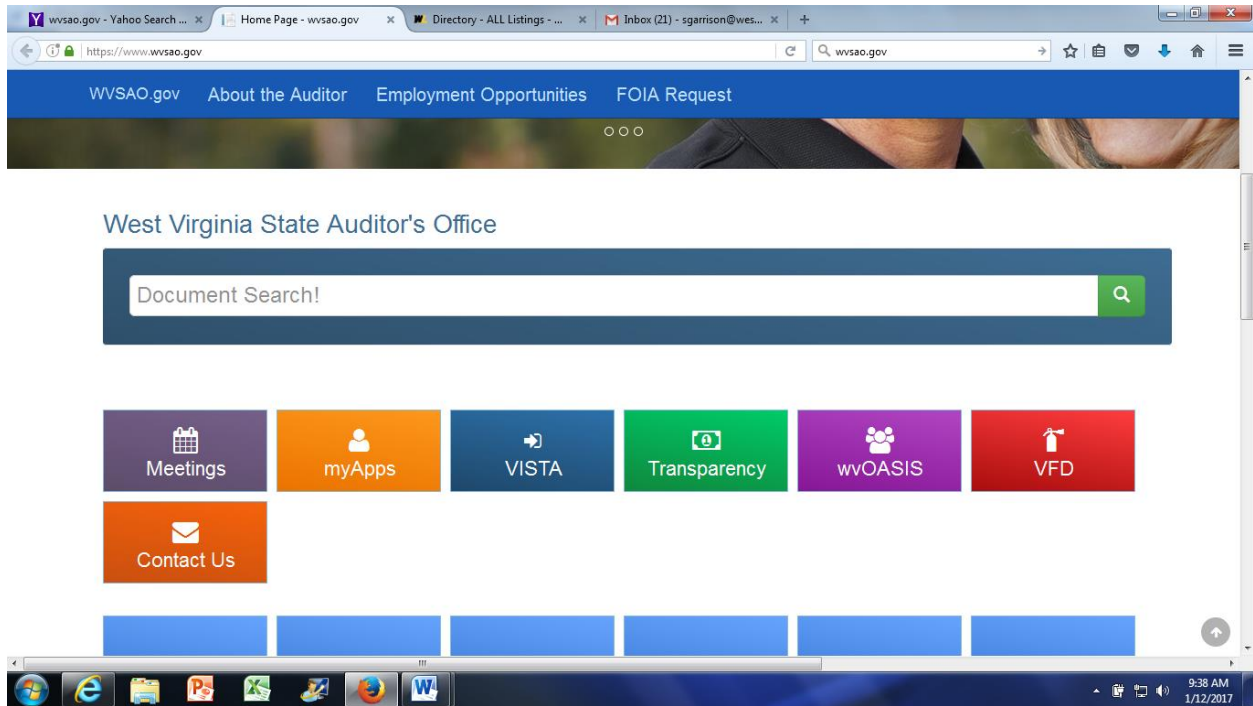
What seems to be the problem?

**Phone Numbers**

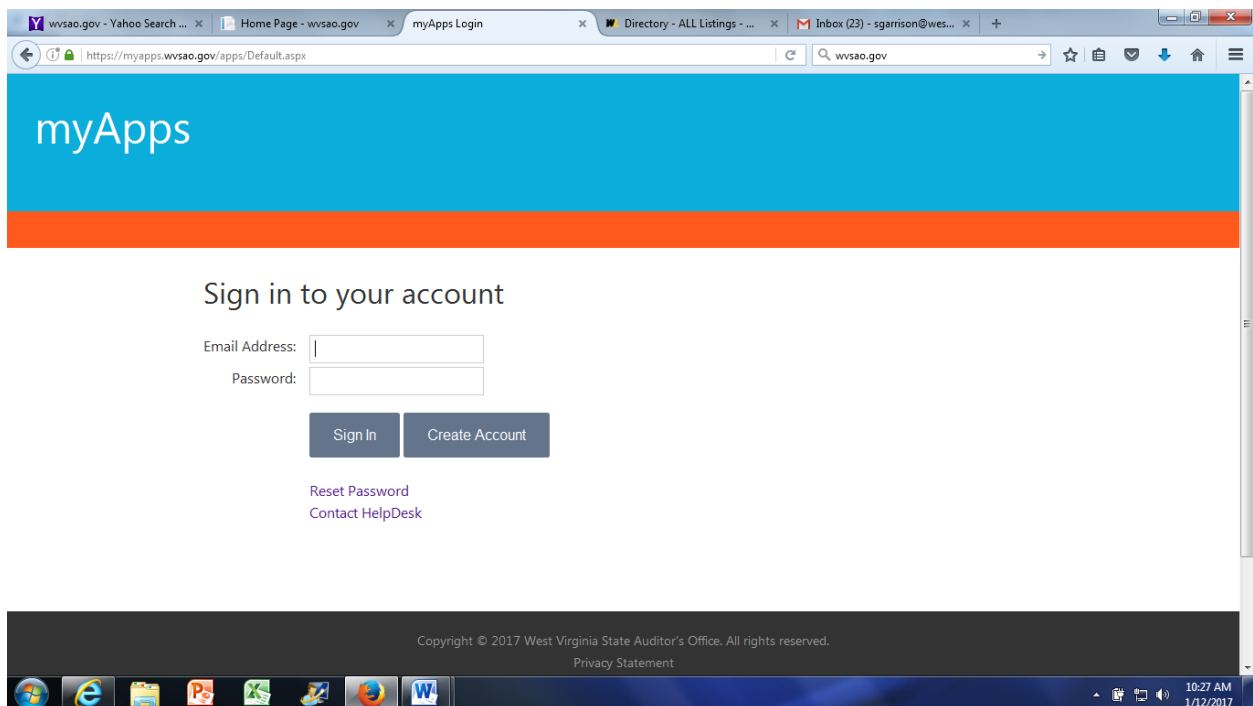
**Phone** (304) 340-4850  
**Phone** (304) 340-4854  
**Toll Free** (877) 982-9148  
**Mon-Fri** (8am to 4pm)

The Windows taskbar at the bottom shows icons for Internet Explorer, File Explorer, Adobe Photoshop, Microsoft Word, and other applications. The system clock in the bottom right corner displays '10:24 AM 1/12/2017'.

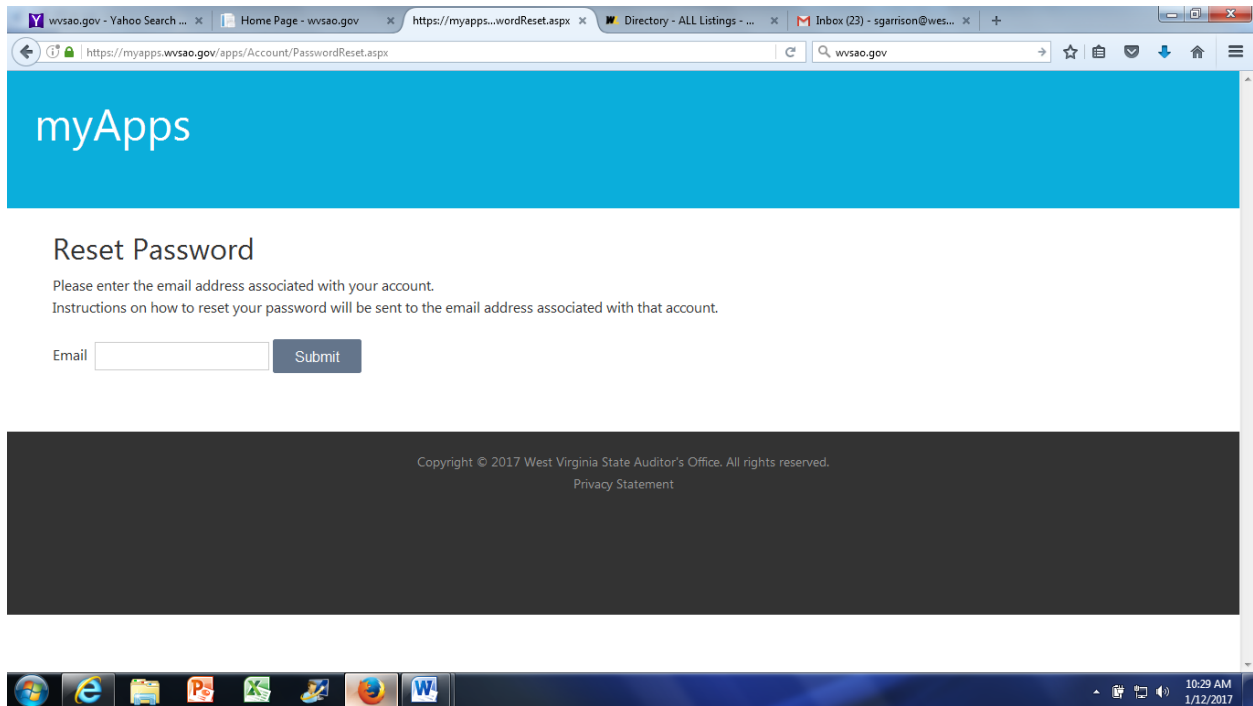
- Once you have received your temporary password, go to the West Virginia State Auditor's website <https://www.wvsao.gov> and click on myApps.



- 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.

