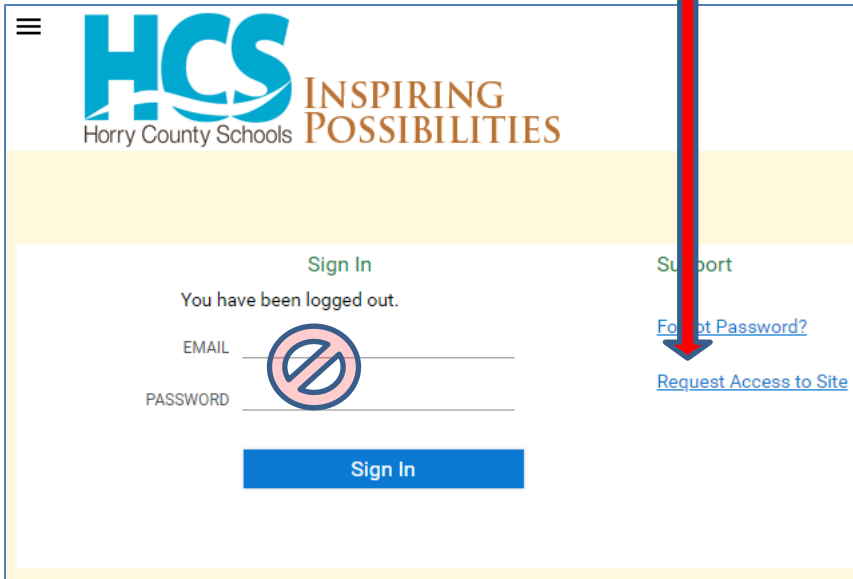


Use the following instructions to request access to the new employee portal.

Access the system using your browser:

1. Got to: <https://ob.horrycountyschools.net>
2. Click the Request Access to Site link.....

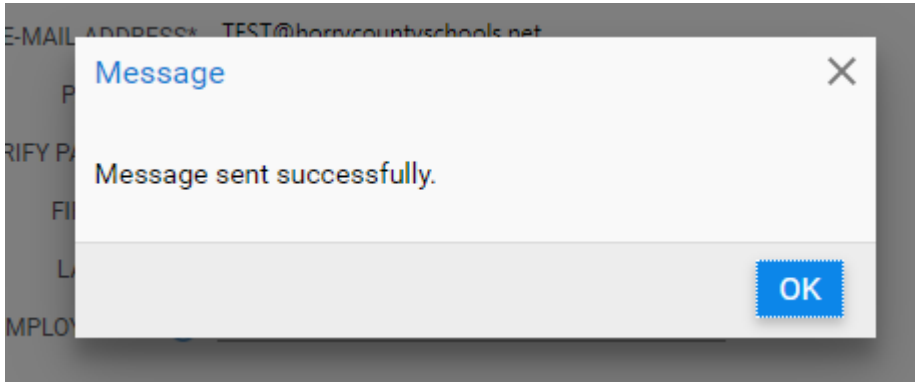


3. Complete ALL fields in the form and submit your request.

You must use your HCS email address to create your account. Personal email addresses are not allowed.

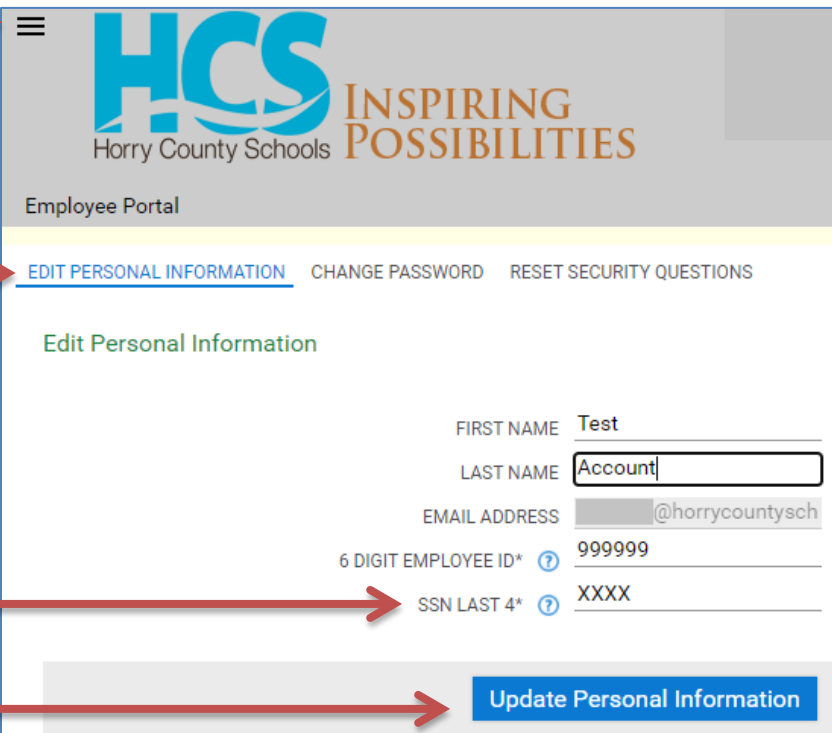
Don't forget the leading zeroes

Stop and double check your entries. Mistyped information will delay activation.



4. You will receive an email when your account is verified. Follow instructions in the email to complete your registration and log into the system. You should see your documents listed. Double click one to view.
5. Once you are in the system and can view your documents, follow the next steps to clear your SSN data. It is no longer needed.

1. Click this menu button and select User Settings from the menu



2. Click this link



3. Change to XXXX or any other random characters



4. Click this button to save your changes

