How to Access UConnect

Before you can use UConnect, you must change your temporary password by following the steps below. If your temporary password is not changed, you will not be able to successfully log on to UConnect.

Your username is your first name initial and middle name initial followed by your last name. Your default password for first time users is Fcps followed by the employee identification number (example: Fcps300122). Please note the password is case sensitive. If you are unsuccessful at logging on or if you do not know your username and/or password, contact the IT Service Desk at 703-503-1600 or email ITServiceDesk@fcps.edu.

From your computer, open Internet Explorer and go to the following web address: https://idmprodup.fcps.edu/.

Click Continue.

Account Login and Setup

Type your username. Typically, your username is your first name initial and middle name initial followed by your last name.

Example: jdsmith

Type your password and click Login.

Example: Fcps300122

First time users will be asked to enter responses for five Challenge Questions.

After you have entered the responses, click the “Submit” button.

You will be redirected to the Welcome Screen where you can continue using Identity Management to set up your account password.
Prior to changing your password, you will need to review the FCPS Acceptable Use Policy (AUP). Click the AUP link under Account Management on the left side bar.

Click the “Play” button to view the Security Video.

After viewing the video, click the “Next” button to read the AUP.
Changing Your Password

On the left side bar under Account Management, click Change Password.

Type your old password.

Type your new password.

Retype your new password.

Click Submit.
Logging on to UConnect

Go to http://www.fcps.edu/hr/technology/uconnect.shtml

Click on the hyperlink Log on to UConnect

Click OK.

Type your username. Typically, your username is your first initial and middle initial followed by your last name.

Example: jdsmith

Type your network password and click Login.

If you do not know your username and password, contact your local School-Based Technology Specialist (SBTS), your Technology Support Specialist (TSSpec), or the IT Service Desk at 703-503-1600.
Reviewing and Accepting Your Contract

Under the Employee Self-Service, click on the My Contracts menu selection and your contract information will be displayed. To view the terms of your contract, click on View (see sample screen below).

A new screen will appear displaying your Contract. Please print a copy of this contract for your records. Once you have reviewed the terms of your contract, click on the X in the upper right corner to close the contract.

Click Yes to continue.

You have 15 days of receipt of this notification to accept the terms of the contract for each licensed position you hold per the code of Virginia 22.1-304. Click Accept. If you reject the contract, you must submit in writing within 15 days of receipt to the Department of Human Resources, Office of Salary Services. If any personnel changes occur after the processing of this contract, a personnel authorization form will be sent to you that supersedes this contract.

You will receive a message regarding your acceptance, click OK.

Verify acceptance date. If you are finished reviewing your information, click on log out (located in the upper right corner of the screen).