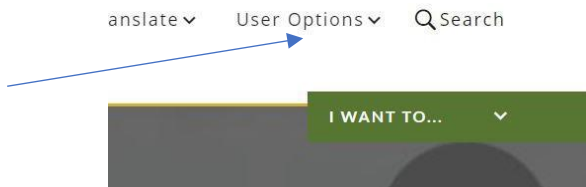




400 North Church Street  
Monroe, NC 28112  
Phone 704.296.9898 Fax 704.289.9182

## Logging into the UCPS Website – Employee Instructions

1. Navigate to <https://www.ucps.k12.nc.us/>
2. On the UCPS homepage, click 'User Options' in the upper right corner.



3. Click 'Sign In' and enter your first.lastname and email password into the fields. Then click 'Sign In.'

4. Once signed in, navigate to the green 'Explore' box in the upper left corner, click on 'Staff' and then click on the [Coronavirus Employee Updates](#) page.

For questions, please email [becky.swiger@ucps.k12.nc.us](mailto:becky.swiger@ucps.k12.nc.us), UCPS Web Communications Coordinator.

## Growing Possibilities.

In compliance with federal law, UCPS administers all educational programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.