Application Login Guide

2019 - V1

We've made some changes to the application login process. Below is a step-by-step guide to walk you through the new process.

Let's get started!

First-time users:
If you've never logged into the application before, click on “Register Now” to start the process. Users will be required to enter personal information to verify the account they are attempting to access and validate identity.

Returning users:
If you've recently logged into the application, you will log in as usual with your same username and password. Once you've logged in, you will be prompted to create a personalized username. You will use that new username for all subsequent logins.

All new users and some returning users may go through an identity verification challenge. If you're a returning user, you will likely be challenged if:
• you haven't logged in for a while
• you choose “Forgot Username or Password”
• we require additional information to be used during our identity verification process

You may also go through an additional type of verification challenge where you are asked to identify letters or objects in a distorted image.

Some users will be sent a One-Time Passcode via phone, text, or email. Passcodes are sent in real time, so please enter it immediately into the application without exiting the login session or closing the browser.

If we are unable to send you a One-Time Passcode via email or phone, you may be sent a One-Time Passcode in the mail. You will have 12 days from the date of mailing to receive the passcode and enter it into the system.

If you cannot receive a One-Time Passcode, you may be prompted to contact a representative from your company to help verify your identity and gain access to the application.

Once you have successfully logged in, all users will be required to create a personalized username and password if you have not already done so. Make sure to remember your new username — you will need it to log in next time!
Employment Verification Information

Omaha Public Schools is now partnering with The Work Number® to provide automated employment and income verifications. The Work Number, from Equifax, is a fast and secure way to provide proof of your employment or income—a necessary step in many of today’s life events, including obtaining credit, financing a home or automobile, obtaining a housing lease or securing government benefits or services. The Work Number simplifies the verification process and accelerates qualifying decisions through an online system available to verifiers 24 hours a day, 7 days a week.

This means that all OPS employment verifications will now be done through The Work Number instead of through OPS Human Resources & Compensation and Benefits Departments.

Need Proof of Employment?
Give the person needing proof of your employment the following information:
• Your Social Security Number
• OPS Employer Code: 18456
• The Work Number Access Options:
  Option a) www.theworknumber.com OR Option b) 1-800-367-5690

Need Proof of Employment and Income?
Step 1:
Access The Work Number to create a “Salary Key” that grants one-time access to your income data:
• The Work Number Access Options for Employees:
  Option a) www.theworknumber.com
  Option b) 1-800-367-2884

Step 2:
You will need to enter the following information to obtain a Salary Key:
• OPS Employer Code: 18456
• Your Social Security Number
• Your PIN: default pin is your “Original Start Date”

Step 3:
Select the “Create a Salary Key” option and prepare to write down the six-digit number.

Step 4:
Provide the person needing proof of your employment plus income with all of the following information:
• Your Social Security Number
• OPS Employer Code: 18456
• Your Salary Key (from Step 3): □□□□□□
• The Work Number Access Options for Verifiers:
  Option a) www.theworknumber.com
  Option b) 1-800-367-5690

Applying to a Social Service Agency?
Provide this information to your caseworker.

Attention Case Worker
Please take the following steps:

Step 1:
Register with The Work Number:
All agencies must register to use the service. It takes about 5 minutes to complete the application. If you are already registered and need help, please call the Client Service Center at 1-800-996-7566.
  Option a) www.theworknumber.com
  Option b) 1-800-996-7566

Step 2:
Obtain an employment and income verification:
• The Work Number access options for Social Service agencies:
  Option a) www.theworknumber.com
  Option b) 1-800-660-3399
• Enter your registered fax number
• Enter the following information when instructed:
  a) OPS Employer Code: 18456
  b) Employee’s Social Security Number
• Select the kind of verification you need. You can verify employment or employment plus income.

For questions or more information please contact: The Work Number Client Service Center: 800.367.2884