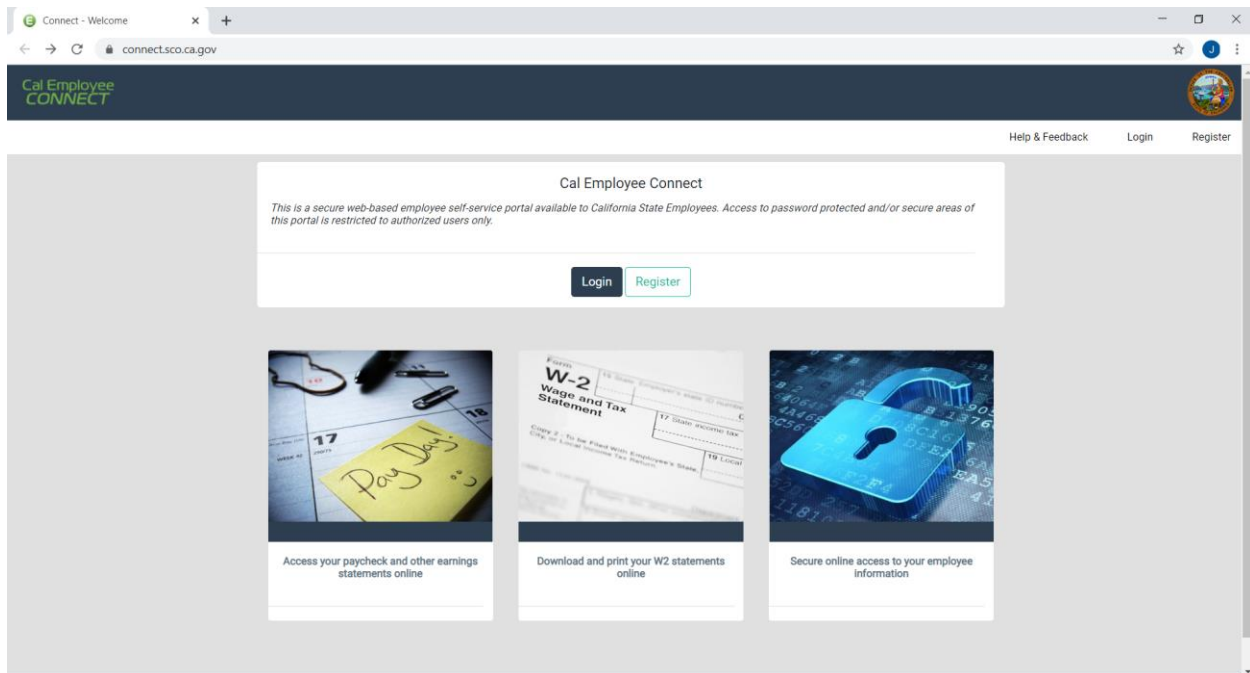
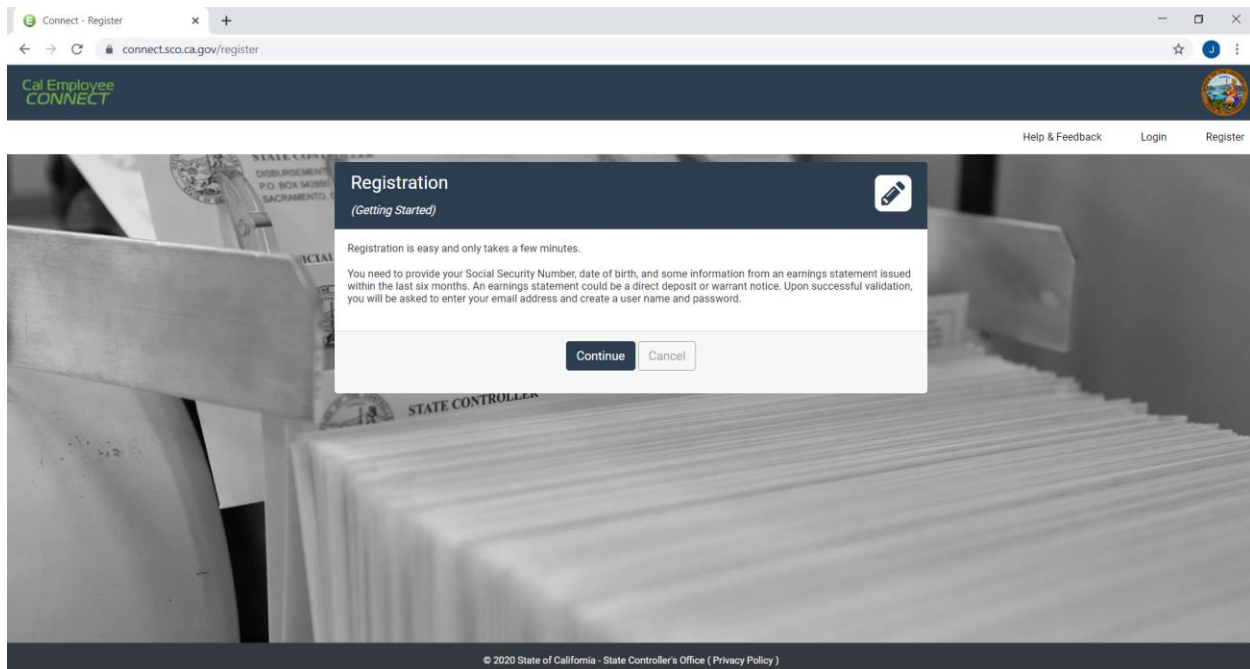


Step 1: Click “Register”



Step 2: Read the statement and click “Continue”



Step 3: Read the User Agreement and click “Accept”

The screenshot shows a web browser window with the URL connect.sco.ca.gov/register/agreement. The page is titled "Cal Employee CONNECT" and features a "Registration" progress bar with four steps: 1. User Agreement (highlighted), 2. Employee Validation, 3. User Sign-Up, and 4. Email Verification. The main content area contains the following text:

The Cal Employee Connect (CEC) portal is offered to you conditioned on your acceptance of the terms, conditions and notices contained herein. The CEC is the property of the State Controller's Office and use of this portal constitutes an agreement to abide by these terms and conditions.

The State Controller's Office (SCO) takes information confidentiality and computer security seriously. SCO's CEC portal uses industry standard security measures to provide a secure, encrypted connection between capable web browsers and our web servers. For more information concerning your privacy, see SCO's [Privacy Policy](#).

The security of confidential computerized information is a shared responsibility. SCO encourages you to be active in ensuring the security of your personal computer. Please notify us if you think your account has been compromised.

Access to this portal requires a user name and password created through a registration process available to current and former employees of the State of California. No other persons have the authority to access this portal. Unauthorized access to this portal is unlawful as described in Section 502 of the California Penal Code.

At the bottom of the agreement, there are two buttons: "Accept" (highlighted) and "Decline".

Step 4: Select **CSU, San Luis Obispo** for Department, Enter **197** for Agency Code then click “I am not a robot” and click “Submit”

The screenshot shows a web browser window with the URL connect.sco.ca.gov/register/selectbydepartment. The page is titled "Cal Employee CONNECT" and features a "Registration" progress bar with four steps: 1. User Agreement, 2. Employee Validation (highlighted), 3. User Sign-Up, and 4. Email Verification. The main content area contains the following text:

Before starting the registration process, we will need to know what department you work for. Please select your department from the drop-down list and enter the agency code from your earnings statement.

Department:

What if my department isn't listed?

Agency Code:

Help me find this

At the bottom, there is a green checkmark icon with the text "I'm not a robot" and a reCAPTCHA logo. Below this are two buttons: "Submit" (highlighted) and "Cancel".

Step 5: Complete the form using information from one of your Paystubs or Direct Deposit Advice (links to additional information regarding the location of Earning Statement Number and Total Deductions are provided within the online form) and click “Submit”

The screenshot shows a web browser window with the URL connect.sco.ca.gov/register/validate. The page header includes the Cal Employee CONNECT logo and navigation links for Help & Feedback, Login, and Register. The main content area is titled "Registration" and features a progress bar with four steps: 1. User Agreement, 2. Employee Validation (current step), 3. User Sign-Up, and 4. Email Verification. The form fields for Step 5 are: Social Security Number (with a hint "Why are you asking me for my SSN?"), Date of Birth (Month, Day, Year dropdowns), Earnings Statement Number (with a hint "Help me find this. (I have Direct Deposit) or (I have a Paper Warrant)"), and Total Deductions (with a hint "Help me find this"). The form includes "Submit" and "Cancel" buttons.

Step 6: Complete registration form and click “Submit”

PLEASE NOTE: It is recommended that you use a personal email address to register so that you do not lose access should you no longer have your Cal Poly email address.

The screenshot shows a web browser window with the URL connect.sco.ca.gov/register/signup. The page header includes the Cal Employee CONNECT logo and navigation links for Help & Feedback, Login, and Register. The main content area is titled "Registration" and features a progress bar with four steps: 1. User Agreement, 2. Employee Validation, 3. User Sign-Up (current step), and 4. Email Verification. The form fields for Step 6 are: Email Address (Email and Confirm Email), Desired User Name (Username), and Password (Password and Confirm Password, with a link to Password Requirements). The form includes "Submit" and "Cancel" buttons. At the bottom of the page, there is a copyright notice: "© 2020 State of California - State Controller's Office (Privacy Policy)".

Step 7: Complete verification and click “Submit”

The screenshot shows a web browser window with the URL `connect.sco.ca.gov/register/verify`. The page features the Cal Employee CONNECT logo in the top left and navigation links (Help & Feedback, Login, Register) in the top right. A progress bar at the top indicates four steps: 1. User Agreement, 2. Employee Validation, 3. User Sign-Up, and 4. Email Verification (the current step, marked with a checkmark). The main content area states: "An email has been sent to [redacted] with an 8-digit verification code. Please retrieve your code and enter it below. This code is valid for 30 minutes and will expire **04-09-2020 02:36:38 PM**. Do not close this browser window until finishing the registration process." Below this text is a form labeled "Email Verification Code" with a text input field containing "99999999" and two buttons: "Submit" and "Resend Code". The footer contains the copyright notice: "© 2020 State of California - State Controller's Office (Privacy Policy)".

Step 8: Confirmation

The screenshot shows a web browser window with the URL `connect.sco.ca.gov/register/complete`. The page features the Cal Employee CONNECT logo in the top left and navigation links (Help & Feedback, Login, Register) in the top right. A green checkmark icon is followed by the heading "Registration Complete". The main content area states: "Congratulations! You have successfully registered. A confirmation email has been sent to you. You may now [log in](#)." The background of the page shows a stack of papers with "STATE CONTROLLER" and "DISBURSEMENT BUREAU" printed on them. The footer contains the copyright notice: "© 2020 State of California - State Controller's Office (Privacy Policy)".