

Paycor Sign-In Instructions

Once you are fully “hired” in Paycor, you will be required to enable Single-Sign On (SSO). If you have not enabled SSO, please follow the instructions for ‘Enabling SSO’ first. Once SSO is enabled, follow the ‘SSO login’ instructions.

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If you aren’t sure if SSO is enabled, try entering your Accelelevation e-mail address (the same e-mail address you use to login to Accelelevation Insider) as the username for Paycor. Your Accelelevation e-mail address is typically `firstname.lastname@AccelelevationLLC.com`, but some legacy employees may use a different format.

If you don’t know your Accelelevation e-mail address or password, reach out to IT at Support@AccelelevationLLC.com.

If you have any additional questions, reach out to your HR Business Partner or HRSupport@AccelelevationLLC.com.

Espanol: [Instrucciones para Iniciar Sesión en Paycor](#)

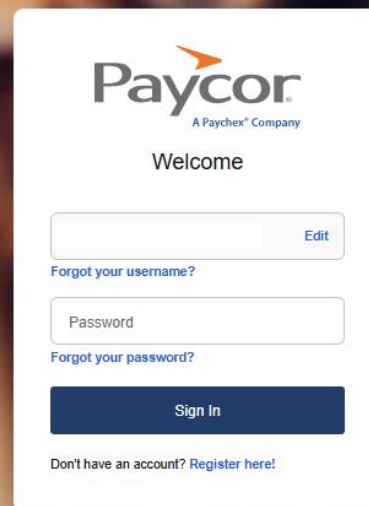
Enabling SSO

1. On a Web Browser (either mobile or computer), login to [Paycor](#) using the same username and password you created to complete your Paycor Onboarding before you start date.

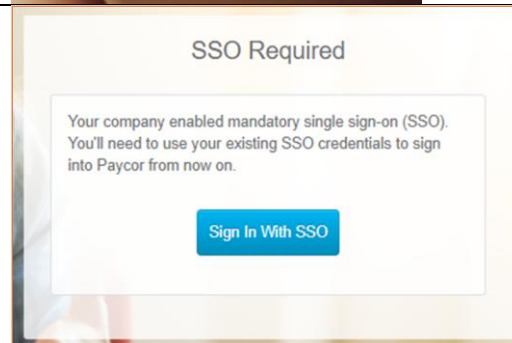
It is VERY important you do this step on a Web Browser and not the Paycor Mobile App.

If you don't remember your username, click the 'Forgot your username' option on the Paycor login screen.

If you don't remember your password, enter your username, then click the 'Forgot your password' option.



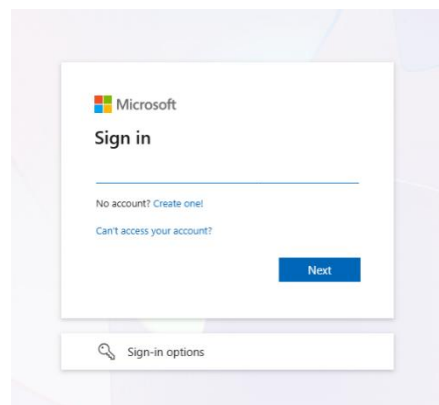
2. Once you get logged into Paycor, you will see a SSO Required message. Click the blue 'Sign In With SSO' button.



3. If you are already signed into your Accelelevation Microsoft 365 account, you may be redirected to your Paycor dashboard. If that is the case, SSO is not enabled and moving forward, you will login using the [SSO Login](#) instructions.

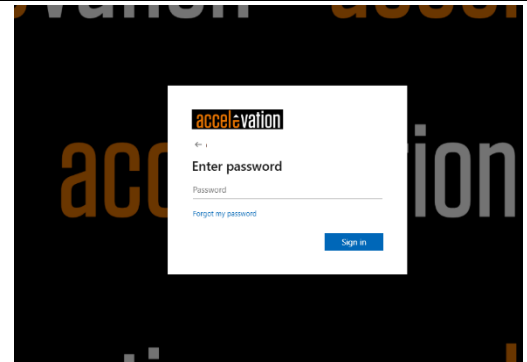
If not, you will be greeted by the Microsoft SSO Login screen. Enter your Accelelevation e-mail address (the same e-mail address you use to login to Accelelevation Insider). Your Accelelevation e-mail address is typically `firstname.lastname@AccelelevationLLC.com`, but some legacy employees may use a different format.

If you don't know your Accelelevation e-mail address or password, reach out to IT at Support@AccelelevationLLC.com.



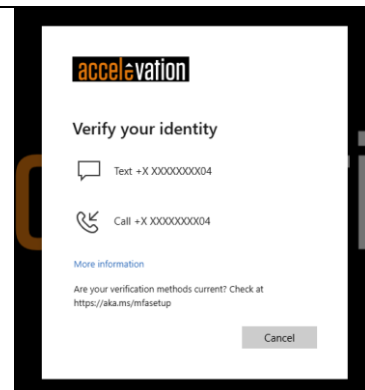
- You will then be prompted to enter your password. This is the same password you use to login into Accelevation Insider.

If you don't know your Accelevation password, reach out to IT at Support@AccelevationLLC.com and ask for a password reset.



- You will then be prompted to verify your identity through Multi-Factor Authentication (MFA). Follow the prompts to complete MFA.

If you cannot complete the MFA, reach out to IT at Support@AccelevationLLC.com and ask that your MFA be updated.



You will then be redirected to your Paycor dashboard. You now have SSO enabled. Moving forward, you will login to Paycor using the [SSO Login](#) instructions.

You can also download the [Paycor App](#) and follow the [SSO Login](#) instructions to login.

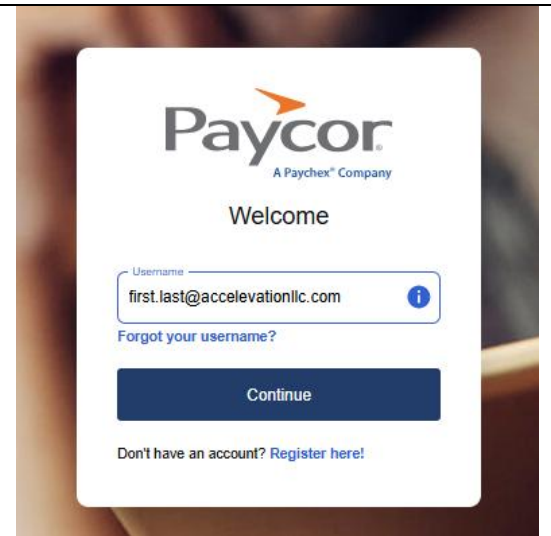
SSO Login

Once you have [enabled SSO](#) with Paycor, you will follow these steps to login each time.

1. Open [Paycor](#) (either mobile app or desktop browser) and enter your Accelelevation e-mail address (the same e-mail address you use to login to Accelelevation Insider) and click Continue.

Your Accelelevation e-mail address is typically `firstname.lastname@AccelelevationLLC.com`, but some legacy employees may use a different format.

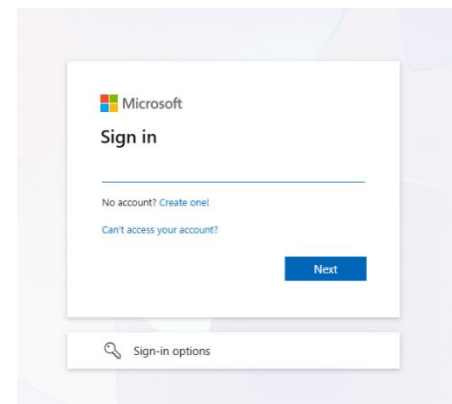
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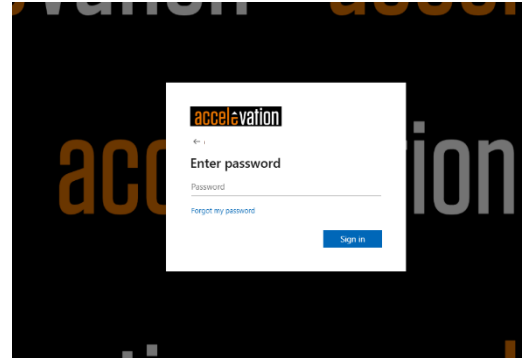
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