THE WORK® NUMBER

Need Proof of Employment?

Give the person needing proof of your employment the following information:

- Your Social Security Number: ☐☐☐☐☐☐☐☐☐
- Chicago Public Schools Employer Code: **10155**
- The Work Number Access Options:

    Option a) www.theworknumber.com

    Option b) **1-800-367-5690**

The Work Number is the

No. 1 Employment Verification Service

Need Proof of Employment Plus 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:

Select the "Create a Salary Key" option and prepare to write down the six-digit number

Step 3:

You will need to enter the following information to obtain a Salary Key:

- Chicago Public Schools Employer Code: **10155**
- Your Social Security Number: ☐☐☐☐☐☐☐☐☐
  - Your PIN: **Last 4 of SSN**

Step 4:

Provide the person needing proof of your employment plus income with all of the following information:

- Your Social Security Number: ☐☐☐☐☐☐☐☐☐
- Chicago Public Schools Employer Code: **10155**
- Your Salary Key (from Step 3): ☐☐☐☐☐☐
- The Work Number Access Options for Verifiers:

    Option a) www.theworknumber.com

    Option b) **1-800-367-5690**

Chicago Public Schools

Visit
www.theworknumber.com
for more information
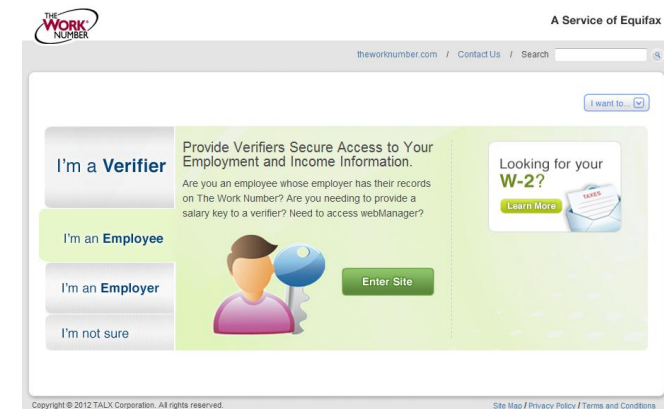
www.the worknumber.com

The Work Number Client Service Center

1-800-996-7566
1-800-424-0253 (TTY – Deaf)

Monday – Friday; 7:00AM – 8:00PM (CST)

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!