

Email and Employee Self-Service Information

Your CMS email address will be used to access Employee Self-Service.

Log into SmartFind Express, Click Profile, and then Click Email to see your CMS email address

You will need to activate your email account by following the instructions below.

1. Go to the Intranet <https://extranet.cms.k12.nc.us/Login.asp>
2. Enter your User Name which is everything in your CMS email address **before** @CMS (example firstname.lastname).
3. Enter your Password which is Cm\$ and the last 5 digits of your Social Security Number (example Cm\$12345 this is case sensitive).
4. Click Submit
5. Click **Changing your password** (on the left side under **Quick Links**)
6. Scroll to the bottom to see the **Password Change Form**
7. **Enter your old password** (example Cm\$12345 this is case sensitive).
8. Enter your new password
9. Re-type your new password
10. Click Change Password
11. Your new password should be easy for you to remember so you do not have to write it down, and be 5 to 8 characters in length, and contain a mix of uppercase & lowercase letters and numbers.
12. If you are having problems logging in please call 980-343-5736

Employee Self-Service

You will use Employee Self-Service (ESS) to change your address, phone number, direct deposit, emergency contact, W-4 Federal, and NC-4 State tax withholding information. You will use ESS to view your pay checks and W-2. You must change you contact information, i.e. phone number, address etc. here so it will be correct in SFE.

To log into Employee Self-Service

1. Go to the Intranet <https://extranet.cms.k12.nc.us/Login.asp>
2. Enter your User Name which is everything in your CMS email address **before** @CMS (example first name.lastname).
3. Enter your Password
4. Click Submit
5. Click Employee Self-Service (on the left side under **Quick Links**)
6. Click the link Employee Self-Service or Employee Self-Service from home.
7. The Lawson log in will open
8. Enter your User Name which is everything in your CMS email address **before** @CMS
9. Enter your Password, Click Login. You will see Welcome to CMS Employee Self-Service
10. On the left you will see Links click the appropriate one to make your changes
11. Click Logout in the top Right corner when you are finished.
12. If you are having problems logging in please call 980-343-2875