

## TylerTech Employee Access Instructions



All Employees now have access to the TylerTech Employee Access Portal through your **RSU3 email** address.

**As an Employee - You will be able to see your recent and prior paycheck information,**

**your W-2 Information (note: paper copies of W-2's were mailed) and your Leave History and Accruals Balance (if applicable).**

The first step is to Register.

Please follow these directions and links. If you need further assistance you may contact Tech Help ext. 1916.

**THIS IS THE LINK TO REGISTER AND START UP IN EMPLOYEE ACCESS Self-Service**

As first time Users, you will enter via the this link:

1) <https://rsu03me.tylerportico.com/tesp/employee-selfservice/register>

A screenshot of the Okta "Sign In" page. At the top center is the "okta" logo in blue. Below it is a grey silhouette of a person's head and shoulders. Underneath the silhouette is the text "Sign In". Below that is a text input field labeled "Username" with a light blue border. Below the input field is a checkbox labeled "Remember me". At the bottom of the form is a blue button with the text "Next".

The 1st screen will show: [Need help signing in?](#)

Enter your RSU3 email address as the Username > click Next

Choose an account from rsu3.org

to continue to [okta.com](#)

A screenshot of the account selection screen. It features a red circular icon with a white letter 'A' on the left. To its right is a blue rectangular box containing the text "A [redacted]". Below this box is the text "a [redacted]@rsu3.org". Below the selection is a horizontal line, and below that is a grey circular icon with a question mark and the text "Use another account".

2) Next screen:  
click

Select your email address and

Welcome to RSU 03's Employee Access!

Since it's your first time logging in with us, please enter the following information to allow us to locate your employee record.

User: Jon Rayborn  
Email: jrayborn@rsu3.org  
[▲ Not you?](#)

Email address\*  
Required

Last four of SSN\*

Birthdate\*  
09/29/2022

Zip Code\*

3) Next screen:

To register for the first time, enter your RSU3 email address and you will have to set up a way to get a Verification Code or confirm your identity (such as: last 4 SS#, DOB, zip code)

Once you successfully login to Employee Access:  
You should see the top banner:

and you should see a water drop in a lupine plant leaves



If you need assistance, you can call Tech Help x1916

2. The next time you log in..... Use this link so you don't have to enter register details: (we suggest you Bookmark this link)

<https://rsu03me.tylerportico.com/tesp/employee-selfservice/>

okta



Sign In


Username

Remember me

Next

[Need help signing in?](#)

You will log in with your email address > click Next > Click to choose or enter your [rsu3.org](https://rsu3.org) account > you may have to enter your rsu3 email pw

 Sign in with Google

Choose an account from rsu3.org

to continue to [okta.com](https://okta.com)

If you need assistance, you can call Tech Help x1916