

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



The 1st screen will show: Need help signing in?

Enter your RSU3 email address as the Username > click Next

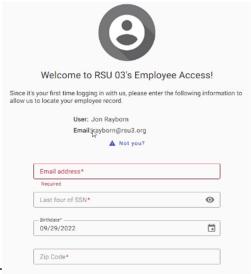
Choose an account from rsu3.org

to continue to okta.com

A	a @rsu3.org
@	Use another account

2) Next screen: click

Select your email address and



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:

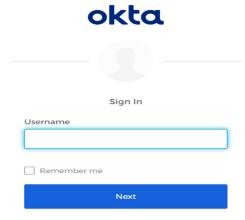
and you should see a water drop in a lupine plant leaves



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/



You will log in with your email address > click Next > Need help signing in?

Click to choose or enter your rsu3.org account > you may have to enter your rsu3 email pw

G Sign in with Google

Choose an account from rsu3.org

to continue to okta.com

If you need assistance, you can call Tech Help x1916