

Employee Access—Creating your Account

Previously known as “The Portal”

Employee Access is the new Employee Self Service application that will replace the old Portal. It will provide access to pay, paystubs, W2’s, 1095’s and other information. It is a new and improved portal—and you won’t have any problems resetting your password now because it is always linked to your District email/computer password.

Website: <https://miltonfreewatersdor.tylerportico.com/tesp/employee-selfservice/profile/my-info>

****Tips & Tricks****

- Use Chrome if possible
- Do not save your login/password in the browser, type in every time
- Use incognito browser
- If having issues, clear cache and cookies, then try again

Website looks like this →

Enter your District gmail account (firstname.lastname@miltfreesd.org)

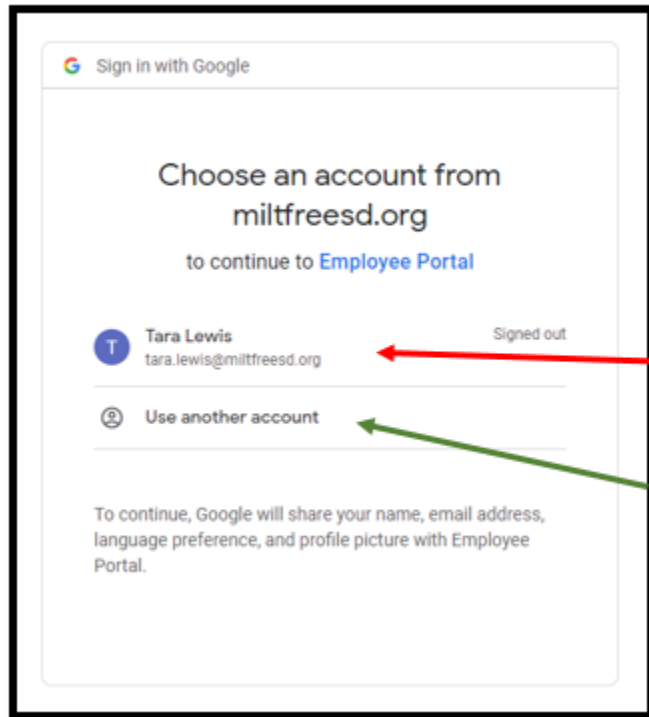
Enter the password you use for email account and computer login

Click here when done

The screenshot shows the Okta Sign In page. At the top is the Okta logo and a circular profile picture of a sunflower. Below the profile picture is the text "Sign In". The form contains three main sections: "Username" with a text input field containing "christen.galvan@lblesd.k12.or.us"; "Password" with a text input field containing a vertical bar; and "Remember me" with an unchecked checkbox. Below the form is a blue "Sign In" button. At the bottom of the page is the text "Need help signing in?". Red arrows point from the yellow text boxes to the corresponding fields: from the first box to the Username field, from the second box to the Password field, and from the third box to the Sign In button. A red arrow also points from the "Remember me" checkbox to the red text "Only check this box if you are on a private computer".

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2 If you're already logged into your work gmail account, you'll see this screen below
Click on your account and continue on.

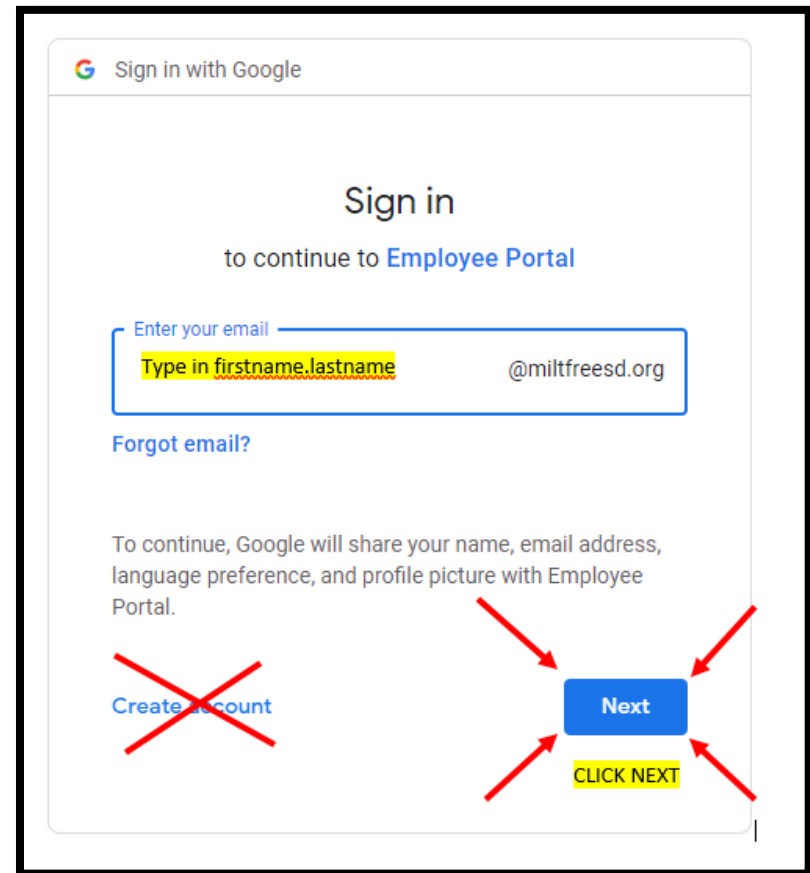


If your gmail account comes up, click on it, then enter password on next screen

If it doesn't, then click "Use another account"

Enter your District gmail & password

2a If you aren't logged in, type in your firstname.lastname and make sure it has "@miltfreesd.org" at the end – click NEXT



4 Next screen-make sure your user info is correct, then enter the information requested—

use your district gmail account

Welcome to Milton-Freewater School District'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: Tara Lewis
Email:tara.lewis@miltfreesd.org
▲ Not you?

Email address* (firstname.lastname@miltfreesd.org)
Required

Last four of SSN*
Required

Birthdate*
Required

Zip Code* Use your mailing address zip
Required

Submit ← Click submit when done

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Employee Access

Shelby Carman
624 Old Quarry Rd NW, Albany OR 97321

Profile

My info Emergency contacts Dependents Achievements

My info

Personal information
Name: Shelby Carman Employee Number: CA12345

Contact information
Mailing Address: 624 Old Quarry Rd NW, Albany, OR 97321
Work Email (primary): shelby.carman@blesd.k12.or.us
Cell Phone: 541-812-2600
Home Phone: 541-924-3700

Demographics
Gender: Female Primary language: Hispanic or Latino: No
Race: White Marital status: Married

EXAMPLE EMPLOYEE

When you see this screen, you are officially logged in!!!