

User Guide – Resident Access Site (for former Mapleton staff)

Former Mapleton staff, including substitutes, may view past payment information on Mapleton’s Resident Access site.

The Resident Access site is a new self-service application that offers a user-friendly interface and enhanced security.

To access the Resident Access site:

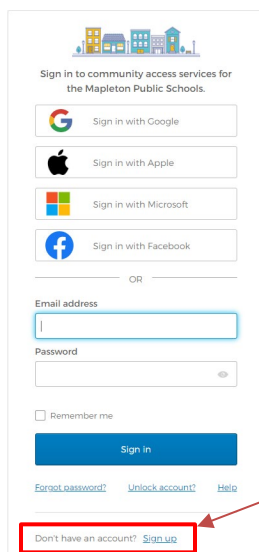
- Visit www.mapleton.us
- Select Departments
- Select Human Resources
- Select [Former Employees](#)

Or, to access the site directly, visit

<https://mapletonpublicschoolsco.tylerportico.com/tess/citizen/dashboard>

First-time users will be directed to the following page to create an account.

Select “Don’t have an account? Sign up” at the bottom of the page.



Sign in to community access services for the Mapleton Public Schools.

Sign in with Google

Sign in with Apple

Sign in with Microsoft

Sign in with Facebook

OR

Email address

Password

Remember me

Sign in

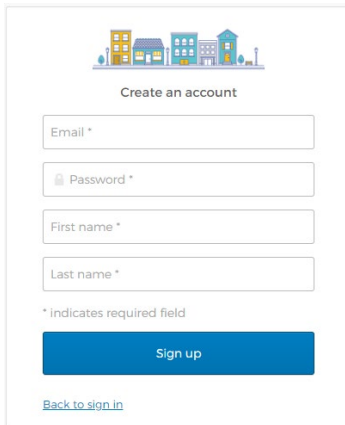
[Forgot password?](#) [Unlock account?](#) [Help](#)

Don't have an account? [Sign up](#)

Create your account by entering:

- Your email address
- A new 8-character password
- Your first name
- Your last name

Next, select the Sign-up button.



Create an account

Email *

Password *

First name *

Last name *

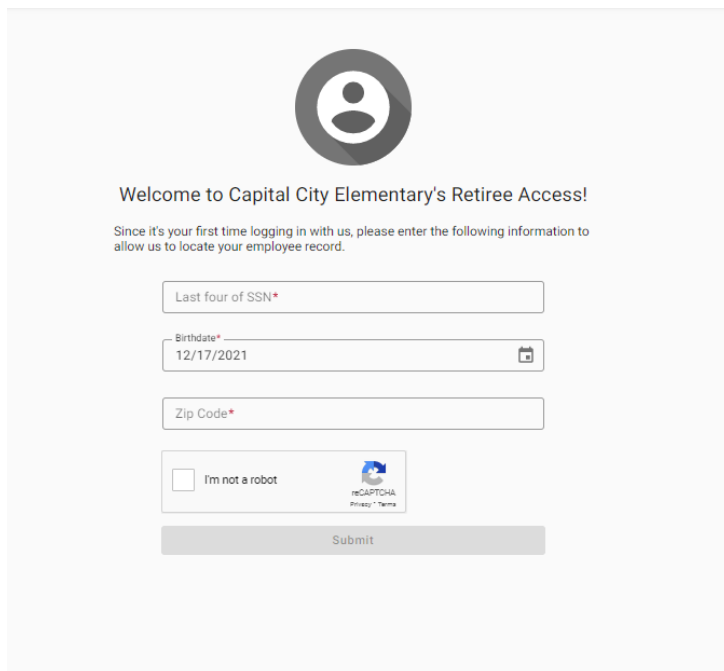
* indicates required field


Sign up

[Back to sign in](#)

Note: All required fields are marked with asterisks.

Once the form is complete, you will be directed to the next verification screen to validate three key pieces of information to link you to the correct Employee Maintenance record.





Welcome to Capital City Elementary's Retiree Access!

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

Last four of SSN *

Birthdate *
12/17/2021

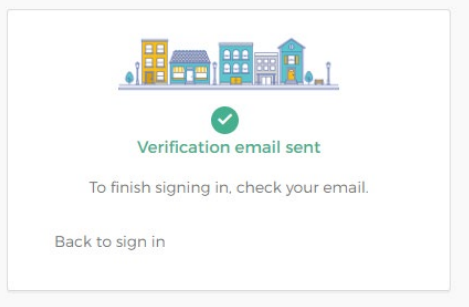
Zip Code *

I'm not a robot

reCAPTCHA
Privacy Terms

Submit

Next, a verification email will be sent to the email address entered above.



Once you successfully register, you will see the following screen. You will be able to view:

- Recent paychecks
- Tax documents
- Current address information

