

Employee Access—Creating your Account

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****

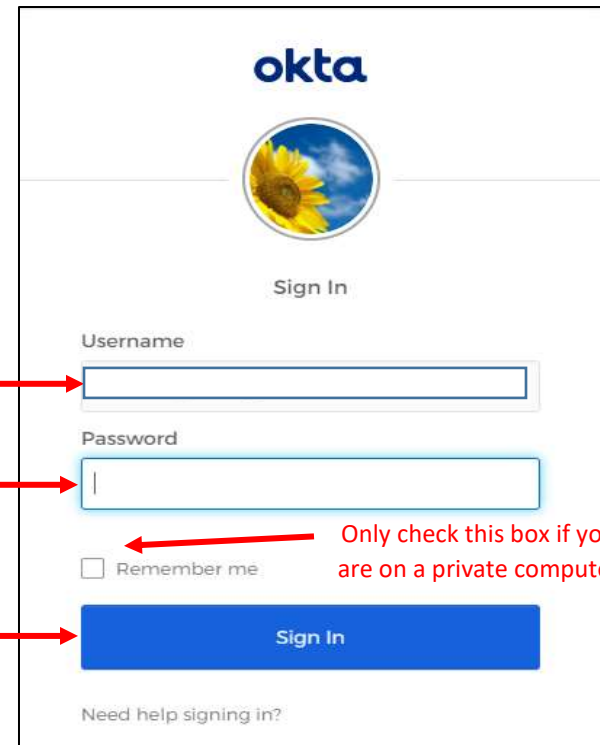
- Use Chrome if possible
- Do not save your login/password in the browser, type in every time
- Use incognito browser
- If having issues, clear cache and cookies, then try again

Website looks like this →

Enter your District gmail account

Enter the password you use for email account and computer login

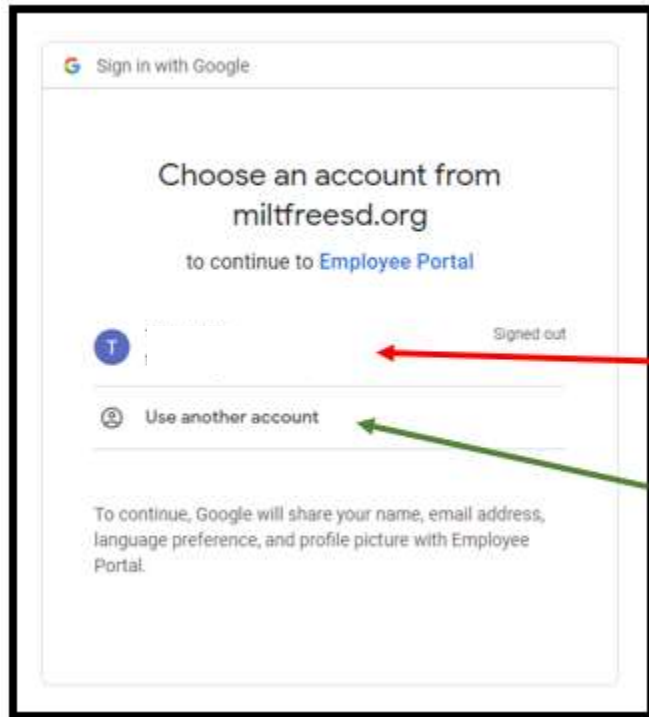
Click here when done



The screenshot shows the Okta login interface. At the top, the 'okta' logo is displayed in blue. Below it is a circular profile picture placeholder featuring a sunflower. Underneath the profile picture is the text 'Sign In'. The main form contains three input fields: 'Username', 'Password', and a checkbox labeled 'Remember me'. A blue 'Sign In' button is positioned below the 'Remember me' checkbox. At the bottom of the form, there is a link that says 'Need help signing in?'. Red arrows point from yellow text boxes to the Username, Password, and Sign In button fields. A red arrow also points from red text to the 'Remember me' checkbox.

1

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

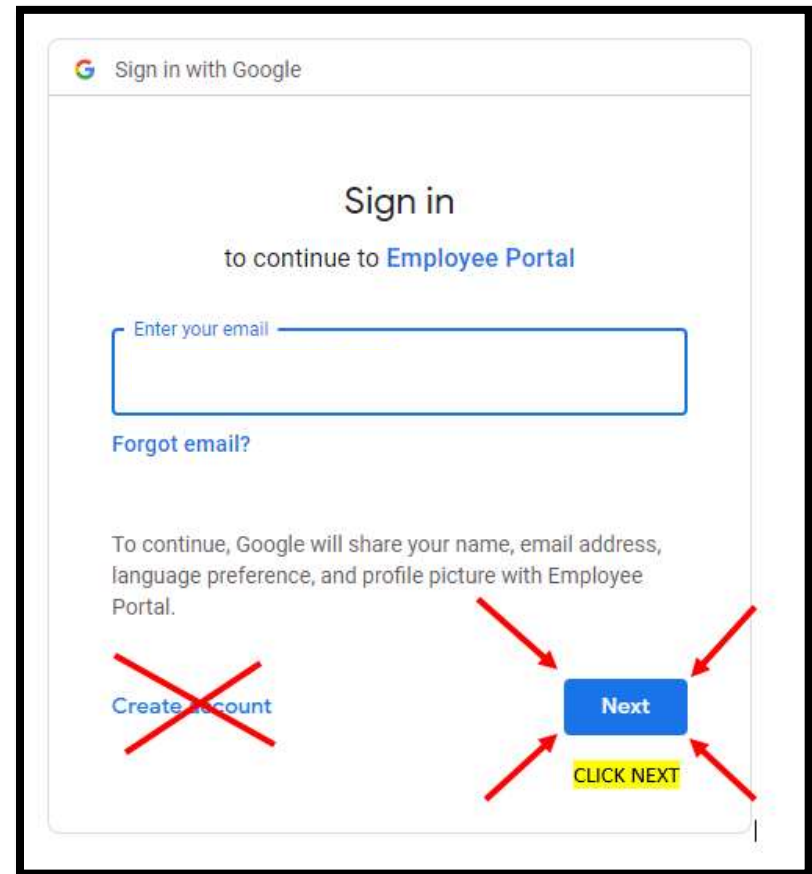


If your gmail account comes up, click on it, then enter password on next screen

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

Enter your District gmail & password

3 If you aren't logged in, type in district email address – 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:
Email

▲ Not you?

Email address*
Required

Last four of SSN*
Required

Birthdate*
Required

Zip Code*
Required

Submit

Use your mailing address zip

← Click submit when done

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Employee Access

Shelby Carman
624 Old Quarry Rd NW, Albany OR 97321

Home

Employee Access

- My information
- Profile
- My time
- My pay
- My tasks

Profile

My info Emergency contacts Dependents Achievements

My info

Personal information

Name: Shelby Carman Employee Number: CA12345

Contact information

Working Address: 624 Old Quarry Rd NW, Albany, OR 97321

Work School e-mail: shelby.carman@blesd.k12.or.us

Cell Phone: 541-812-2600

Work Phone: 541-824-3700

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!!!