

Employee Access Registration

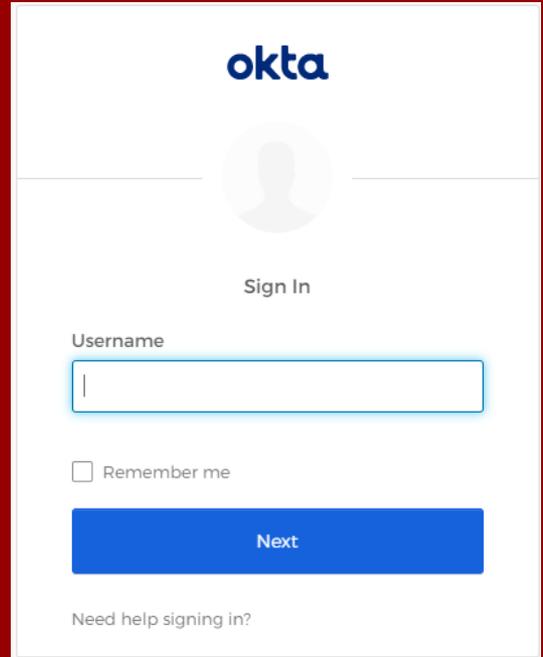
<https://campbellctsd1wy.tylerportico.com/tesp/employee-selfservice/>

Sign In

This is the image you should see to sign in:

Enter your full email address as the username
example: ataylor@ccsd.k12.wy.us

Click Next

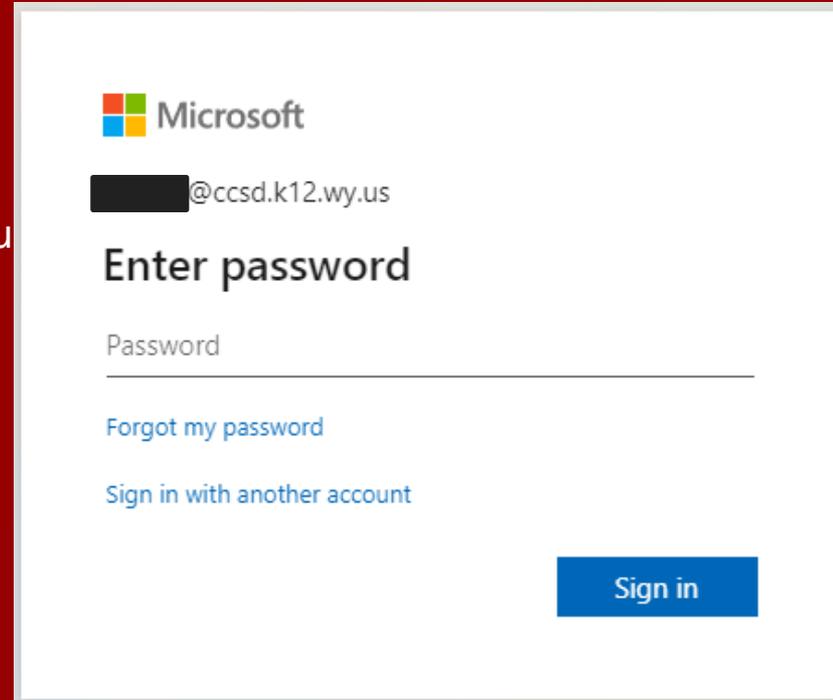
The image shows the Okta sign-in interface. At the top, the 'okta' logo is displayed in blue. Below the logo is a circular placeholder for a user profile picture. Underneath the placeholder is the text 'Sign In'. A 'Username' label is positioned above a text input field. The input field contains a single vertical line cursor. Below the input field is a checkbox labeled 'Remember me'. At the bottom of the form is a blue button with the text 'Next'. Below the button, there is a link that says 'Need help signing in?'.

Signing In continued.....

Enter your domain password. This is the password you use to sign into your school district computer.

If you are a new employee, or you do not sign into a district computer – check you FirstClass email. You should have an email from Account Creation (accounts@ccsd.k12.wy.us). This email will have your temporary password to start this process

Click Sign in



Microsoft

[redacted]@ccsd.k12.wy.us

Enter password

Password

[Forgot my password](#)

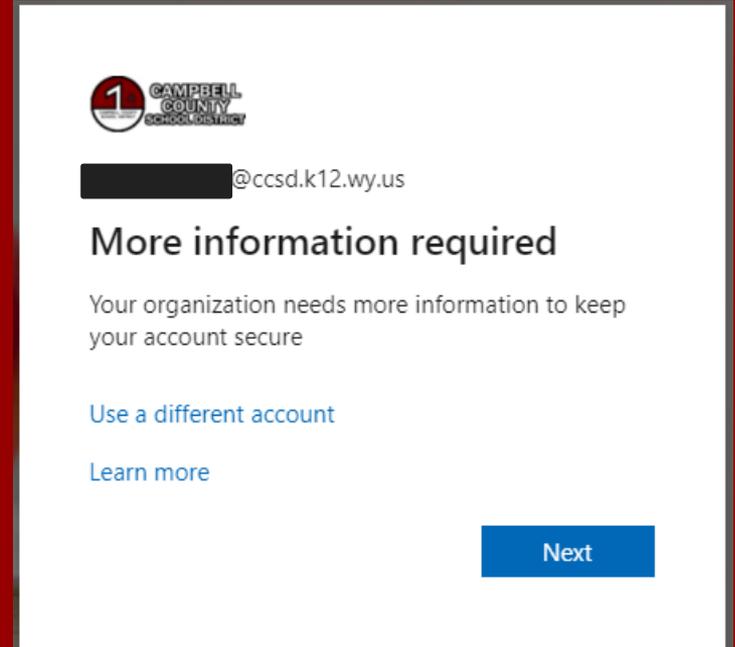
[Sign in with another account](#)

Sign in

Signing In continued.....

A screen will pop up letting you know there is more information required

Click Next

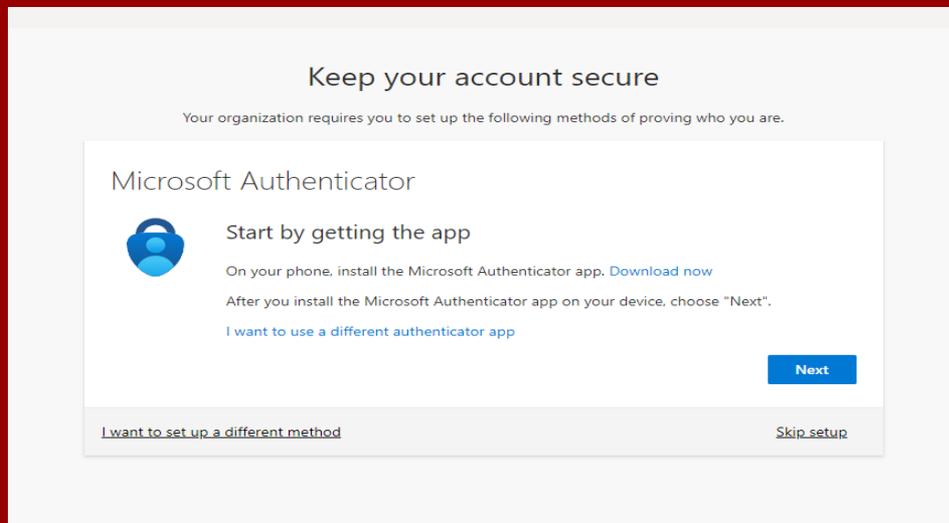


The screenshot shows a sign-in page for a Microsoft account. At the top left is the Campbell County School District logo, which features a red circle with the number '1' and the text 'CAMPBELL COUNTY SCHOOLS DISTRICT'. Below the logo, the email address is partially obscured by a black box, followed by '@ccsd.k12.wy.us'. The main heading is 'More information required' in bold black text. Below this, a message states: 'Your organization needs more information to keep your account secure'. There are two blue links: 'Use a different account' and 'Learn more'. At the bottom right, there is a blue button with the text 'Next'.

Keep your account secure

This step is used to send a verification code to proceed

- You can either download the Microsoft Authenticator App and Click Next
- Or**
- Click on I want to use a different method if you want the code texted or emailed to you

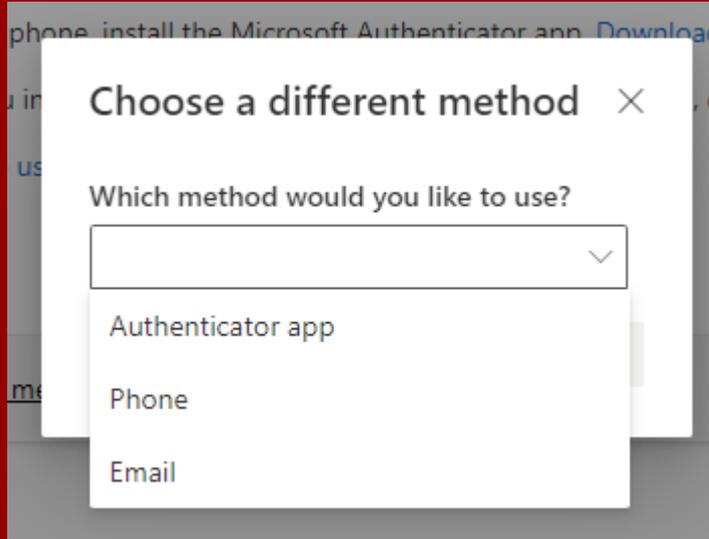


Do not "Skip Setup"

Keep your account secure Cont....

If you chose I want to use a different method, click on the drop down and choose Phone or Email

Click Confirm



Keep your account secure Cont....

Enter your phone number –
choose whether to have a
code texted or have it call you

Click Next

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

You can prove who you are by answering a call on your phone or texting a code to your phone.

What phone number would you like to use?

Text me a code
 Call me

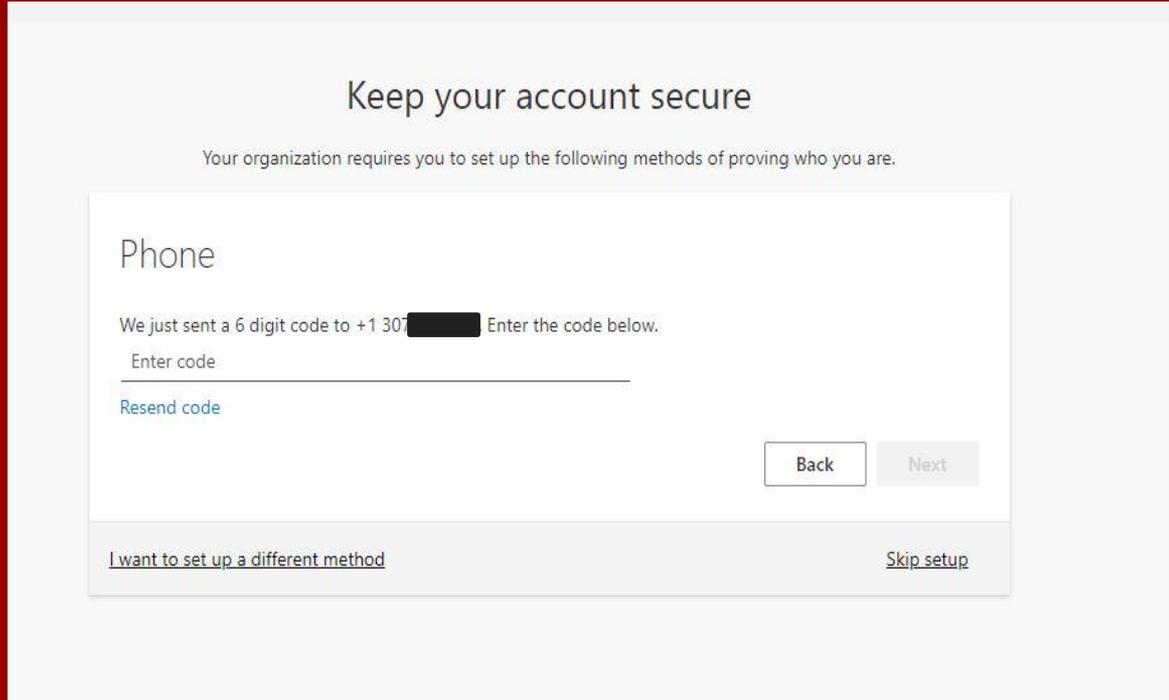
Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[I want to set up a different method](#) [Skip setup](#)

Keep your account secure Cont....

Enter the 6 digit code you received

Click Next



The screenshot shows a web page titled "Keep your account secure". Below the title, it states "Your organization requires you to set up the following methods of proving who you are." The main content area is titled "Phone" and contains the text "We just sent a 6 digit code to +1 307 [redacted] Enter the code below." Below this is an input field labeled "Enter code" with a horizontal line underneath. To the left of the input field is a blue link "Resend code". To the right of the input field are two buttons: "Back" and "Next". At the bottom of the page, there is a footer with a blue link "I want to set up a different method" on the left and a blue link "Skip setup" on the right.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

We just sent a 6 digit code to +1 307 [redacted] Enter the code below.

Enter code

[Resend code](#)

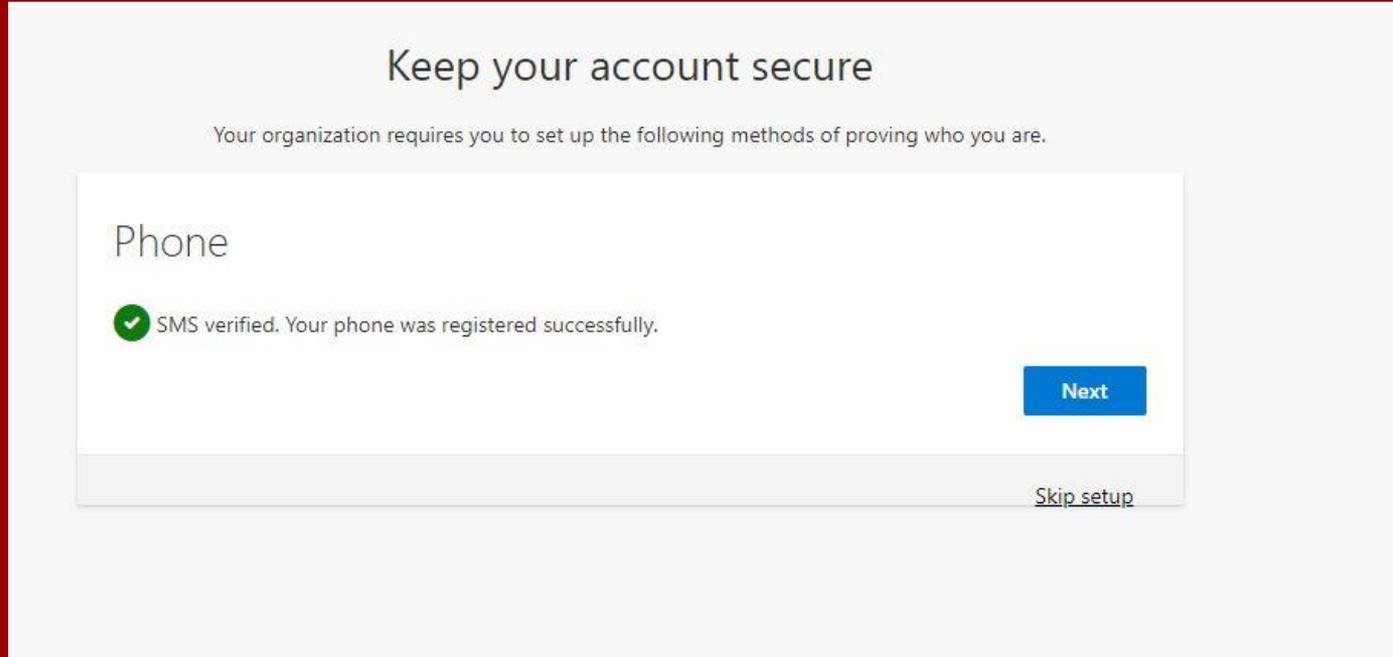
[Back](#) [Next](#)

[I want to set up a different method](#) [Skip setup](#)

Keep your account secure Cont....

Code was verified

Click Next



The screenshot shows a white rectangular window with a light gray border. At the top center, the text "Keep your account secure" is displayed in a dark gray font. Below this, a smaller line of text reads "Your organization requires you to set up the following methods of proving who you are." The main content area is titled "Phone" in a large, light gray font. Underneath the title, there is a green checkmark icon followed by the text "SMS verified. Your phone was registered successfully." In the bottom right corner of the main content area, there is a blue rectangular button with the word "Next" in white text. At the very bottom of the window, centered, is the text "Skip setup" in a small, light gray font.

Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Phone

 SMS verified. Your phone was registered successfully.

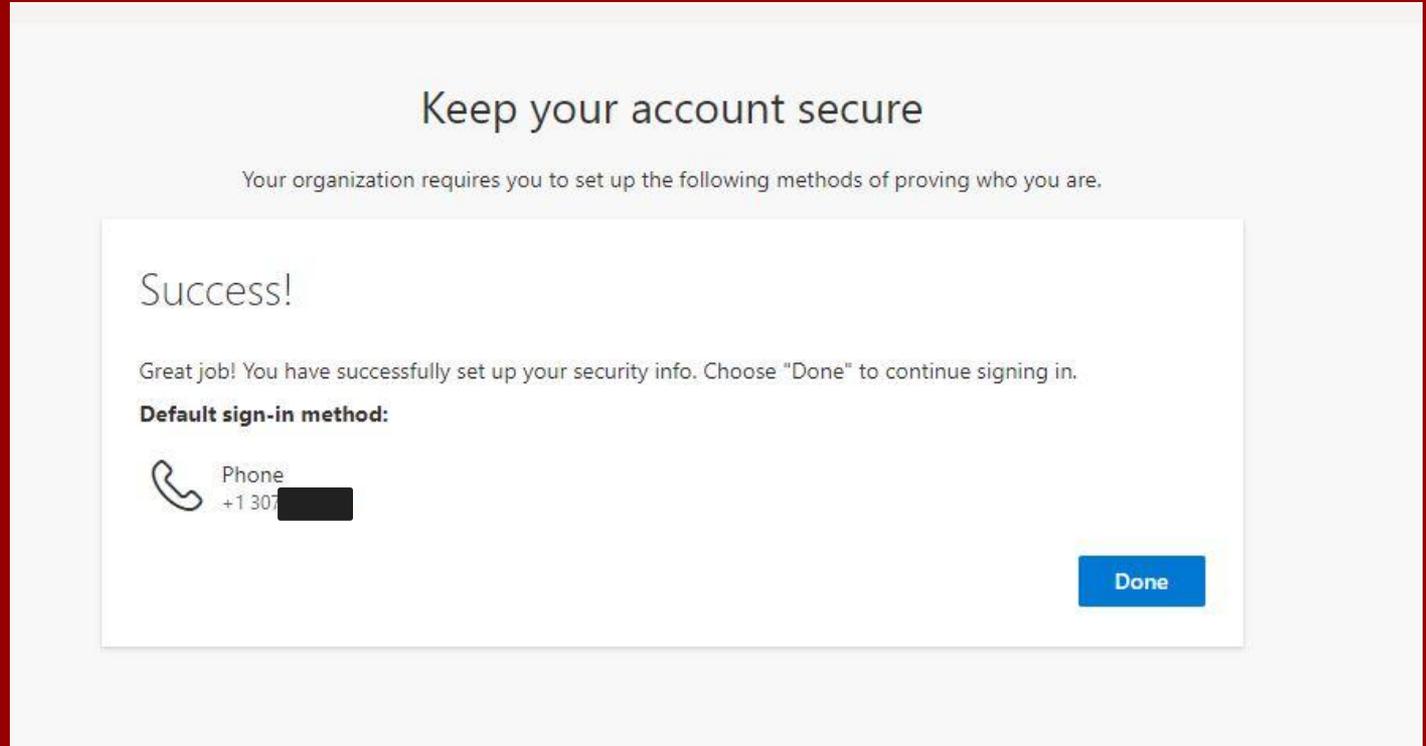
Next

[Skip setup](#)

Keep your account secure Cont....

Success!

Click Done



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

 Phone
+1 307 [REDACTED]

Done

Registration

The first time you login, you must register.

Enter your entire e-mail address.

Enter the last four digits of your social security Number.

Change the date to your birthdate.

Enter your mailing zip code.

Click Submit

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*

Last four of SSN* 

Birthdate* 

Zip Code*

Success!

This is how you know
you have successfully
logged in!

The screenshot shows the 'Employee Access' dashboard for user Amy Taylor. The interface includes a navigation sidebar on the left with sections for 'Home', 'Manager Access' (Team overview, Team time), and 'Employee Access' (My information, My time, My pay, My benefits, My tasks). The main content area features a welcome message, two request cards (bereavement leave and convenience bank), a latest paycheck summary, an upcoming time off status, a profile update prompt, an announcements section with a speaker icon, and a resources section with a dropdown for 2022 Tax documents.

Employee Access

Amy Taylor

Welcome back
Amy Taylor

- 0 Request bereavement leave
0 hours available
- 1 Request convenience bank
1.08 hours available

Latest paycheck

05/20/2022

- Take home pay
- Total pay

[View all checks](#)

Upcoming time off

You don't have any upcoming time off requests

[View request details](#)

Profile

Make sure your personal information is up to date

[Go to my profile](#)

Announcements

You're all caught up on announcements

Resources

- 2022 Tax documents