

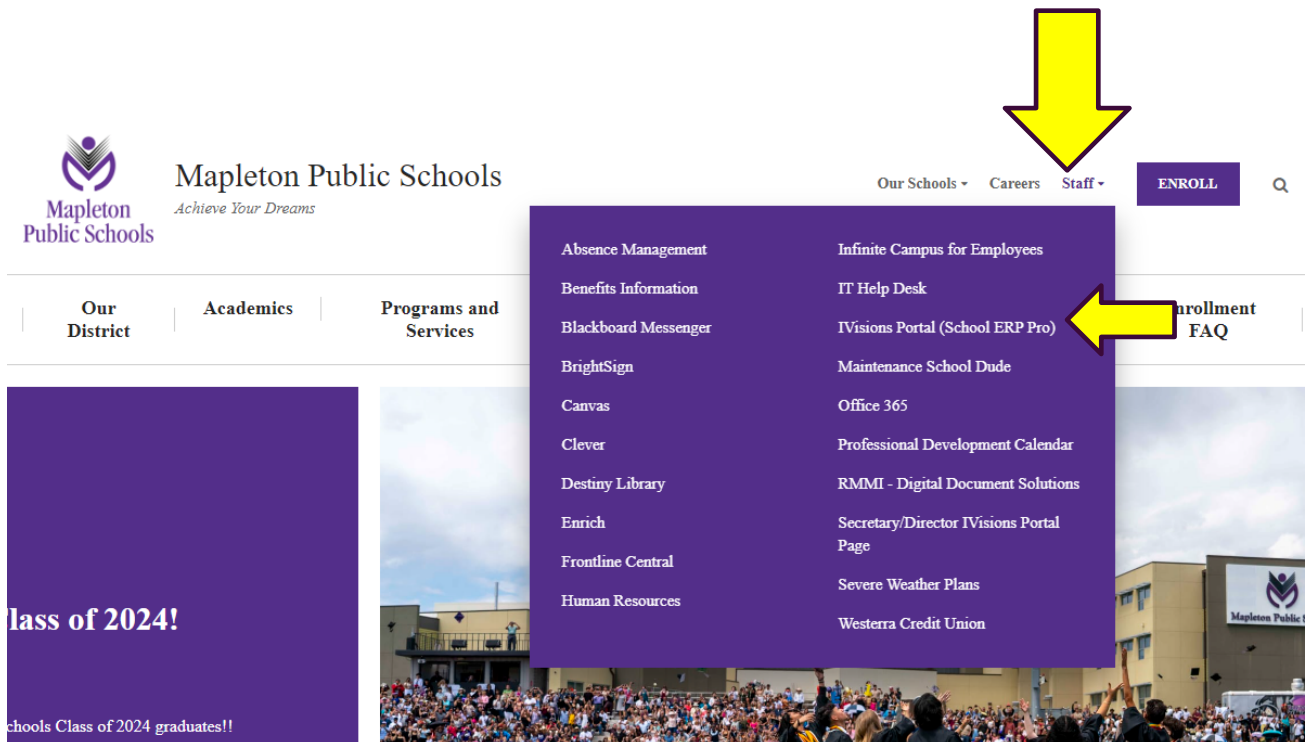
User Guide: Employee Access

How to Access Employee Portal

Employee Access is Mapleton's Employee Self Service application that provides a user-friendly interface and enhanced security.

1. Go to www.mapleton.us –

- Hover over “Staff”, a drop-down box will appear, Click on the IVisions Portal (School ERP Pro) link



- Or, to access the site directly, VISIT

<https://tyler-mapletonpublicschoolsco.okta.com/>

2. Please sign in with your username:

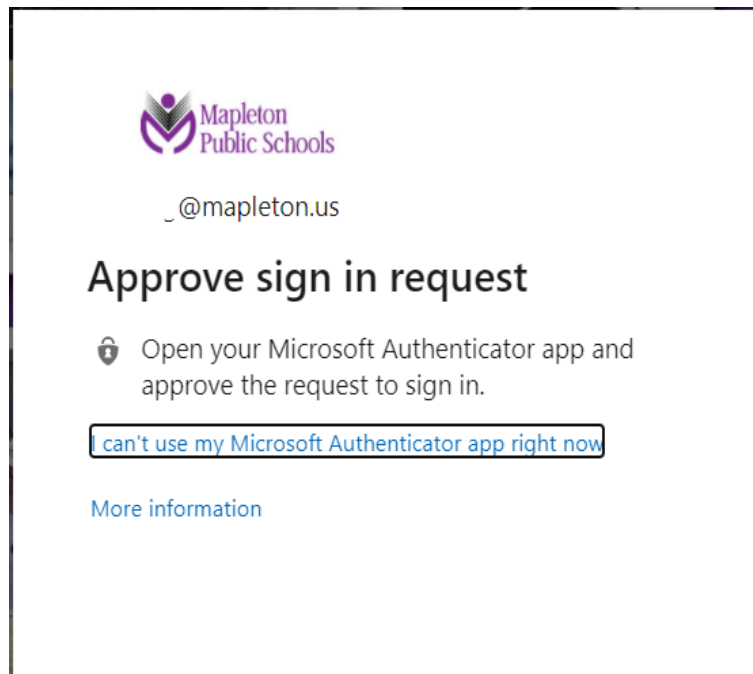
- Your Mapleton email address [\[Name@mapleton.us\]](mailto:Name@mapleton.us).
- Your password is your standard computer login password.



Sign In
Username

☒ Remember me
Next
[Need help signing in?](#)

If you are outside of the district, you may be asked to verify your request from Microsoft 365.



Please note: The first time you access the new Employee Access portal, you will be asked to enter the following information to confirm your identity:

- Your Mapleton email address
- The last four digits of your social security number
- Your date of birth
- Your home zip code

Employee Dashboard

Employee Access

Home

Employee Access

My information

My time

My pay

My benefits

Welcome back
Rachel Wye Ross

Request 0105 new hire classified 8 hrs
3 days available

Latest paycheck

07/15/2024

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

New Employee Access

07/12/2022

Welcome to the New Mapleton Public Schools Employee Access

Read more

Director/Admin Assistant Requisition and Approval

07/12/2022

Vision (Workflow) is now called School ERP Pro.

Read more

Resources

2024 Tax documents