

How to access your Direct Deposit pay receipt on the portal

Step 1 – If you have never used your AD account or District email you must create a new password.

- Go to the Great Falls Public Schools website at <https://www.gfps.k12.mt.us/>
- Click **Staff > Staff Bookmarks**
- Select **Change Password**
- Click **Login** and use the following
Username – first_last
Temporary Password – Pmmddyyyys (Capital P, your date of birth, lowercase s)

Example: Username john_doe Password P12251947s

You must wait a half hour for this to change in the system.

**If you have not logged in in over one year, you will need to have your password reset. Please call Jules at 268-6033.

District email:

- Go to the Great Falls Public Schools website at <https://www.gfps.k12.mt.us/>
- Click **Staff > Staff Bookmarks**
- Click **Webmail**
- This will be: first name_last name@gfps.k12.mt.us

Step 2 - Log in to Employee Access



- Go to the Great Falls Public Schools website at <https://www.gfps.k12.mt.us/>
- Click **Staff > Staff Bookmarks**
- Select **Employee Access** (<https://tyler-greatfallspublicschoolsmt.okta.com/>)
- Enter your **username** and **password**. Your username for Employee Access is your **full GFPS email address, for example john_doe@gfps.k12.mt.us**. Your password is the password you already use to login to your District computer/email (the one you created in Step 1). The first time that you login you will be prompted to answer security questions.
- Click on **My Pay** from the menu on the left, click on **Pay & tax information**. On the right side of the screen, from the drop down, choose the pay date you'd like to view/print. Directly below your payment amounts, click **View paycheck**. A second window will open displaying your paystub where you will be able to print or save it.