

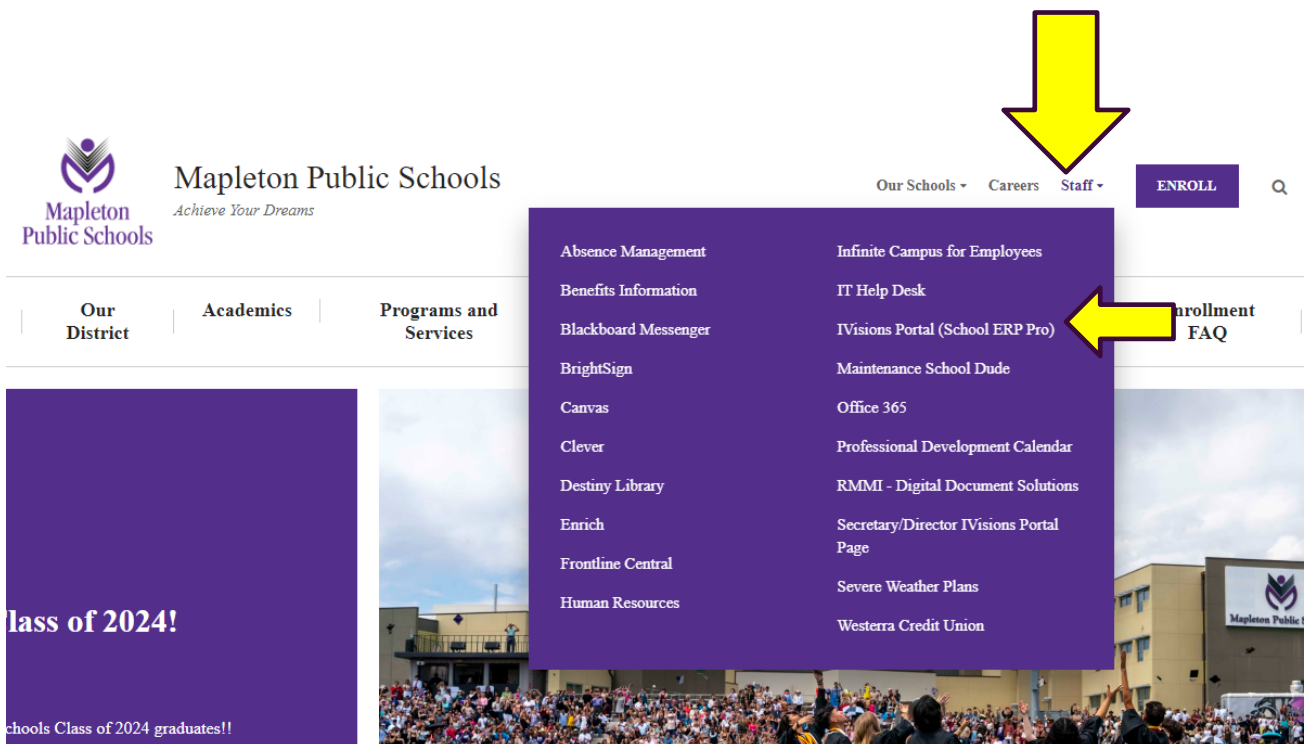
# **How to change/Update Direct Deposit**

# 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](http://www.mapleton.us) –

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



The screenshot shows the Mapleton Public Schools website. The header includes the logo and the text "Mapleton Public Schools Achieve Your Dreams". The navigation menu is open, showing a list of links. A yellow arrow points to the "Staff" link in the top navigation bar, and another yellow arrow points to the "IVisions Portal (School ERP Pro)" link in the dropdown menu. The background of the website features a large crowd of people at a graduation ceremony.

Mapleton Public Schools  
Achieve Your Dreams

Our Schools ▾ Careers Staff ▾ ENROLL

Absence Management  
Benefits Information  
Blackboard Messenger  
BrightSign  
Canvas  
Clever  
Destiny Library  
Enrich  
Frontline Central  
Human Resources  
Infinite Campus for Employees  
IT Help Desk  
IVisions Portal (School ERP Pro)  
Maintenance School Dude  
Office 365  
Professional Development Calendar  
RMMI - Digital Document Solutions  
Secretary/Director IVisions Portal Page  
Severe Weather Plans  
Westerra Credit Union

Our District | Academics | Programs and Services

Class of 2024!

schools Class of 2024 graduates!!


Enrollment FAQ

- 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.



Mapleton Public Schools



Sign In

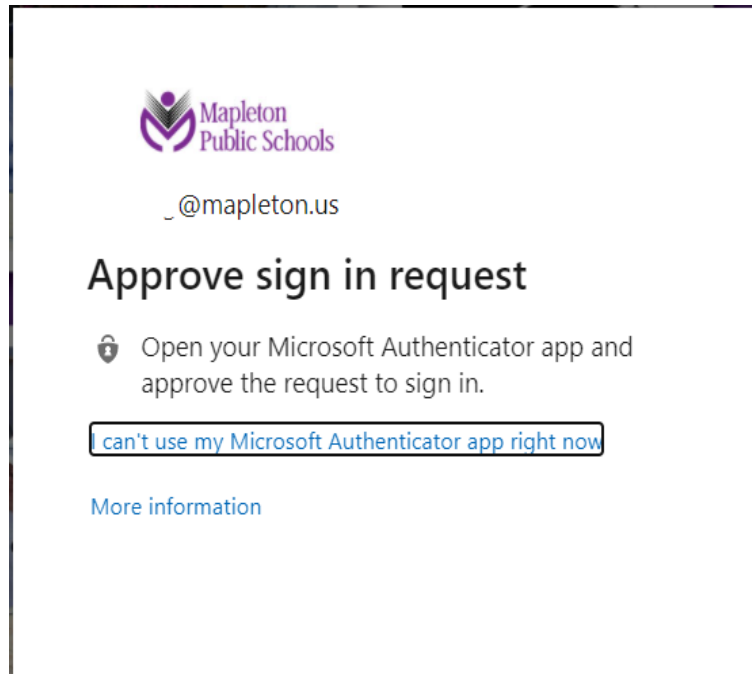
Username

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:**

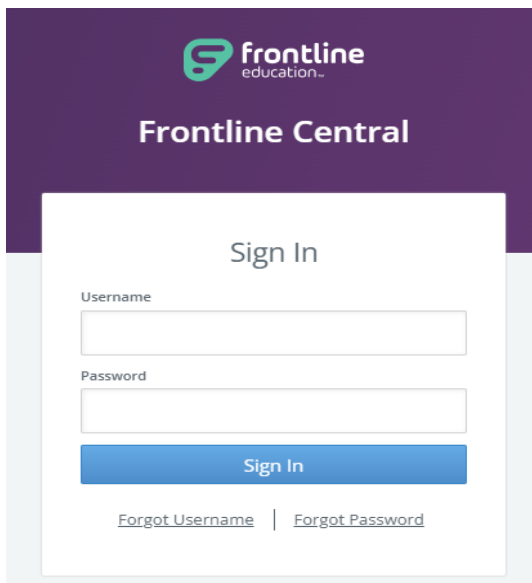
- Your Mapleton email address
- The last four digits of your social security number
- Your date of birth
- Your home zip code

# How to access your Direct Deposit

1. Go to [www.mapleton.us](http://www.mapleton.us) –

Hover over Staff, a drop-down box will appear, Click on Frontline Central

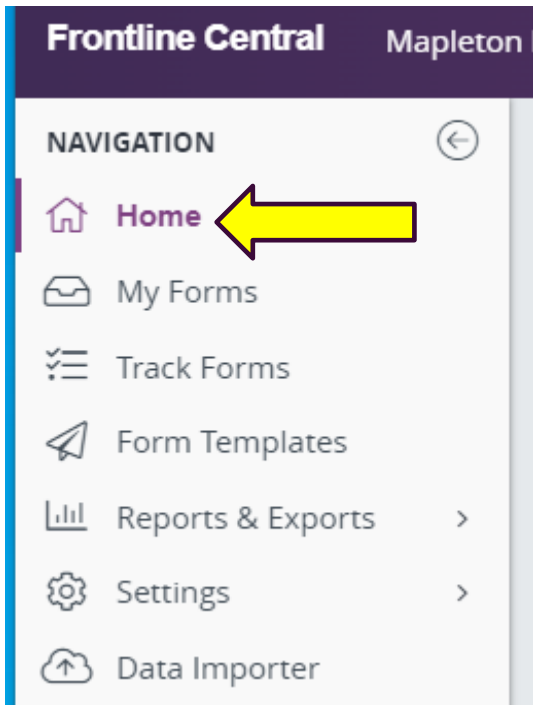
2. Login to Frontline Central



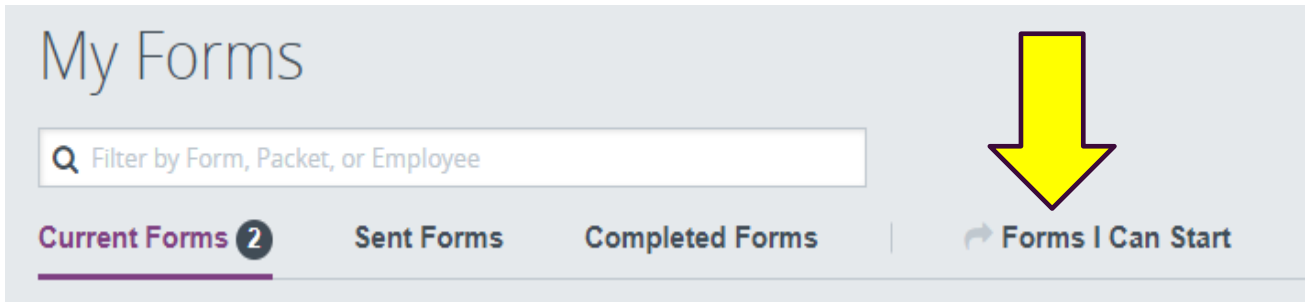
The screenshot shows the Frontline Central login interface. At the top, there is a purple header with the Frontline Education logo and the text "Frontline Central". Below the header is a white sign-in box. The sign-in box contains the following elements:

- The text "Sign In" centered at the top of the box.
- A label "Username" above a text input field.
- A label "Password" above a text input field.
- A blue button labeled "Sign In" below the password field.
- Two links at the bottom: "[Forgot Username](#)" and "[Forgot Password](#)".

### 3. Click on My Forms (Left Side of screen under Navigation Bar)

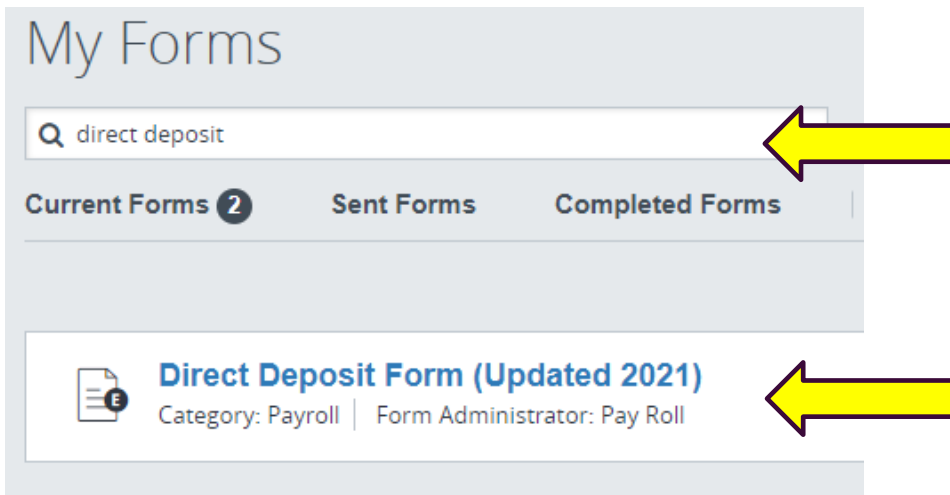


## 4. Click on Forms I Can Start



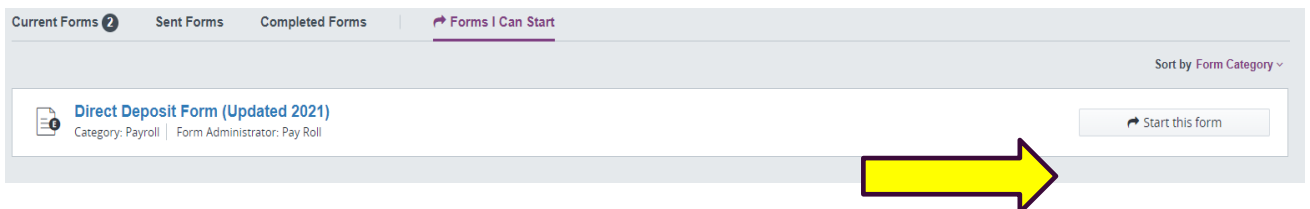
The screenshot shows the 'My Forms' dashboard. At the top left is the title 'My Forms'. Below it is a search bar with the placeholder text 'Filter by Form, Packet, or Employee'. Below the search bar are four tabs: 'Current Forms' (with a '2' badge), 'Sent Forms', 'Completed Forms', and 'Forms I Can Start' (which is selected and has a yellow arrow pointing to it). The 'Forms I Can Start' tab is highlighted with a purple underline.

## 5. Search DIRECT DEPOSIT in search bar



The screenshot shows the 'My Forms' dashboard with the search bar containing the text 'direct deposit'. A yellow arrow points to the search bar. Below the search bar are the same four tabs as in the previous screenshot. Below the tabs, a search result is displayed for 'Direct Deposit Form (Updated 2021)'. The result includes a document icon with a '2' badge, the title 'Direct Deposit Form (Updated 2021)', and the category 'Payroll' and form administrator 'Pay Roll'. A yellow arrow points to the search result.

## 5. Click on Start this Form to the right of DIRECT DEPOSIT Form:



The screenshot shows the 'My Forms' dashboard with the 'Forms I Can Start' tab selected. Below the tabs, the search result for 'Direct Deposit Form (Updated 2021)' is displayed. A yellow arrow points to the 'Start this form' button located to the right of the search result.

## 6. Fill out form and submit.

7. Direct deposit changes must be submitted at least 4 business days before the pay date. If submitted later, the change will take effect on the following pay date