

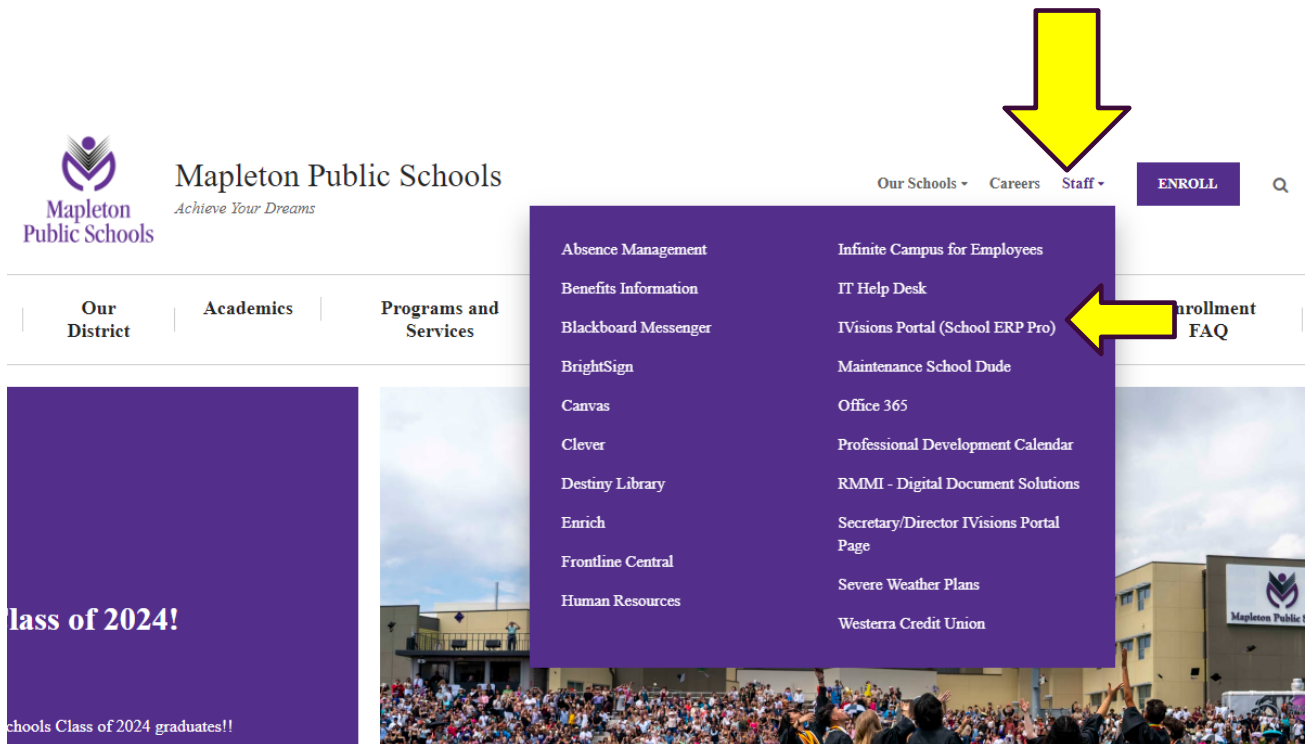
How to View Your License

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:

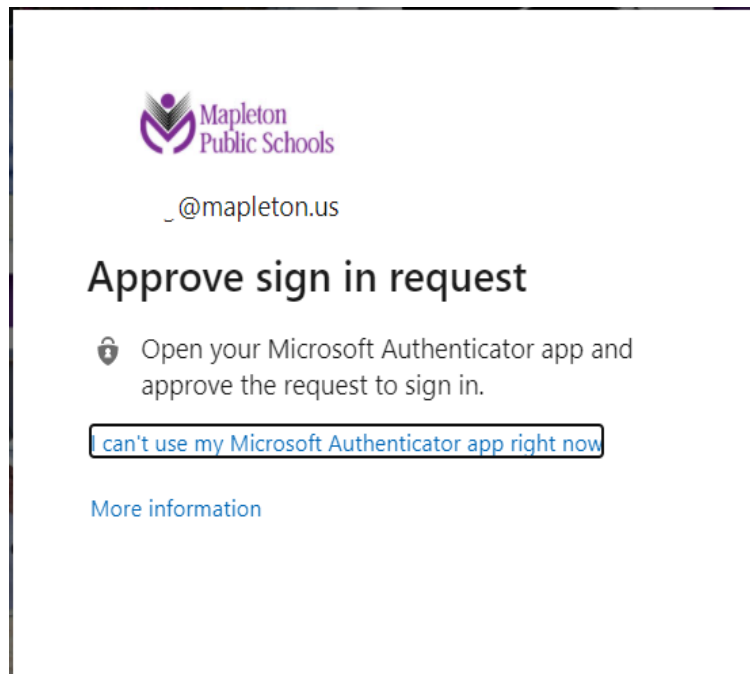
- Your Mapleton email address [\[Name@mapleton.us\]](mailto:Name@mapleton.us).
- Your password is your standard computer login password.



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

3. Once your employee access opens, click on “Go to my profile”

The screenshot displays the 'Employee Access' portal. At the top, a dark blue header contains a menu icon and the text 'Employee Access'. Below this, a light blue sidebar on the left lists navigation options: 'Home' (with a house icon), 'Employee Access', 'My information', 'My time', 'My pay', 'My benefits', and 'My tasks'. The main content area has a dark blue background with the text 'Welcome back' and a redacted name. Below this, there are two white cards. The 'Latest paycheck' card shows a date of 01/15/2025, a money bag icon, and details for 'Take home pay' and 'Total pay', with a 'View all checks' link. The 'Profile' card features a person icon, the text 'Make sure your personal information is up to date', and a 'Go to my profile' link, which is highlighted by a large yellow arrow. At the bottom, there are two sections: 'Announcements' with two items ('New Employee Access' and 'Director/Admin Assistant Requisition and Approval') and 'Resources' with a '2025 Tax documents' link. Each announcement includes a date (07/12/2022) and a 'Read more' link.

Employee Access

Welcome back

Home

Employee Access

- My information
- My time
- My pay
- My benefits
- My tasks

Latest paycheck

01/15/2025

Take home pay

Total pay

View all checks

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

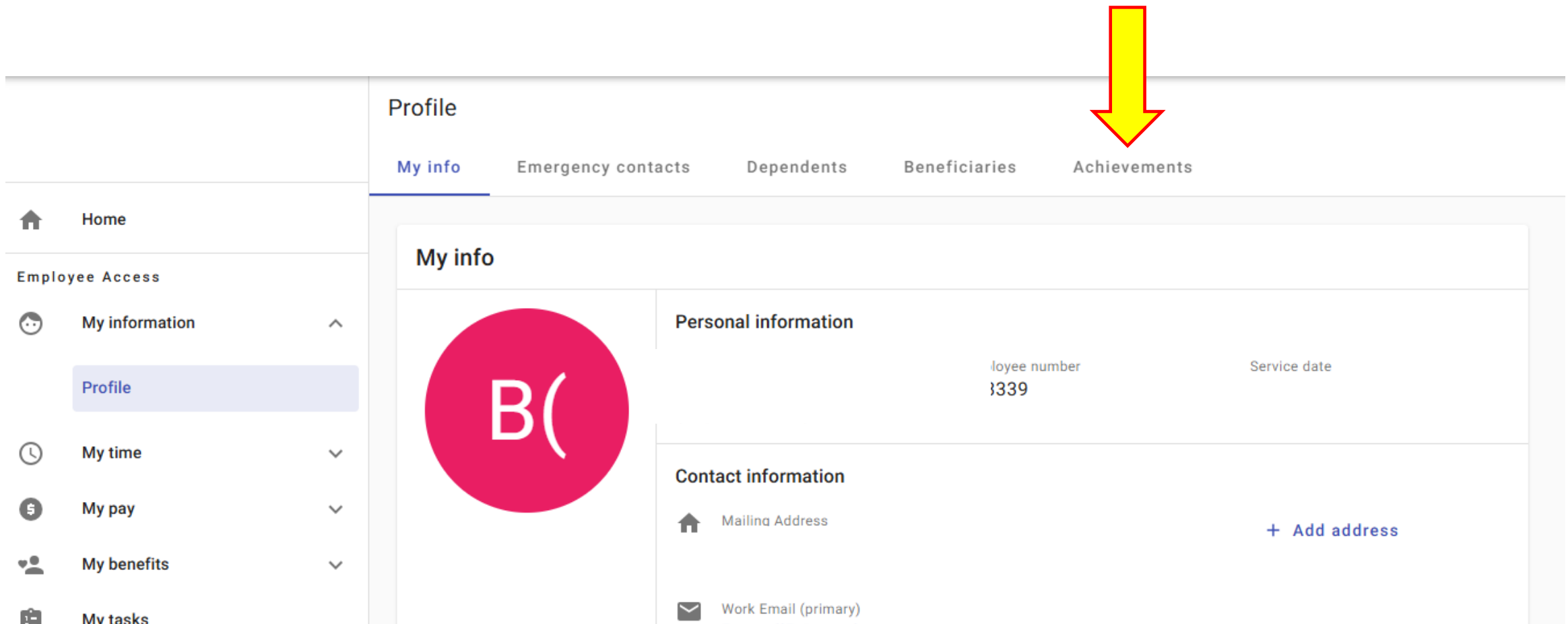
iVision (Workflow) is now called **School ERP Pro**.

Read more

Resources

2025 Tax documents

4. When you profile open, click on the tab for achievements



The screenshot shows a web application interface for a user profile. On the left is a sidebar with a 'Home' link and an 'Employee Access' section containing links for 'My information', 'Profile' (highlighted), 'My time', 'My pay', 'My benefits', and 'My tasks'. The main content area is titled 'Profile' and features a horizontal tab bar with five tabs: 'My info' (selected), 'Emergency contacts', 'Dependents', 'Beneficiaries', and 'Achievements'. A large yellow arrow with a red outline points directly to the 'Achievements' tab. The 'My info' tab is active, displaying a pink circular profile picture with the letters 'B(' and a form with two sections: 'Personal information' (containing 'Employee number' with the value '1339' and a 'Service date' field) and 'Contact information' (containing a 'Mailing Address' field with a house icon and a '+ Add address' link, and a 'Work Email (primary)' field with an envelope icon).

5. When the tabs opens, you will be able to view your uploaded certifications with expirations dates

Employee Access

Home

Employee Access

My information

Profile

My time

My pay

My benefits

My tasks

Profile

My info

Emergency cont

Dependents

Beneficiaries

Achievements

Certifications

Description	Type	Area	Level	Number	Issue date	Expiration date	Endorsements
PRINCIPAL LICENSE	PRINCIPAL INITIAL LICENSE	INITIAL		268345	05/17/2018	05/17/2021	View endorsements
PRINCIPAL LICENSE	PRINCIPAL PROFESSIONAL LICENSE	PROFESSIONAL		24369977	04/17/2021	04/17/2028	View endorsements
K-12 TEACHER LICENSE	PROFESSIONAL K-12 TEACHER LICENSE	PROFESSIONAL		24452789	12/24/2023	12/24/2031	View endorsements
K-12 TEACHER LICENSE	PROFESSIONAL K-12 TEACHER LICENSE	PROFESSIONAL		210487	12/24/2016	12/24/2023	View endorsements
Designation	Designation				09/01/2018	n/a	View endorsements

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Education

Degree	School	Major	Minor	Credits	Degree date	Coursework
BACHELORS	Minnesota	Not on File	Not on File	0	n/a	
MASTERS	Rhode Island	Other Degree	Not on File	0	08/01/1990	

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