

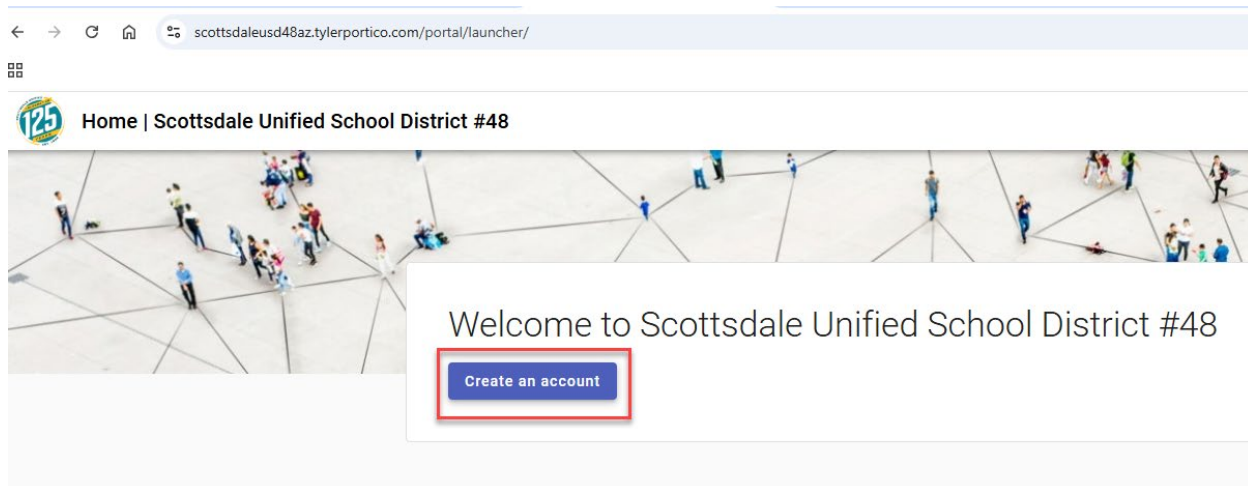
FEBRUARY 6, 2025



FORMER EMPLOYEE ACCESS REGISTRATION INSTRUCTIONS

SCOTTSDALE UNIFIED SCHOOL DISTRICT
7575 East Main Street, Scottsdale, Arizona 85251

- 1) The **Former Employee Access** portal is now available for registration. The portal URL is:
<https://scottsdaleusd48az.tylerportico.com/portal/citizen/dashboard/>
- 2) Clicking the URL will direct the user to the **portal/launcher page**, where they should select the **“Create an account”** button.



- 3) The website will route the user to the identity login page. On this page, they must click **“Create an account button”** at the login page.

Tip: Do **not** use the options to sign in with Google, Apple, Microsoft, or Facebook, as registration will not complete successfully.

A screenshot of the identity login page. At the top is the Scottsdale Unified School District #48 logo. Below the logo is the text 'Sign in to community access services for Scottsdale Unified School District #48.' There is a text input field for 'Email address'. Below the input field is a checkbox labeled 'Keep me signed in'. Below the checkbox is a blue button labeled 'Next'. Below the 'Next' button is the text 'OR'. Below 'OR' is the text 'Sign in with...'. Below 'Sign in with...' are four icons: Google, Apple, Microsoft, and Facebook. Below the icons are two links: 'Unlock account?' and 'Help'. At the bottom of the page is a blue button labeled 'Create an account', which is highlighted with a red rectangular border.

4) Complete the required steps to create an account.

Create an account

Fields are required unless marked optional.

Email

First name

Last name

Mobile phoneOptional

Password requirements:

- × At least 8 characters
- × A lowercase letter
- × An uppercase letter
- × A number
- ✓ No parts of your username

Password

Sign up

5) **Check your email** for a verification code. Enter the verification code and click the Verify button.

Welcome to your Community Access account

Community Access Identity

2:25 PM (11 minutes ago)

Check email for verification code.

Verify your email address and activate your account enter the verification code: XXXXXX

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COMMUNITY ACCESS

Haven't received an email?
Send again

Verify with your email

We sent an email to Enter the verification code in the text box.

Enter Code

XXXXXX

Verify

Return to authenticator list

Back to sign in

- 6) **Select a multi-factor authentication (MFA) option** and click the **Continue**. (In this example, the **Phone** option is selected.)

Note: Multi-factor authentication (MFA) is **optional** but is **highly recommended** for security purposes.

The screenshot shows the 'Set up security methods' screen. At the top is the 125 logo. Below it, the text reads: 'Set up security methods. Security methods help protect your Tyler Portico Citizen account by ensuring only you have access.' A yellow button labeled 'Set up optional' is present. Below this are three MFA options: 'Google Authenticator' (with a 'Set up ->' link), 'Okta Verify' (with a 'Set up ->' link), and 'Phone' (which is highlighted with a red box and has a 'Set up ->' link). At the bottom is a blue 'Continue' button and a link 'Back to sign in'.

- 7) Enter your phone number to receive a verification code via SMS.
- Select the **Country/Region**
 - Type in your **phone number**
 - Click the **"Receive a code via SMS"**

The screenshot shows the 'Set up phone authentication' screen. At the top is the 125 logo. Below it, the text reads: 'Set up phone authentication. Enter your phone number to receive a verification code via SMS.' A red box highlights the 'Country/region' dropdown menu (showing 'United States'), the 'Phone number' input field (containing '+1'), and the blue 'Receive a code via SMS' button. Below the red box are two links: 'Return to authenticator list' and 'Back to sign in'.

- 8) A **verification code** will be sent to your phone. Enter the verification code and click **Verify**.

Verify MFA code that was sent via SMS.

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Set up phone authentication

A code was sent to your phone. Enter the code below to verify.

Carrier messaging charges may apply

Enter Code

XXXXXX

Verify

[Return to authenticator list](#)

[Back to sign in](#)

- 9) You will be returned to the **Set Up Security Methods** screen. The **Phone** option will no longer appear since it has been set up. Click **Continue** to proceed.

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Set up security methods

Security methods help protect your Tyler Portico Citizen account by ensuring only you have access.

Set up optional

Google Authenticator
Enter a temporary code generated from the Google Authenticator app.
Used for access
[Set up →](#)

Okta Verify
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity
Used for access
[Set up →](#)

Continue

[Back to sign in](#)

10) After submitting the form, the former employee will be directed to a **verification screen**. They must enter and validate three key pieces of information to link their account to their Employee Maintenance record.

Welcome to Capital City Elementary's Retiree Access!

Since it's your first time logging in with us, please enter the following information to allow us to locate your employee record.

Last four of SSN*

Birthdate* 12/17/2021

Zip Code*

☐ I'm not a robot

Submit

- **Last four digits of SSN**
- **Birthdate**
- **Zip code** (must match the last zip code SUSU has on file for the employee)

11) Once the former employee successfully registers, they will have access to:

- Recent paychecks
- Tax documents
- Last address on file

Former Employee Access

Welcome back [blurred name]!

Recent paychecks

Date	Take Home Pay	Gross Pay
01/28/2025	[blurred]	[blurred]
01/14/2025	[blurred]	[blurred]

Tax documents

Compensation Statement 2025

Current address

[blurred]

Phone numbers

Current benefit selection

Estimated total cost per pay period \$0.00

12) **Sign out when finished.**

- In the upper right corner, click your initials.
- Select **Sign Out**.

Sign out

Year 2025

View