

Former Employee Access

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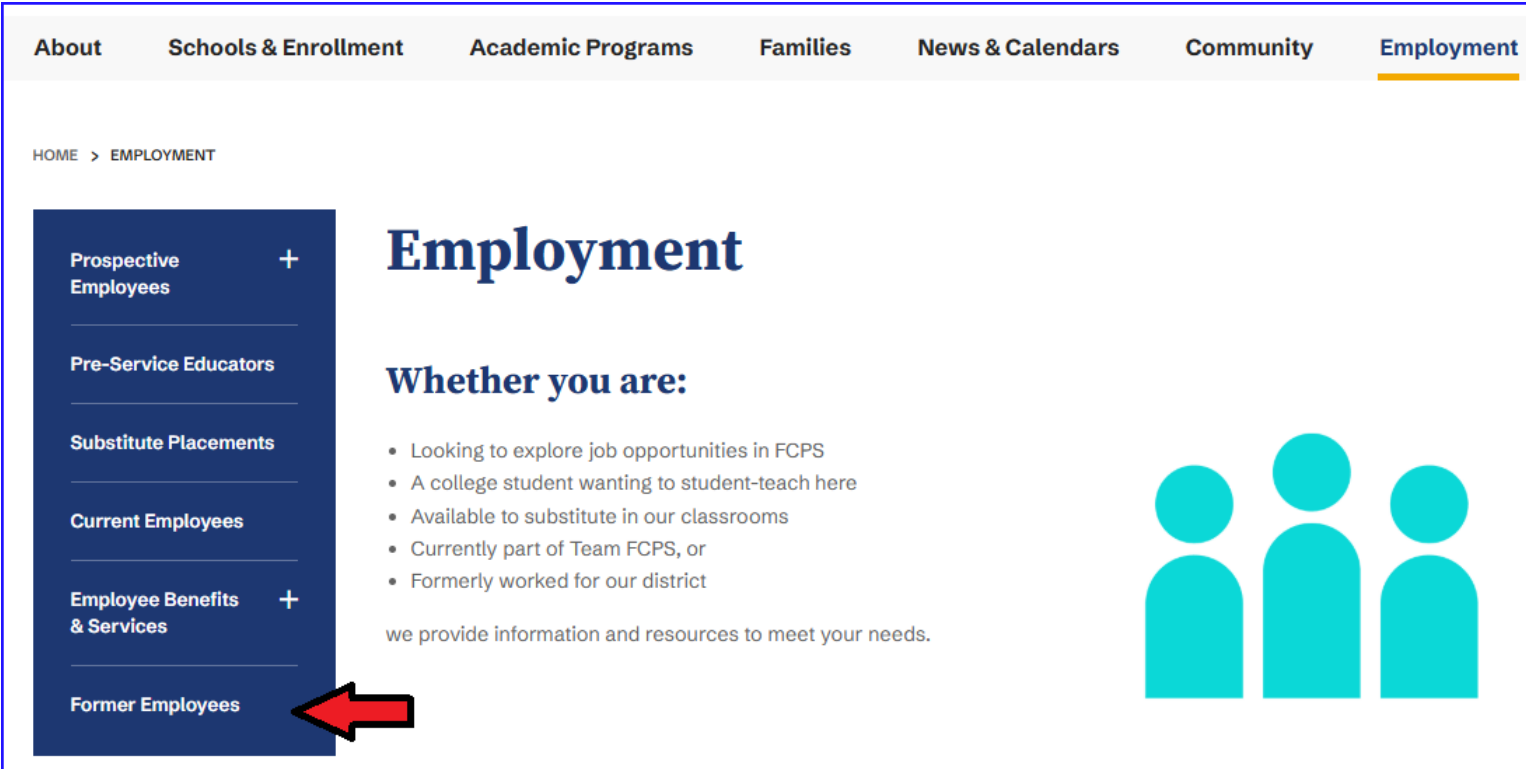
Former Employee Access

- Former Employees can access personal information on file with FCPS. This includes viewing/downloading pay, tax statements, mailing address and phone number.
- Access is granted via Registration **using the former employee's personal email address on file with FCPS.**
- **If your personal email is not on file, you must request it be added** by completing this [form](#) before registering to access this site.
- For assistance, you can call or email Human Resources at:
859-422-1947
humanresources@fayette.kyschools.us



Former Employee Access

- [Former Employee Access](#) Site, or
- The FCPS webpage <https://www.fcps.net/employment>

A screenshot of the Fayette County Public Schools website's Employment page. The navigation bar at the top includes "About", "Schools & Enrollment", "Academic Programs", "Families", "News & Calendars", "Community", and "Employment" (which is highlighted with an orange underline). Below the navigation bar, the breadcrumb "HOME > EMPLOYMENT" is visible. On the left side, there is a dark blue sidebar menu with the following items: "Prospective Employees" (with a plus sign), "Pre-Service Educators", "Substitute Placements", "Current Employees", "Employee Benefits & Services" (with a plus sign), and "Former Employees". A red arrow points to the "Former Employees" link. The main content area features the heading "Employment" and the sub-heading "Whether you are:". Below this, there is a bulleted list of categories: "Looking to explore job opportunities in FCPS", "A college student wanting to student-teach here", "Available to substitute in our classrooms", "Currently part of Team FCPS, or", and "Formerly worked for our district". To the right of the list, there is an illustration of three stylized human figures in teal. At the bottom of the main content area, it says "we provide information and resources to meet your needs."



Former Employee Access

WHERE TO GO NEXT DEPENDS:

- First time users must register to create an account, continue to page 5 for instructions
- Returning users that have already registered, SKIP to page 12 for additional instructions

Former Employee Access-Requires Registration



FIRST TIME USERS MUST CREATE AN ACCOUNT

Select Create an account

Welcome to Fayette County Public Schools

[Create an account](#)

Applicant Access
Tyler Employee Access job board

Former Employee Access
Employee Access for former employees who need to access tax documents and prior paycheck data

Vendor Access
Vendor portal for managing bids and purchase orders

The screenshot shows a web interface for Fayette County Public Schools. At the top, it says "Welcome to Fayette County Public Schools" and has a blue button labeled "Create an account". Below this are three white boxes with icons and text. The first box has a person icon and is titled "Applicant Access" with the subtitle "Tyler Employee Access job board". The second box has a person icon and is titled "Former Employee Access" with the subtitle "Employee Access for former employees who need to access tax documents and prior paycheck data". The third box has a diamond icon and is titled "Vendor Access" with the subtitle "Vendor portal for managing bids and purchase orders".



Former Employee Access-Requires Registration

FIRST TIME USERS MUST CREATE AN ACCOUNT

FCPS

Sign in to community access services for Fayette County Public Schools.

Email address

Keep me signed in

Next

OR

Unlock account? [Help](#)

Create an account

Most common mistake – DO NOT enter your email here, you must Create an account first

Select Create an account



Former Employee Access-Requires Registration

CREATE LOGIN CREDENTIALS

- Complete each field
- CRITICAL: Your first and last name must match EXACTLY as it is in our system, which **typically matches your last paycheck from FCPS UNLESS you requested a name change at the time of your departure or afterwards, then use your last name we should have on file**
- Select Sign up

Fayette County Public Schools
ERP Systems

Create an account

Fields are required unless marked optional.

Email

First name

Last name

Mobile phone Optional

Password requirements:

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

Password

Sign up

Former Employee Access-Requires Registration



VERIFY EMAIL

- Open Email:
- Copy Code from email into field prompt to verify email address
- Select Verify

From: Community Access Identity <noreply@identity.tylerportico.com>
Date: December 11, 2025 at 1:22:04 PM EST
To: youremail@yahoo.com
Subject: Welcome to your Community Access account



Hi Amy,

Welcome to your Community Access account!

Your organization uses Community Access and Tyler Technologies to manage access to applications which serve citizens.

Community Access provides access to all of your citizen applications and connects you to other public applications within Tyler Technology's ecosystem.

[Learn more about Community Access.](#)

To verify your email address and activate your account enter the verification code: **543536**

FCPS

Verify with your email

Haven't received an email?
[Send again](#)

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

Enter Code

[Return to authenticator list](#)

[Back to sign in](#)

Former Employee Access-Requires Registration



SET UP TWO FACTOR AUTHENTICATION

- Google Authenticator is strongest security, must have App
- Okta Verify (not recommended)
- Phone is secure and easiest; it will send you text with security code

A screenshot of a web-based security setup interface. At the top, it displays the Fayette County Public Schools logo and the text "ERP Systems". Below this is a user profile icon and a partially redacted email address ending in "@gmail.com". The main heading is "Set up security methods". A paragraph explains that security methods help protect the user's Tyler Portico Citizen account. Under "Set up optional", there are three methods listed: "Google Authenticator" (with a "Set up" link), "Okta Verify" (with a checkmark icon and a "Set up" link), and "Phone" (with a "Set up" link). At the bottom, there is a large blue "Continue" button and a "Back to sign in" link.



Former Employee Access

COMPLETE REGISTRATION BY SELECTING FORMER EMPLOYEE ACCESS

A screenshot of the Fayette County Public Schools registration page. At the top, it says "Welcome to Fayette County Public Schools" with a "Create an account" button. Below are three options: "Applicant Access" (Tyler Employee Access job board), "Former Employee Access" (Employee Access for former employees who need to access tax documents and prior paycheck data), and "Vendor Access" (Vendor portal for managing bids and purchase orders). A red callout bubble points to the "Former Employee Access" option with the text "Select Former Employee Access".

Welcome to Fayette County Public Schools

Create an account

Applicant Access
Tyler Employee Access job board

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Employee Access for former employees who need to access tax documents and prior paycheck data

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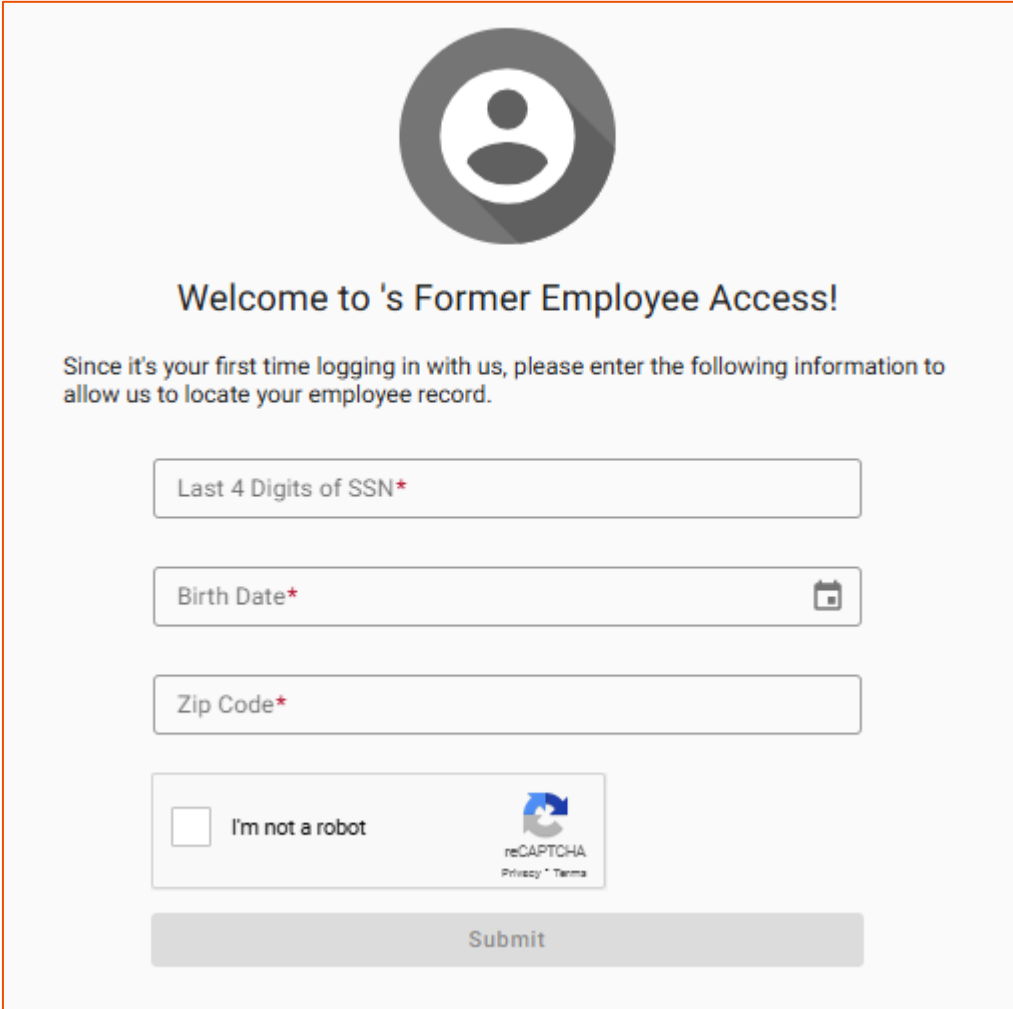
Select Former Employee Access



Former Employee Access-Requires Registration

LOCATE YOUR RECORD

- Complete the form
 - Make sure the date of birth is in the following format: MM/DD/YYYY (use the calendar icon to confirm proper format)
 - Zip Code must match EXACTLY as it is in our system, which **typically matches your last paycheck from FCPS** **UNLESS** *you requested an address change at the time of your departure or afterwards,* then use the last zip code we should have on file
- Select Submit
- Skip to Page 13



The registration form is titled "Welcome to 's Former Employee Access!". It includes a large grey person icon at the top. Below the title, it says "Since it's your first time logging in with us, please enter the following information to allow us to locate your employee record." The form contains four input fields: "Last 4 Digits of SSN*", "Birth Date*" (with a calendar icon), and "Zip Code*". At the bottom, there is a checkbox for "I'm not a robot" next to a reCAPTCHA logo and text. A "Submit" button is located at the very bottom of the form.



Former Employee Access

RETURNING USERS SELECT FORMER EMPLOYEE ACCESS TILE

Welcome to Fayette County Public Schools

Create an account

Applicant Access
Tyler Employee Access job board

Former Employee Access
Employee Access for former employees who need to access tax documents and prior paycheck data

Vendor Access
Vendor portal for managing bids and purchase orders

Select Former Employee Access



Former Employee Access-Dashboard

WHAT CAN YOU DO HERE

- View Paychecks
 - Select Year
 - Select View
- View Tax Documents
 - Select Year
 - Select View
- Update your Address
- Update your Phone #


Former Employee Access | Fayette County Public Schools

Welcome back [Redacted]

Recent paychecks			Year 2025
Date	Take Home Pay	Gross Pay	View
12/15/2025	[Redacted]	[Redacted]	View
10/31/2025	[Redacted]	[Redacted]	View
10/31/2025	[Redacted]	[Redacted]	View
10/15/2025	[Redacted]	[Redacted]	View
09/26/2025	[Redacted]	[Redacted]	View
09/15/2025	[Redacted]	[Redacted]	View
08/29/2025	[Redacted]	[Redacted]	View
08/15/2025	[Redacted]	[Redacted]	View
07/31/2025	[Redacted]	[Redacted]	View
07/15/2025	[Redacted]	[Redacted]	View
06/30/2025	[Redacted]	[Redacted]	View
06/13/2025	[Redacted]	[Redacted]	View
05/30/2025	[Redacted]	[Redacted]	View
05/15/2025	[Redacted]	[Redacted]	View
04/30/2025	[Redacted]	[Redacted]	View
04/15/2025	[Redacted]	[Redacted]	View


Tax documents

- 1095-C View
- W-2 View

Current address 

Phone numbers

CELL OR MOBILE PHONE (primary)

Select the Pencil Icon  next to your Current address or Phone Numbers to make changes.



Former Employee Access - Troubleshooting

If you get a message that your account is locked, try this:

1. Go to the URL <https://fayettectsdky.tylerportico.com/portal/launcher/>
2. **Sign In** in the upper right corner
3. Click on the **User Initials** in the upper right corner of the Launcher page and select **Profile**
4. Once in the **Account Profile - Home > Privacy Settings**
5. Click the **Account** tab
6. Click **Delete** for the profile
7. Clear cache, or use an Incognito or Private browser to re-create the account

Additional Information

1. Note that when you are registering the new account, the name that you register with must match what is on the corresponding Employee Master record in the payroll system. For instance, if their name is Christopher, they would need to be registered as Christopher rather than Chris. Also, if your name is hyphenated, typically the payroll system does not include the hyphen, only a space
2. Make sure the date of birth is in the following format: MM/DD/YYYY



Former Employee Access-Need Assistance?

- If you have questions about your paycheck or W-2, call Payroll at 859-422-0369
- Reminder: W-2s are not required to be issued until January 31st, if you do not see your last year W-2, please check back later
- If you have questions about how to register or edit information in Former Employee Access, call the ERP Tech Support at 859-422-1950