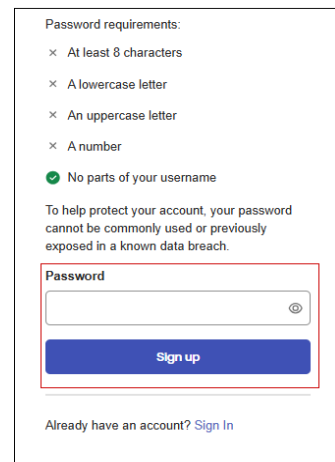
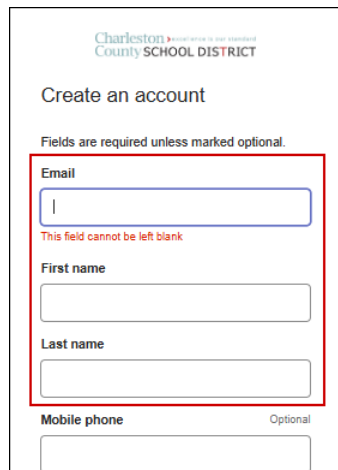
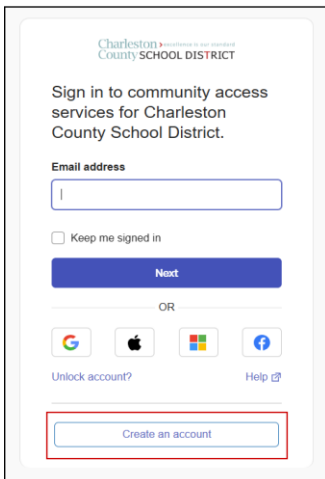

Former Employee Access Quick Guide

Employee Self Service (ESS) has been replaced by **Former Employee Access**, a new platform that provides the same resources, tools, and employee information with enhanced security and a more modern user experience.

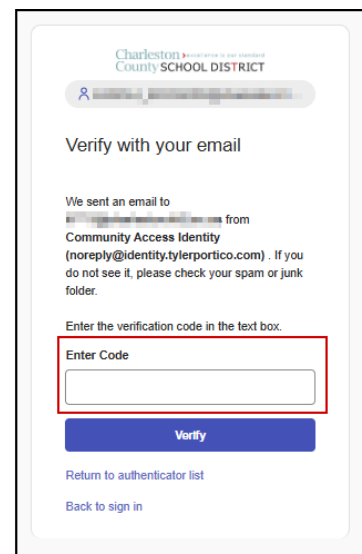
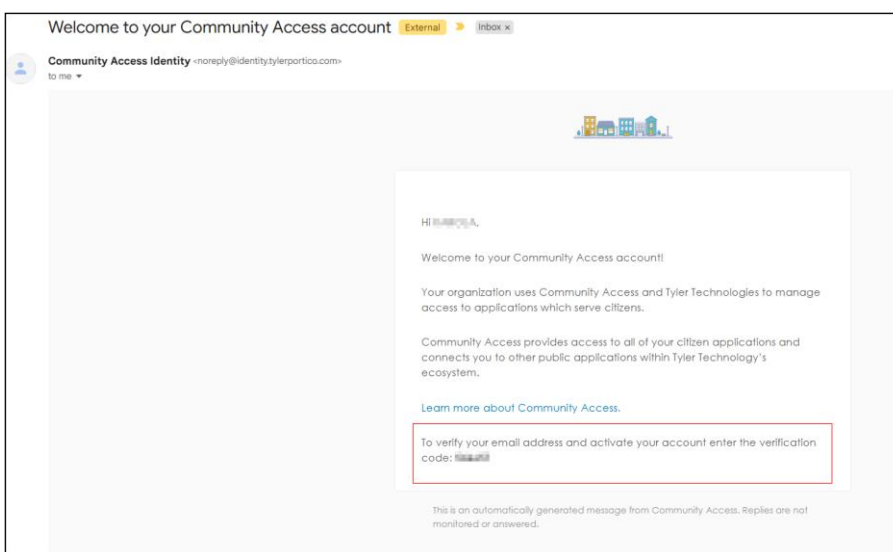
The first step is to Sign Up for Tyler Community Access (or TID-C):

1. Access the Former Employee Access from www.ccsdschools.com or the following URL:
<https://charlestonctsdsc.employeeaccess.tylerapp.com/resident/dashboard>
2. If it is your first-time logging in you must Create an account. Select “Create an account” to begin the process.
3. The next screen will ask for the following information:
 - a. Email* (this will be your alternate email in Munis not CCSD email)
 - b. First Name*
 - c. Last Name*
 - d. Password (created by you based on requirements)
4. Select **Sign Up** to move to the next step



5. Verify your email address. After you select **Sign up** you will get a pop up to Verify with your email.
6. The verification code will be sent via email to the address provided on the registration screen. Open your email to copy and paste that verification code from your email to the verification pop up.

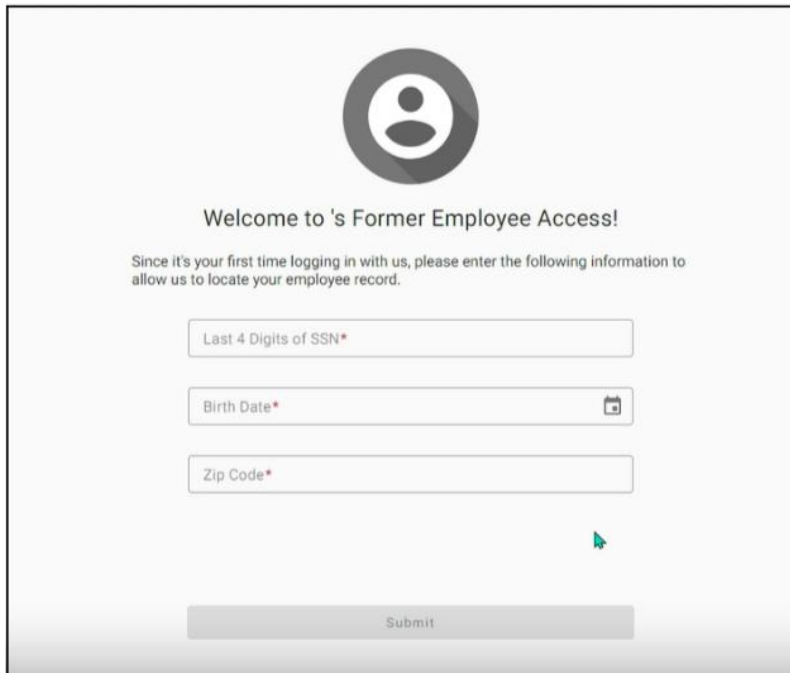
***All information must match the Employee record information in Munis.**



The second step is to Register for Former Employee Access

1. Once you complete the email code verification then the next screen will begin the Former Employee Access Registration process.
2. The next screen will ask for the following information:
 - e. Last 4 Digits of SSN*
 - f. Birth Date*
 - g. Home Zip Code*
3. Select Submit to be directed to Former Employee Access

****All information must match the Employee record information in Munis.***



Welcome to 's Former Employee 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 4 Digits of SSN*

Birth Date*

Zip Code*

Submit

Additional Resources

If you have any questions or need to update any employee record information (such as Email, Address, etc.), please reach out to Human Resources at (843) 937-6380 for more support.

For additional instructions please watch this URL <https://tylertech.sharepoint.com> (URL)