Resident Access

School ERP Pro *(powered by Infinite Visions)*

Revised 02/09/2022

Register on the Resident Access Site

1. Notify the former Employee the Resident Access portal is available for registration and send them the Resident Access URL.

Resident URLs are similar to the Employee Access URLs, with a small change to the last part of the URL. For example https://helenapublicschoolsmt.tylerportico.com/portal/citizen/dashboard

2. The URL will direct the user to the portal/launcher page where the Employee can select Retiree Access.
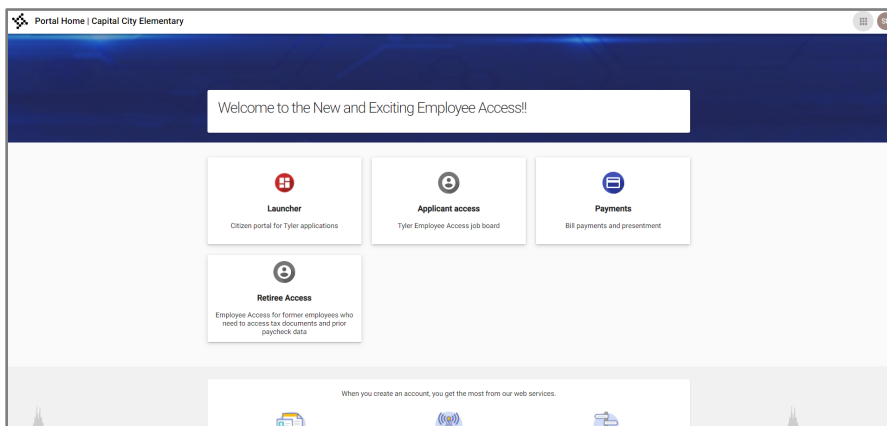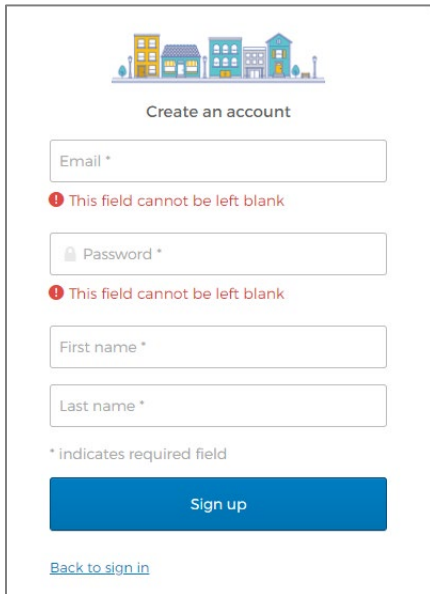

There are small descriptions underneath the icons to explain what each one is for. However, most Districts will not have all these options shown above due to licensing restrictions.

3. The website routes the user to the correct identity login page.

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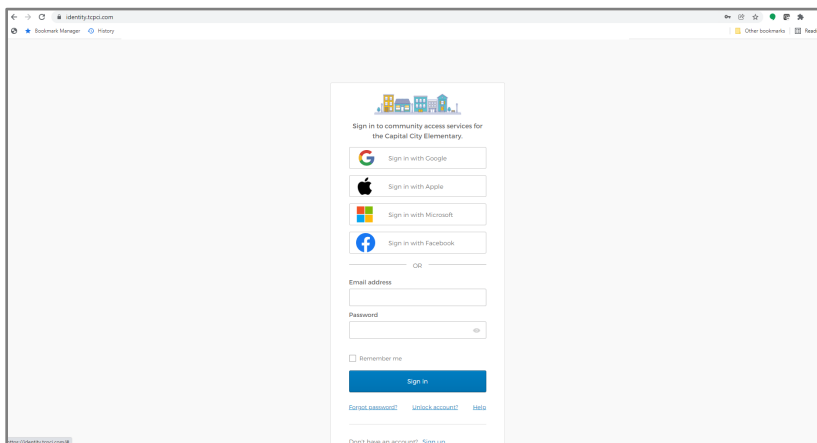
4. If the user has never logged into Resident Access, they will select the option from the bottom to Sign Up for a new account. This process will take the former Employee through the steps to create an account.
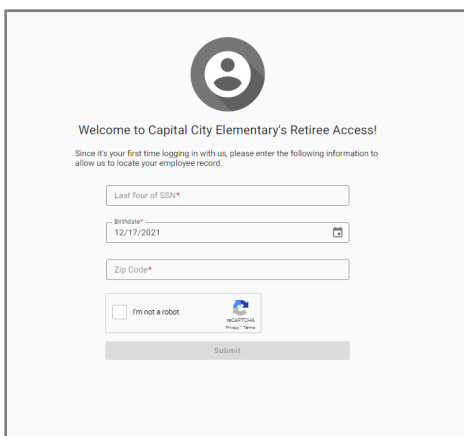
Note: All required fields are marked with asterisks.

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5. Once the form is complete, the user is directed to the next verification screen to validate their three key pieces of information to link them to the correct Employee Maintenance record.

Once the former Employee successfully registers, they will see the following screen where they can view:

- Recent paychecks

- Tax documents

- Current address information

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