

Resident Access

School ERP Pro *(powered by Infinite Visions)*

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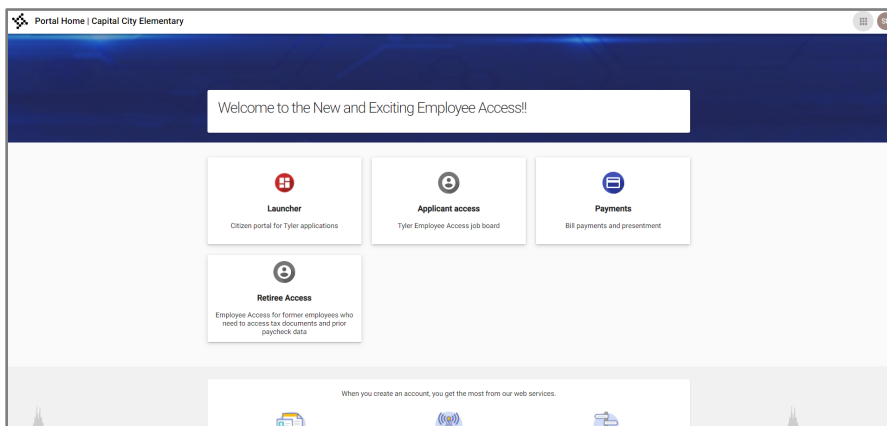
Revised 02/09/2022

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.

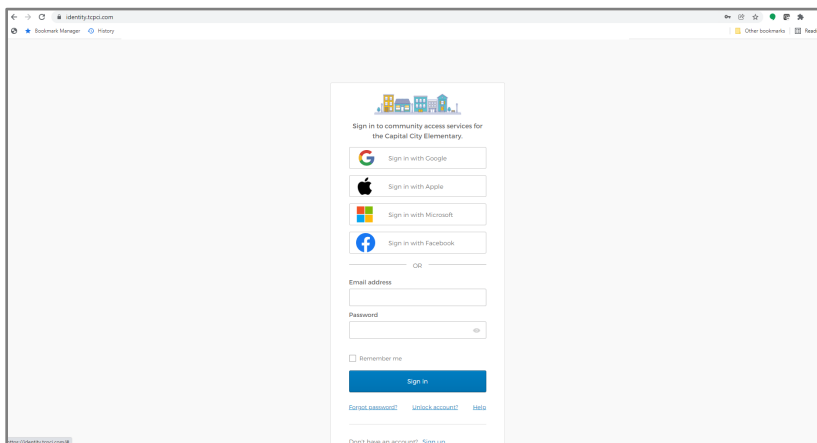
Resident URLs are similar to the Employee Access URLs, with a small change to the last part of the URL. For example <https://helenapublicschoolsmt.tylerportico.com/portal/citizen/dashboard>

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

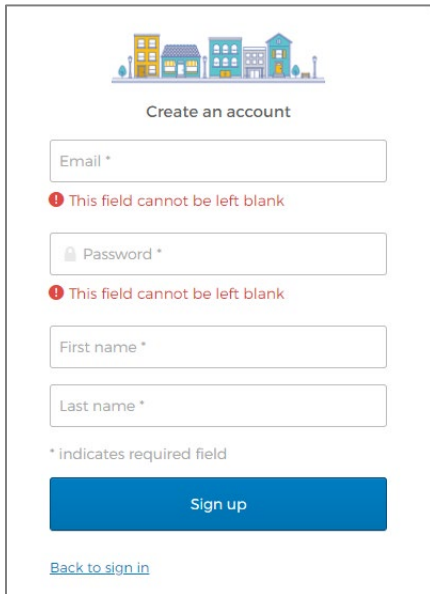


There are small descriptions underneath the icons to explain what each one is for. However, most Districts will not have all these options shown above due to licensing restrictions.

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



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.



Create an account

Email *

This field cannot be left blank

Password *

This field cannot be left blank

First name *

Last name *

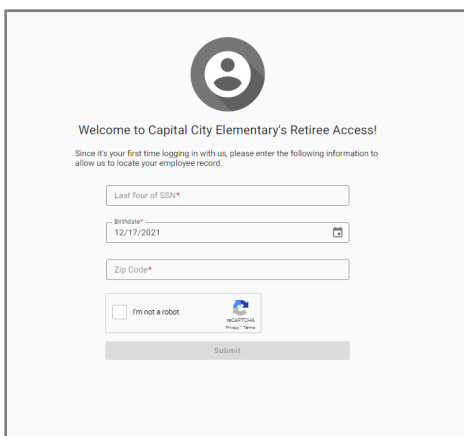
* indicates required field

Sign up

[Back to sign in](#)

Note: All required fields are marked with asterisks.

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.



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

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

- Recent paychecks



- Tax documents
- Current address information

The screenshot shows a web dashboard with a dark blue header containing the text 'Welcome back'. Below the header, there are three main sections:

- Recent paychecks:** A table with columns for 'Date', 'Net Home Pay', and 'Gross Pay'. Each row includes a 'Download' button.
- Tax documents:** A list of documents for the years 2020, 2019, and 2018, each with a 'View' button.
- Current address:** A text field displaying the address: '423 Gateway Blvd, Carle Place, NY 11734'.

At the bottom right of the dashboard, there is a label 'Estimated total cost per pay period' followed by the value '\$1.00'.

Date	Net Home Pay	Gross Pay	Action
10/30/2020	\$96.52	\$143.00	Download
10/16/2020	\$96.52	\$143.00	Download
10/02/2020	\$94.28	\$143.00	Download
09/18/2020	\$75.42	\$143.00	Download
09/04/2020	\$75.42	\$143.00	Download
08/21/2020	\$75.42	\$143.00	Download

Document	Action
W2 for Tax Year 2020	View
W2 for Tax Year 2019	View
W2 for Tax Year 2018	View

Current address:
423 Gateway Blvd
Carle Place, NY 11734

Estimated total cost per pay period: \$1.00

