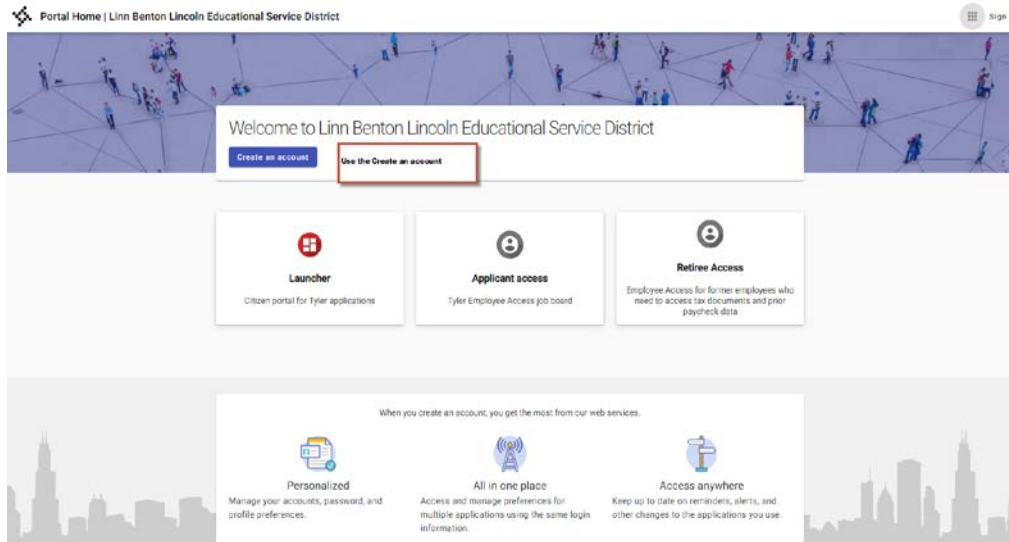


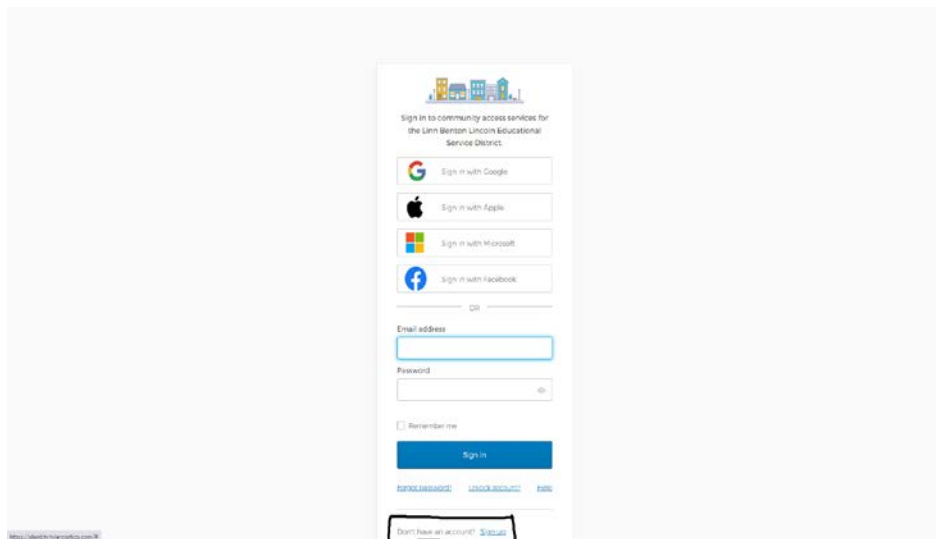
Resident Access

Once the EE clicks on the Resident Access Link:

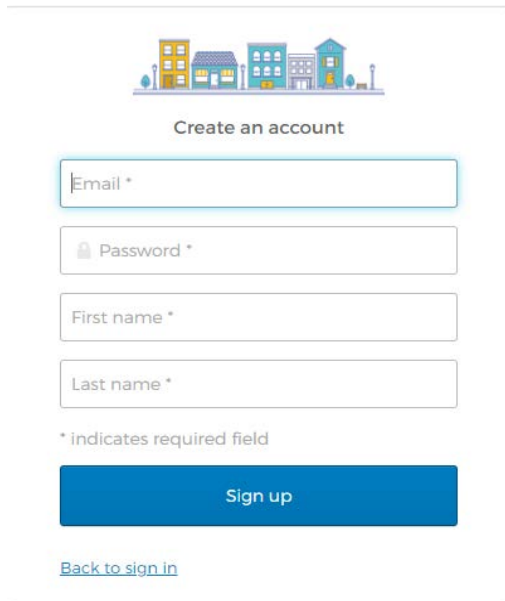
It will send you to the Portal Home – Click the Create an Account button



This will send them out to the following screen



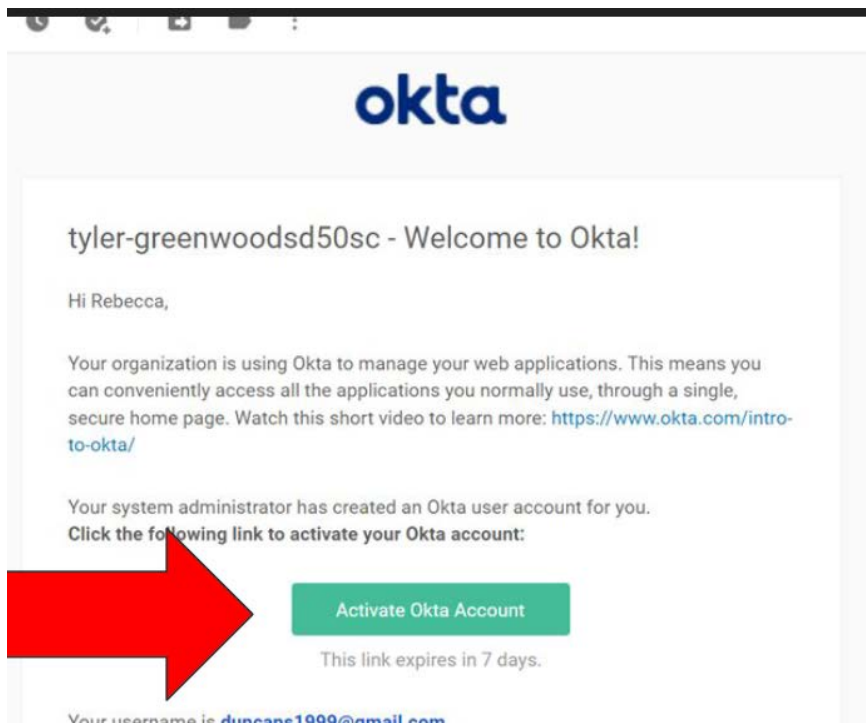
Choose the **Don't have an account?** [Sign up](#) at the bottom of the box.



The image shows a web form for creating an Okta account. At the top is a small illustration of a town with colorful houses. Below it, the text "Create an account" is centered. The form contains four input fields: "Email *", "Password *", "First name *", and "Last name *". Each field has a small icon to its left (a key for password, a person for first name, and a person for last name). Below the fields, a note states "* indicates required field". At the bottom of the form is a blue "Sign up" button and a link that says "Back to sign in".

Fill in your email, create a password, first and last name.

You will then need to look for an email from Okta. You will need to click the Activate Okta Account



You will then need to create a password, using the requirements on the page, repeat your created password.

Welcome to tyler-greenwoodsd50sc, Rebecca!
Create your tyler-greenwoodsd50sc account



Enter new password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 10 passwords
- At least 2 hour(s) must have elapsed since you last changed your password

Repeat new password

Choose a picture for your profile.



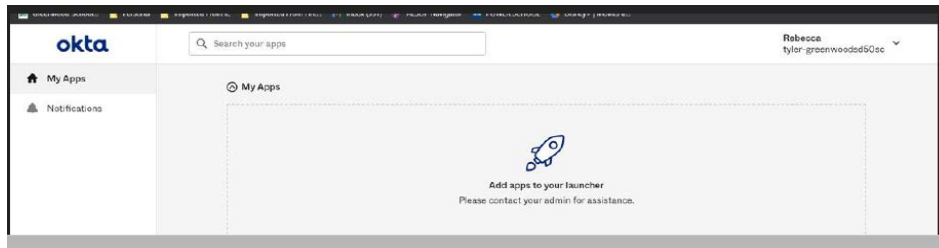
Click a picture to choose a security image

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.



Create My Account

You will then be taken to the screen below.



Once your account has been created you will be able to use the district Employee Access Link.

This will take you to a screen with the following-

A screenshot of the Okta Sign In page. It features the Okta logo at the top, followed by a circular profile picture of a sunflower. Below the picture is the "Sign In" heading. The form includes a "Username" field with the email "duncans1999@gmail.com", a "Password" field, a "Remember me" checkbox, and a blue "Sign In" button. At the bottom, there is a link that says "Need help signing in?".

Use your email address and the password you created for Okta in this screen.

You will then register using the information below.

Welcome to Greenwood School District 50's 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.

User: Rebecca Duncan
Email: duncans1999@gmail.com
[▲ Not you?](#)

Email address*

Last four of SSN*

Birthdate*
05/19/2022

Zip Code*

Submit

Once you have entered in the information you will be taken into your Employee Access screen.

Employee Access

Home

Employee Access

- My information
- My time
- My pay

Latest paycheck

04/25/2022

Take home pay

Total pay

[View all checks](#)

Announcements

You're all caught up on announcements

Resources

2022 Tax documents