

## Alamogordo Public Schools - Employee Access

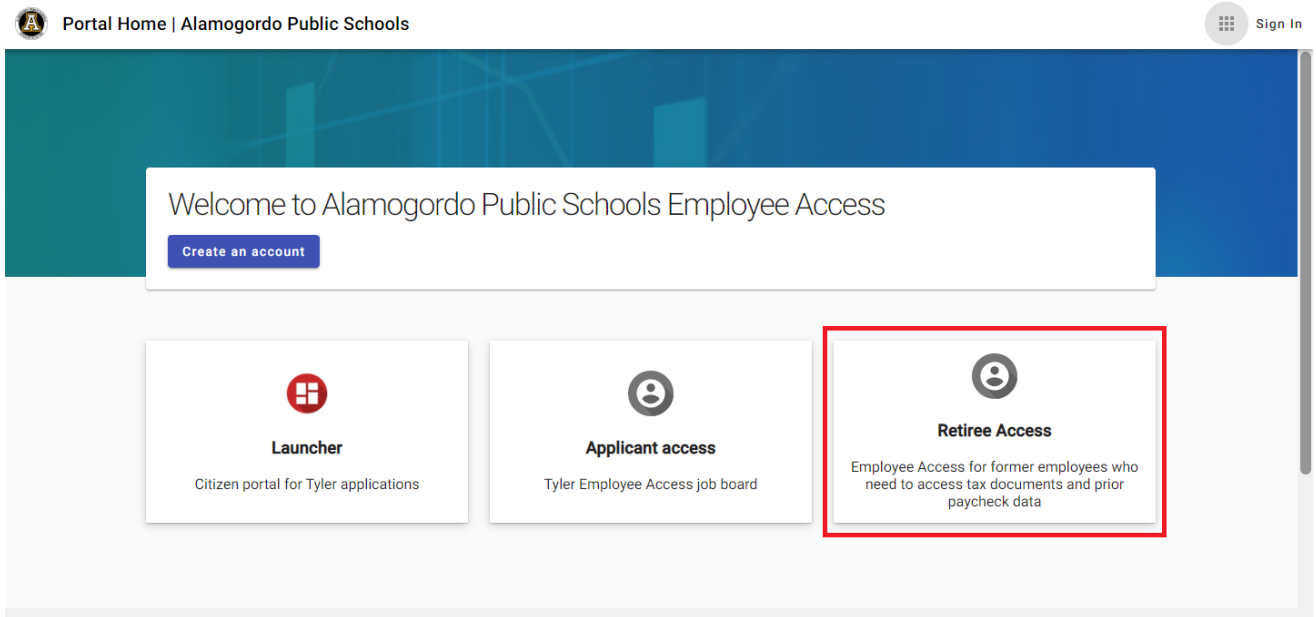
### Non-Network Users

Former employees needing to access Employee Access but who are no longer in the APS's third-party Authentication system will access the Retiree Access portal using the former employee's personal email address.

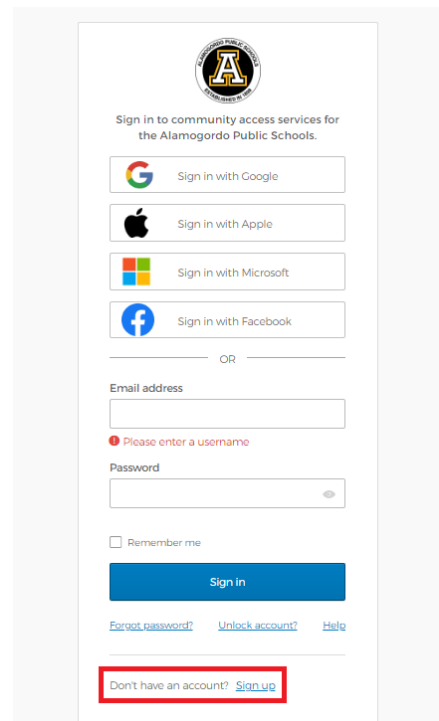
Select the URL below

<https://alamogordopublicschoolsnm.tylerportico.com/portal/launcher>

Former employee's will select Retiree Access to access tax documents and prior paycheck data.

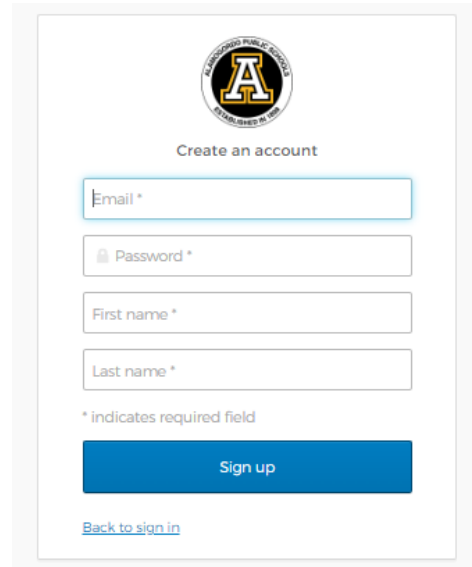


Former employee's will select **Sign up** to create a new account.



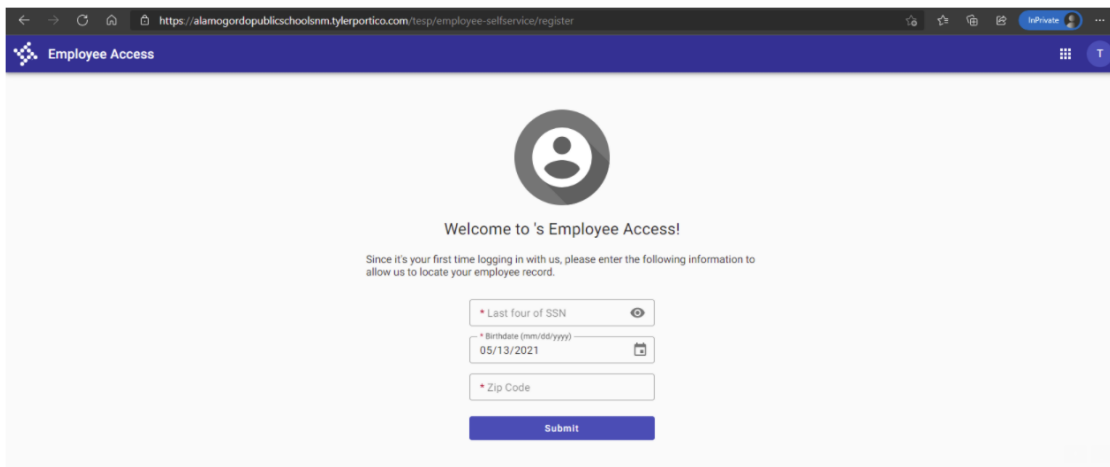
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The former employee will need to follow the steps to create an account



The screenshot shows a web form titled "Create an account" with the Alamogordo Public Schools logo at the top. The form includes the following fields: "Email \*", "Password \*", "First name \*", and "Last name \*". A note below the fields 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".

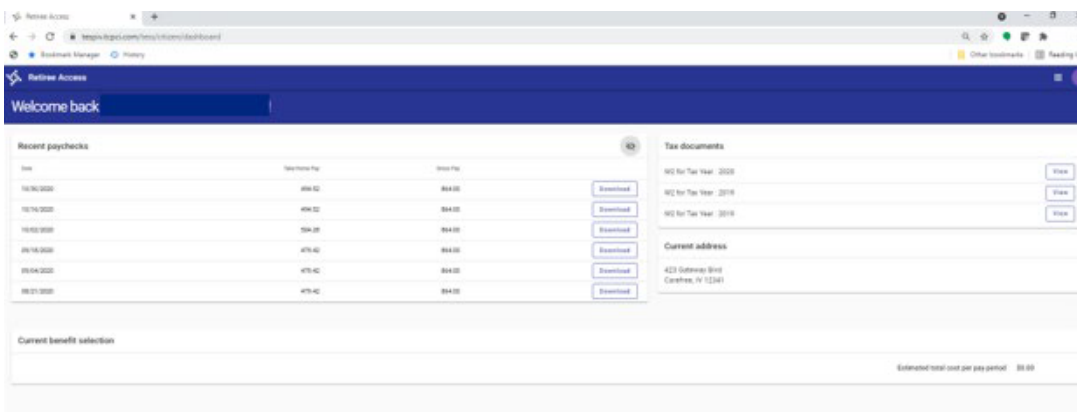
The former employee will be asked to enter qualifying information to re-connect their account.



The screenshot shows a browser window with the URL "https://alamogordopublicschoolsnm.tylerportico.com/esp/employee-selfservice/register". The page header says "Employee Access". The main content area features a "Welcome to 's Employee Access!" message and a note: "Since it's your first time logging in with us, please enter the following information to allow us to locate your employee record." Below this are three input fields: "\* Last four of SSN" (with an eye icon), "\* Birthdate (mm/dd/yyyy)" (with a calendar icon and the value "05/13/2021"), and "\* Zip Code". A blue "Submit" button is at the bottom.

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 "Return Access" dashboard with a "Welcome back" message. It features three main sections:

- Recent paychecks:** A table with columns for Date, Net Pay, and Gross Pay. Each row has a "Download" button.
- Tax documents:** A list of tax forms (W-2 for Tax Year 2020, 2019, 2018) with "View" buttons.
- Current address:** A section displaying the address: "423 Gateway Blvd, Carlsbad, IN 12345".

At the bottom, there is a "Current benefit selection" section and an "Estimated total cost per pay period: \$0.00".