## How to access your Direct Deposit pay receipt on the portal

## Step 1 – If you have never used your AD account or District email you must create a new password.

- Go to the Great Falls Public Schools website at https://www.gfps.k12.mt.us/
- Click Staff > Staff Bookmarks
- Select Change Password
- Click Login and use the following

Username – first\_last Temporary Password – **P**mmddyyyy**s** (Capital P, your date of birth, lowercase s)

Example: Username john\_doe Password P12251947s

## You must wait a half hour for this to change in the system.

\*\*If you have not logged in in over one year, you will need to have your password reset. Please call Jules at 268-6033.

District email:

- Go to the Great Falls Public Schools website at https://www.gfps.k12.mt.us/
- Click Staff > Staff Bookmarks
- Click Webmail
- This will be: first name\_last <u>name@gfps.k12.mt.us</u>

## Step 2 - Log in to Employee Access

- Go to the Great Falls Public Schools website at https://www.gfps.k12.mt.us/
- Click Staff > Staff Bookmarks
- Select Employee Access (<u>https://tyler-greatfallspublicschoolsmt.okta.com/</u>)
- Enter your **username** and **password**. Your username for Employee Access is your **full GFPS email address, for example john\_doe@gfps.k12.mt.us**. Your password is the password you already use to login to your District computer/email (the one you created in Step 1). The first time that you login you will be prompted to answer security questions.
- Click on **My Pay** from the menu on the left, click on **Pay & tax information**. On the right side of the screen, from the drop down, choose the pay date you'd like to view/print. Directly below your payment amounts, click **View paycheck**. A second window will open displaying your paystub where you will be able to print or save it.

