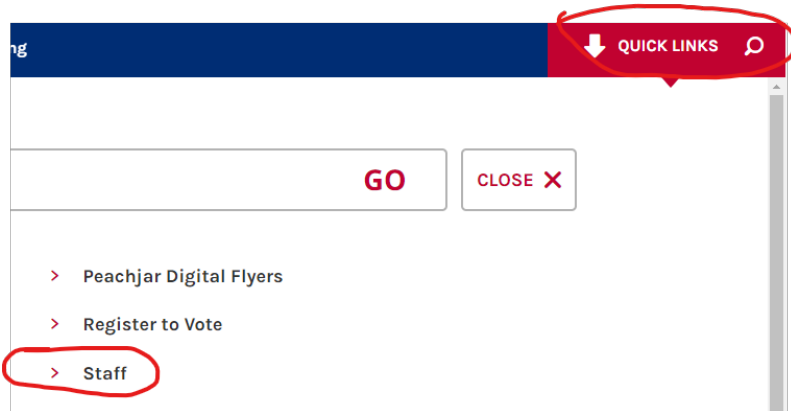
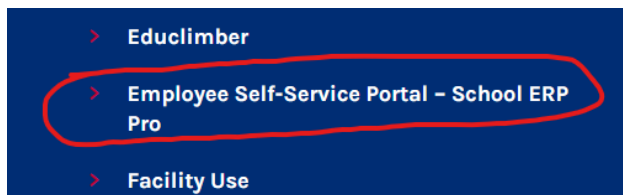


How to Access Employee Access Portal to View Paystubs

1. Go to www.wedschools.org
2. Go to **Quick Links -> Staff**



3. Click on **Employee Self-Service Portal – School ERP Pro**



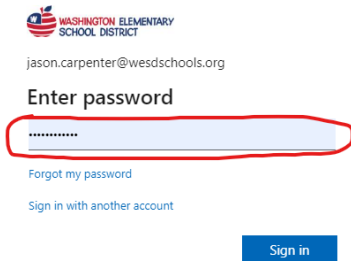
Centricity

- To ac
- logge
- Usern
- Pass

4. Enter the username of your full email address (firstname.lastname@wedschools.org) and click **Next**

A screenshot of the Okta login page. At the top is the 'okta' logo. Below it is a placeholder for a profile picture. A dark grey notification box with a close button (X) contains the text: 'This is the first time you are connecting to tyler-waesdtaz.okta.com from this browser'. Below the notification is a 'Sign In' button. Underneath is a 'Username' label and a text input field. The input field contains the email address 'jason.carpenter@wedschools.org' and is circled in red. Below the input field is a checkbox labeled 'Remember me' which is checked. At the bottom is a large blue 'Next' button.

5. Enter your Network Password (Same password that you use for logging into Windows or email) and click **Sign In**



WASHINGTON ELEMENTARY
SCHOOL DISTRICT

jason.carpenter@wesdschools.org

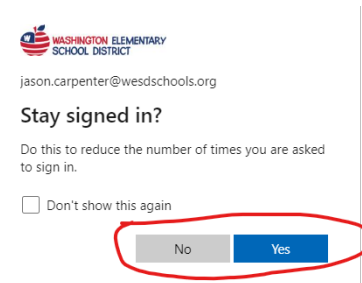
Enter password

[Forgot my password](#)

[Sign in with another account](#)

Sign in

6. Stay signed in? Click **Yes** if you are on your own computer. Click **No** if you are on a shared computer.



WASHINGTON ELEMENTARY
SCHOOL DISTRICT

jason.carpenter@wesdschools.org

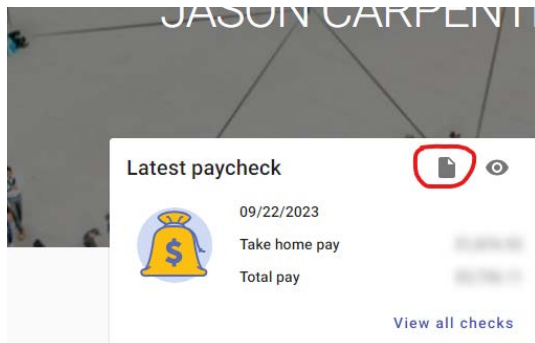
Stay signed in?

Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No Yes

7. You should see a square that says **Latest Paycheck**. There is an icon that looks like a piece of paper with the corner folded. Click on that.



JASON CARPENTER

Latest paycheck

09/22/2023

Take home pay

Total pay

View all checks

8. It will download the pay stub to the computer. Then you just need to open it (it may automatically open, depending on your internet browser). You can print it if you want, however they are always available on this Employee Access Portal. You can view all paystubs by clicking on the **“View all checks”** hyperlink. That will allow you to see all pay stubs since 7/1/2023.