


Resident Access Guide


- To register, click the following link <https://nwsurbanspecialeduorgil.tylerportico.com/portal/citizen/dashboard> OR go to www.nsseo.org/About Us/ Human Resources. Scroll down to Retiree, Substitutes, and Former Employee (Access W2s, Paystubs) to find the link.
- Click on “Former Employee Access”. This is for all former employees (not just retirees), Substitutes and Seasonal Employees.

Welcome to Northwest Suburban Special Education Organization

Create an account




Applicant access
Tyler Employee Access job board





Former Employee Access
Employee Access for former employees who need to access tax documents and prior paycheck data


- Choose one of the sign-in options if you already have an account with the listed organizations (e.g. Google, Apple, Microsoft or Facebook).
- Otherwise click “Create an account” at the bottom of the screen to use a different email.




Sign In to community access services for Northwest Suburban Special Education Organization.

 [Sign in with Google](#)

 [Sign in with Apple](#)

 [Sign in with Microsoft](#)

 [Sign in with Facebook](#)

OR

Email address

Keep me signed in

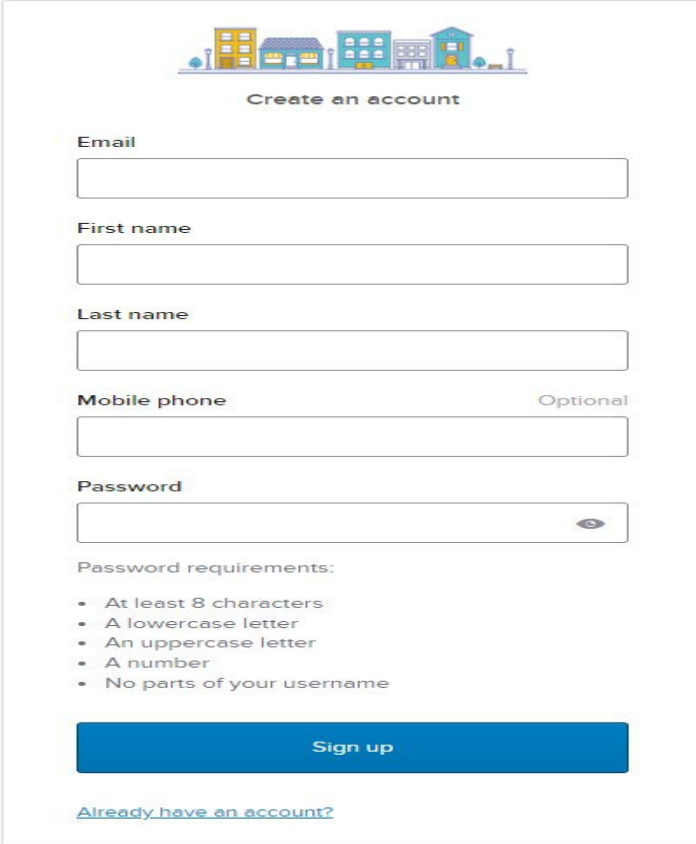
[Next](#)

[Unlock account?](#) [Help](#)

[Create an account](#)

- **TO CREATE AN ACCOUNT**

Enter the required information as shown below and click Sign Up.



The form is titled "Create an account" and features a header illustration of a city skyline. It contains several input fields: "Email", "First name", "Last name", "Mobile phone" (with "Optional" text to its right), and "Password" (with an eye icon for visibility). Below the password field, there are "Password requirements:" listed as a bulleted list. At the bottom, there is a blue "Sign up" button and a link for "Already have an account?".

Create an account

Email

First name

Last name

Mobile phone Optional

Password

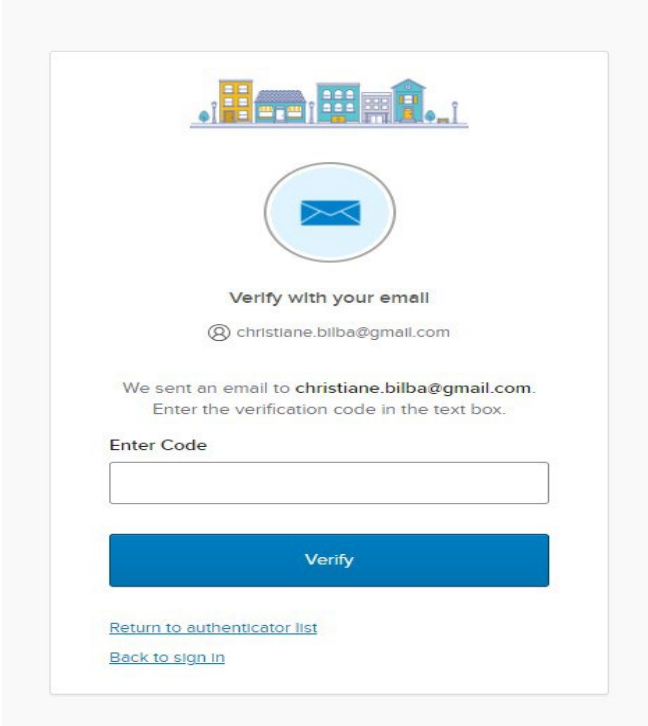
Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username

[Sign up](#)


[Already have an account?](#)

You will receive a verification email with a Code which you need to enter in the following screen.



The screen is titled "Verify with your email" and features a header illustration of a city skyline. It includes an email icon in a circle, the email address "christiane.bilba@gmail.com", and a message stating "We sent an email to christiane.bilba@gmail.com. Enter the verification code in the text box." Below this is an "Enter Code" label and a text input field. At the bottom, there is a blue "Verify" button and two links: "Return to authenticator list" and "Back to sign in".

Verify with your email

 christiane.bilba@gmail.com

We sent an email to **christiane.bilba@gmail.com**.
Enter the verification code in the text box.

Enter Code


[Verify](#)

[Return to authenticator list](#)


[Back to sign in](#)


- After activating your account, you will be prompted to enter the following:
 - Last 4 Digits of your Social Security Number
 - Birthdate
 - Zip Code
- If this information doesn't match our system, you will not be able to register. Please reach out to Heather Trieu (Payroll) at htrieu@nsseo.org for assistance.

Note: In the Birthdate box, the date defaults to the current date, please make sure you change it to your birthdate.


Welcome to 's Former 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.

Required

04/04/2024 

I'm not a robot 

- Once you are in you will be able to view all your recent paystubs, W-2's and your current address on file!

Employee Access

- My information
- My pay
- My tasks

Latest paycheck

03/29/2024

Take home pay

Total pay

[View all checks](#)

Profile

Make sure your personal information is up to date

[Go to my profile](#)

Announcements

In order to submit a time off request, please log on to Frontline using the link below

10/29/2021

<https://app.frontlineeducation.com/>

Resources

2024 Tax documents