

MIFFLINBURG AREA SCHOOL DISTRICT EMPLOYEE HOW TO LOGON TO FIS STAFF PORTAL

Please review the following documentation for accessing our new FIS Staff Portal; this will be replacing the current Employee Portal. This is a web based system and can be accessed from any school computer (See “A”) or your home computer/mobile device (See “B”).

The Staff Portal will be your new on-line access for:

- time sheet entry and submission
- requesting and viewing benefit day allocations
- viewing pay history

Initial Login

Your first initial login is going to require you to open your school email. You will receive a welcome email with your username (this is the same as the employee portal last name and last 4 of SS # Example **Smith1234**), a temporary password and a link to the staff portal.

You will only need to do this once; after your initial login you can access it from our Internal Website (See “A”) or by accessing it thru our District Website from your home computer/mobile device (See “B”).

After you receive the welcome email, you will need to perform the following steps to activate your login:

1. Click the link to the application that was provided in the email.
2. Enter your username and/or temporary password that was provided in the email.



MIFFLINBURG AREA SCHOOL DISTRICT EMPLOYEE HOW TO LOGON TO FIS STAFF PORTAL

3. Click the Login button and the first login prompt will display, which will require you to enter a new password and set up a security question and answer.

This is your first login, please fill out this form

Account Information

New passwords are required to

- Be a minimum of 8 characters in length
- Contain at least one Lower Case Character
- Contain at least one Numeric Character
- Contain at least one Special Character (&!@#\$\$%^+=)

Username CProfX

* First name Charles

Middle name

* Last name ProfX

* Email address charlesProfX@outlook.c

* Old password

* New password

Confirm password

* Authentication Question --Select--

* Answer

Save

4. Enter the temporary password you received in your email in the Old Password field.
5. Enter a meaningful password in the New Password field. Please note that your new password must contain:

- ✓ Eight or more characters
- ✓ At least one numeric character
- ✓ One upper and lower case character
- ✓ One Special character (&!@#\$\$%^+=)

NOTE: Passwords *will* expire every 30 days and *MUST* be unique when compared to your last 10 passwords. **WRITE DOWN YOUR PASSWORD**

MIFFLINBURG AREA SCHOOL DISTRICT EMPLOYEE HOW TO LOGON TO FIS STAFF PORTAL

TIP: Make a list of 10 passwords so when your password expires you already have a new one ready. Enter the date you changed the password next to new password so you know when you started it.

6. Enter your new password in the Confirm Password field.
7. Select a question from the Authentication Question field.
8. Enter your answer to the authentication question in the Answer field.
9. Click the **Save** button,

This is your first login, please fill out this form

Account Information

New passwords are required to

- Be a minimum of 8 characters in length
- Contain at least one Lower Case Character
- Contain at least one Numeric Character
- Contain at least one Special Character (&!@#%&^+=)

Username: CProfX

* First name: Charles

Middle name:

* Last name: ProfX

* Email address: charlesProfX@outlook.c

* Old password: [masked]

* New password: [masked]

Confirm password: [masked]

* Authentication Question: What is the name of your favorite pet? [dropdown]

* Answer: Brutus

Save

10. After it is saved it will take you to the Home page of the Staff Portal.

Financial Information System

Logged in as: aambridge

My Page | Staff Portal

Home

Announcements

Announcement	Attachment
testing Rem 14 in 3947	
The attached Financial Information System (FIS) Supervisor Staff Portal Reference provides instructions o...	
W2 Form Instructions	
Welcome to CSU's new financial information system (FIS) ! You have received a new username and pass...	

Page 1 of 1 | Rows Per Page: 10 | Displaying 1 - 4 of 4

External Websites

Title	Description
Capital Blue Cross	Health insurance carrier
Geisinger Health...	Health insurance carrier
Medco Prescrip...	Mail order prescriptions
The Employee A...	Provides CSU staff and members of their immediate family with personal and professional assistanc...
PSERS (Public S...	Employee retirement
Philadelphia Fed...	Voluntary credit union
W-4 Form	To make changes to your exemptions complete this form and return it to the payroll office.

Page 1 of 1 | Rows Per Page: 10 | Displaying 1 - 7 of 7

My Favorites

Application	Description
HR/Payroll	My Information
HR/Payroll	My Information

Page 1 of 1 | Rows Per Page: 10 | Displaying 1 - 2 of 2

MIFFLINBURG AREA SCHOOL DISTRICT EMPLOYEE HOW TO LOGON TO FIS STAFF PORTAL

“A”

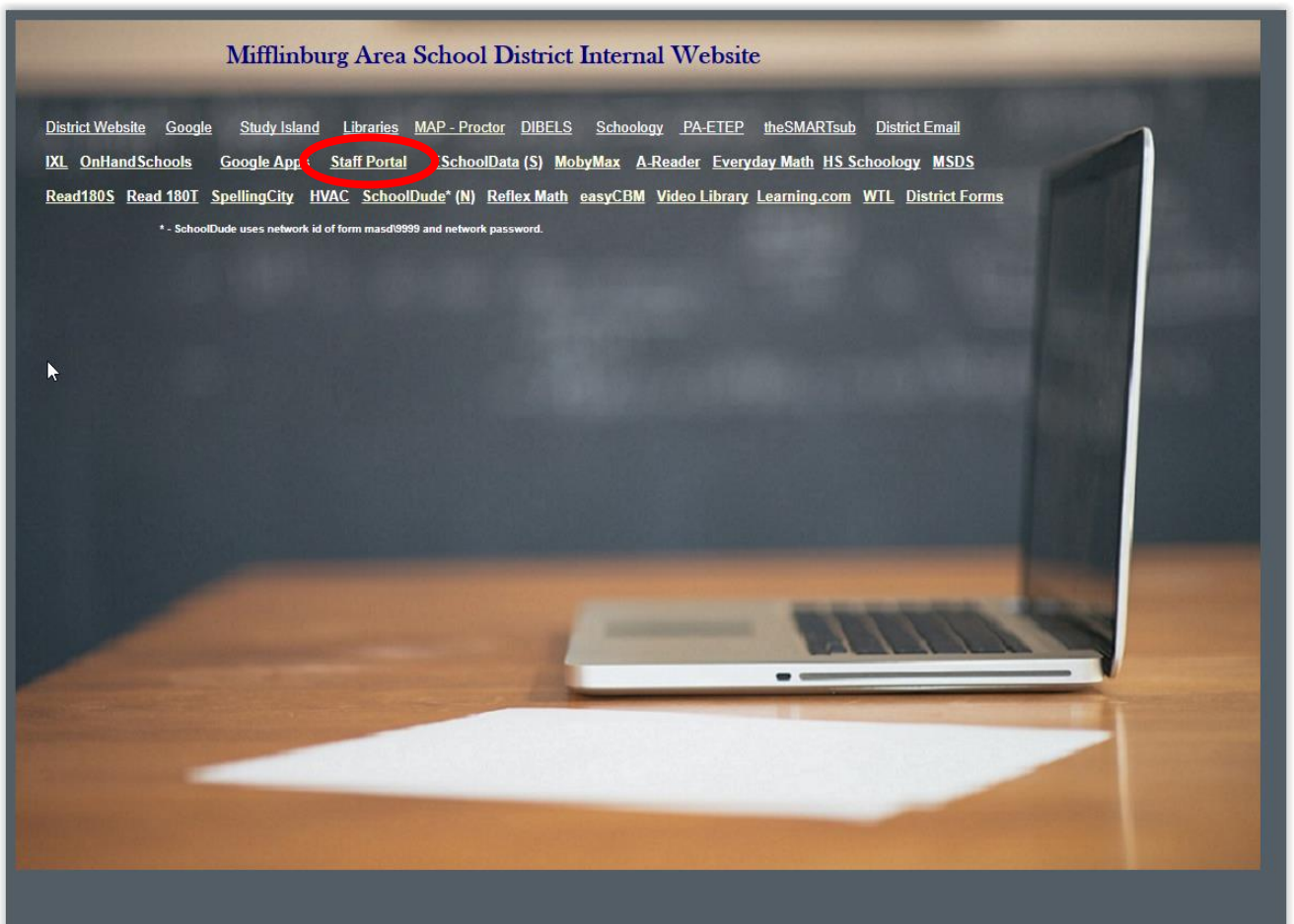
FROM a school district computer:

Use your **network** login as provided to you from the IT department.

If you are unable to login with your **network** login, please contact

- Taylor Walter at ext 8209 or twalter@mifflinburg.org
- Tammy Bollinger at ext 8258 or tbollinger@mifflinburg.org

Once your login to the computer you will see our Internal Website, click on the Staff Portal.



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The screenshot displays the CSIU Financial Information System interface. At the top, there is a blue header with the CSIU logo on the left and the text 'Financial Information System' and 'CENTRAL SUSQUEHAN INTERMEDIATE UNIVERSITY' on the right. Below the header, a red message states 'Your session has expired'. The main content area is divided into two sections. The left section, titled 'CSIU Financial Information System', lists various modules like Fund Accounting, Payroll, and Human Resources, and provides a link for browser requirements. The right section, which is circled in red, is the login form. It features a 'Login' header, a 'Username' input field, a 'Password' input field with a 'Required' label, a 'Log in' button, and a 'Forgot your Password?' link. At the bottom of the page, a footer indicates 'Mifflinburg Area School District | Powered by CSIU | Version 1.23.2.0'.

Password is case sensitive, please write it down. No one can see your password if you forget it.

If after 3 failed attempts, you will be locked out. You will need to contact Brenda Fogelman at ext 8203 or bfogelman@mifflinburg.org.

Announcements will be placed on the Staff Portal periodically. Links to various forms such as W4, Certificate of Residency (if you move), Direct Deposit change form, 403b Salary Reduction form will be available thru the new Staff Portal.

MIFFLINBURG AREA SCHOOL DISTRICT
EMPLOYEE HOW TO LOGON TO FIS STAFF PORTAL

“B”

FROM your personal computer or device:

Login to the District Webpage: <https://www.mifflinburg.org/>

Click on Staff Links

The screenshot shows the Mifflinburg Area School District website. At the top, there is a navigation bar with links for District Home, Select a School..., Translate, Sign In, and Register. Below this is a secondary menu with Home, About Us, Community, Departments, Programs, Academics, Parents, Athletics, and Calendar. The main header features the district's name in a script font, the tagline "Where the focus is on instruction and student achievement", and a large logo of a wildcat head inside the letter 'M'. A large banner image shows a group of students in a blue and white setting, with the text "HS-SkillsUSA Competitors" below it. At the bottom, a dark blue footer contains icons for Lunch Menus, Parent Portal, Calendar, Staff Directory, Student Portals, Staff Links (circled in red), Job Opportunities, School Board, Wildcat Store, and School Enrollment. A search bar and a "News" section are also visible at the bottom.

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The screenshot shows the Mifflinburg Area School District website. At the top, there is a navigation bar with links for Home, About Us, Community, Departments, Programs, Academics, Parents, Athletics, and Calendar. Below this is the district's logo and tagline: "Mifflinburg Area School District Where the focus is on instruction and student achievement". A secondary navigation bar contains icons for Lunch Menus, Parent Portal, Calendar, Staff Directory, Student Portals, Staff Links, Job Opportunities, School Board, Wildcat Store, and School Enrollment. A search bar is located on the left side of the page. The main content area is titled "Staff Links" and includes a breadcrumb trail: Home > Staff > Staff Links. Under the "Staff Links" heading, there are three "Related Files" listed: "Employee Portal General Directions", "Employee Portal Timesheet Entry - Certified Staff", and "Employee Portal Absence Request". Below these are "Related Links" which include "District Email", "Staff Portal", and "The Smart Sub". The "Staff Portal" link is circled in red. The text for "Staff Portal" reads: "If you are experiencing technical issues upon using the Employee Portal for the first time, directions are provided at the top of this page. If you are experiencing additional logon problems, contact the Payroll department at the Administrative Office." and includes the URL <https://web3.csiu-technology.org/miffep>.