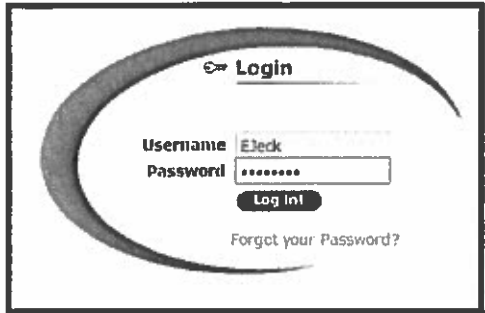# Staff Portal Reference to Retrieve Paystubs
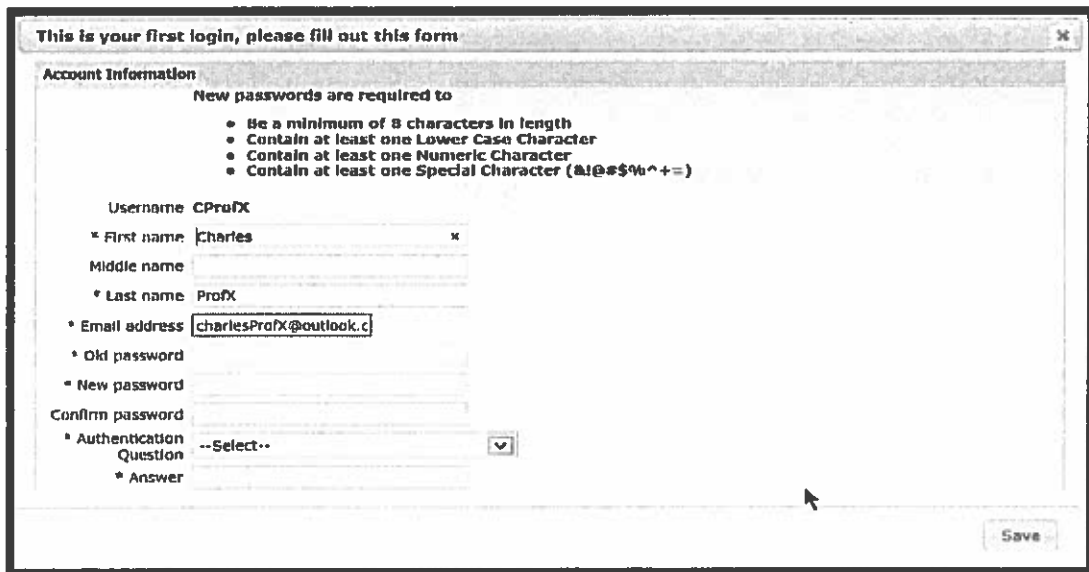
11/14/2017 2:36:04 PM

FIRST LOGIN

When the system administrator first sets up your account, you will receive a welcome email with your username, temporary password, and a link to the staff portal. 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.

3. Click the **Log In** 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.
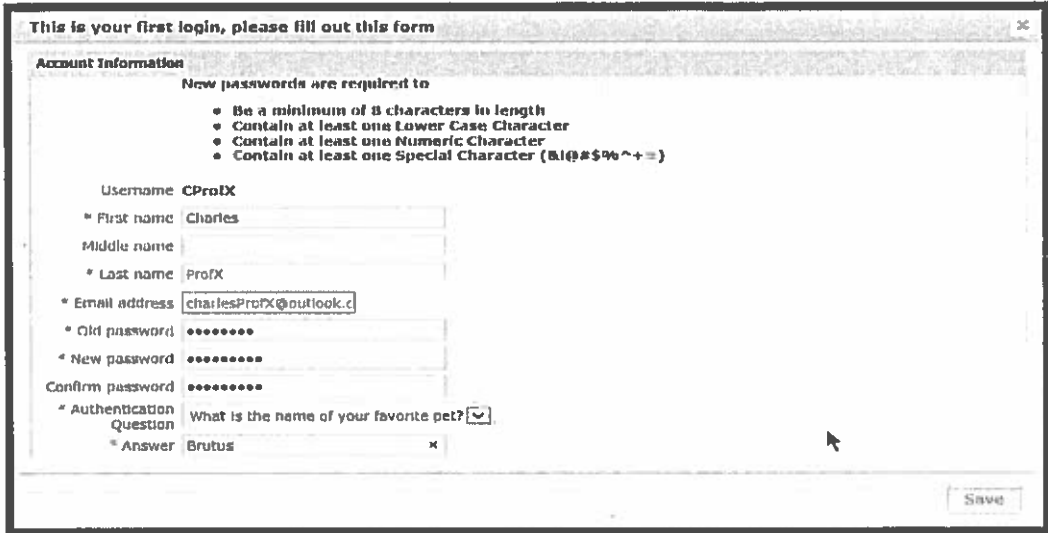

4. Enter the temporary password you received in your email in the **Old Password** field.
5. Enter a meaningful password in the **New Password** field. Please note that your new password must contain:
    - eight or more characters,
    - at least one numeric character,
    - one upper and lower case character, and one special character (&!@#$%^+=).

Staff Portal Reference to Retrieve Paystubs

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

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.
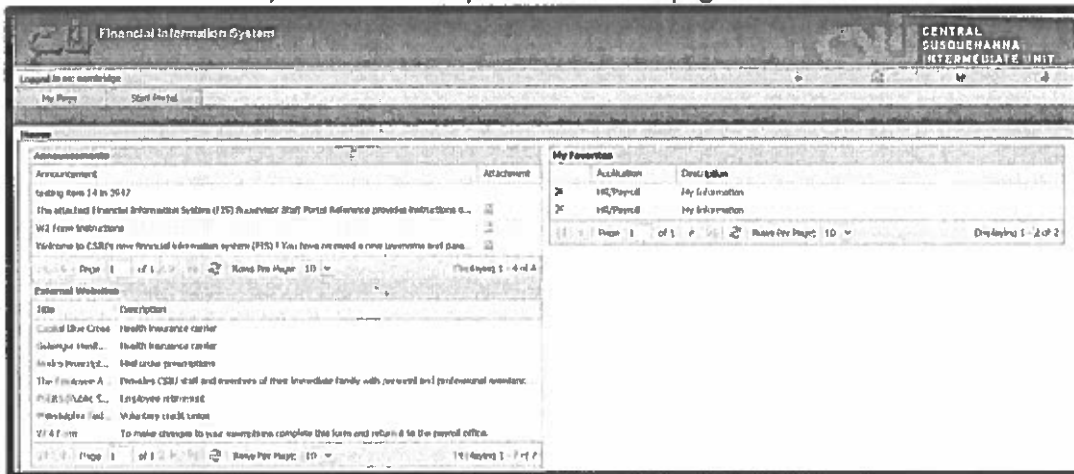
9. Click the Save button, which will take you to the **Home** page of the CSIU Staff Portal.

Click on learning guide to the right under attachment.

To continue to access the staff portal go to www.grovecity.k12.pa.us

Click on Staff

Click on Staff Links & Docs

Proceed to Employee Portal that is in purple and green on the left side of the screen

To retrieve your pay stubs click on the Staff Portal tab, then My Information. You should see menu options to the left of the screen. Select Pay History to view your paystubs.

If you should have any questions, please contact the Business Office at 724-458-7993