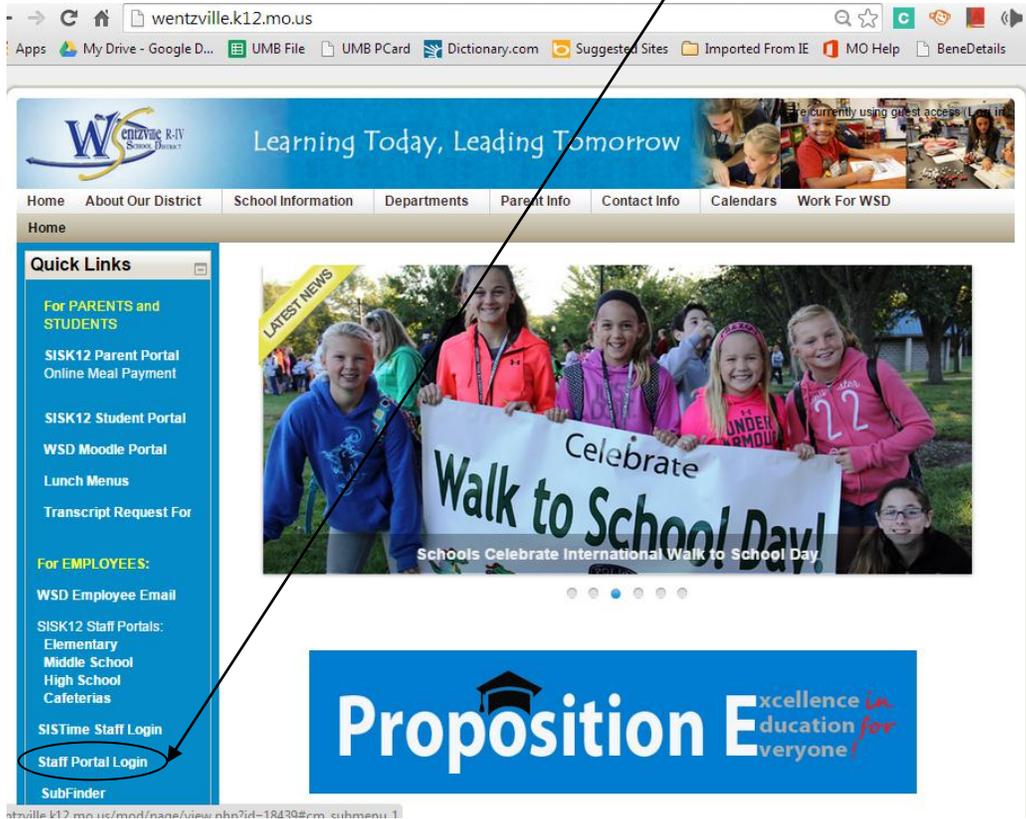


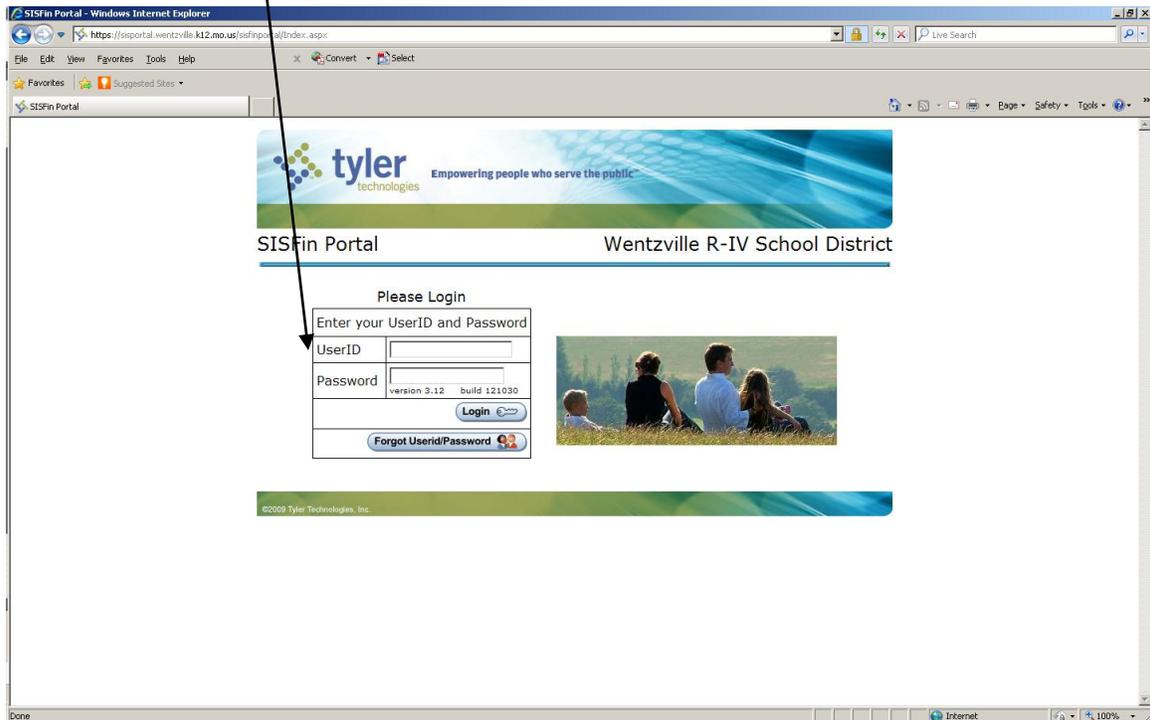
SIS Portal Staff Login Instructions

To access your pay stub and leave information online, click on the **Staff Portal Login** under Quick Links on the District's home page. (It is located beneath SISTime Staff Login.)



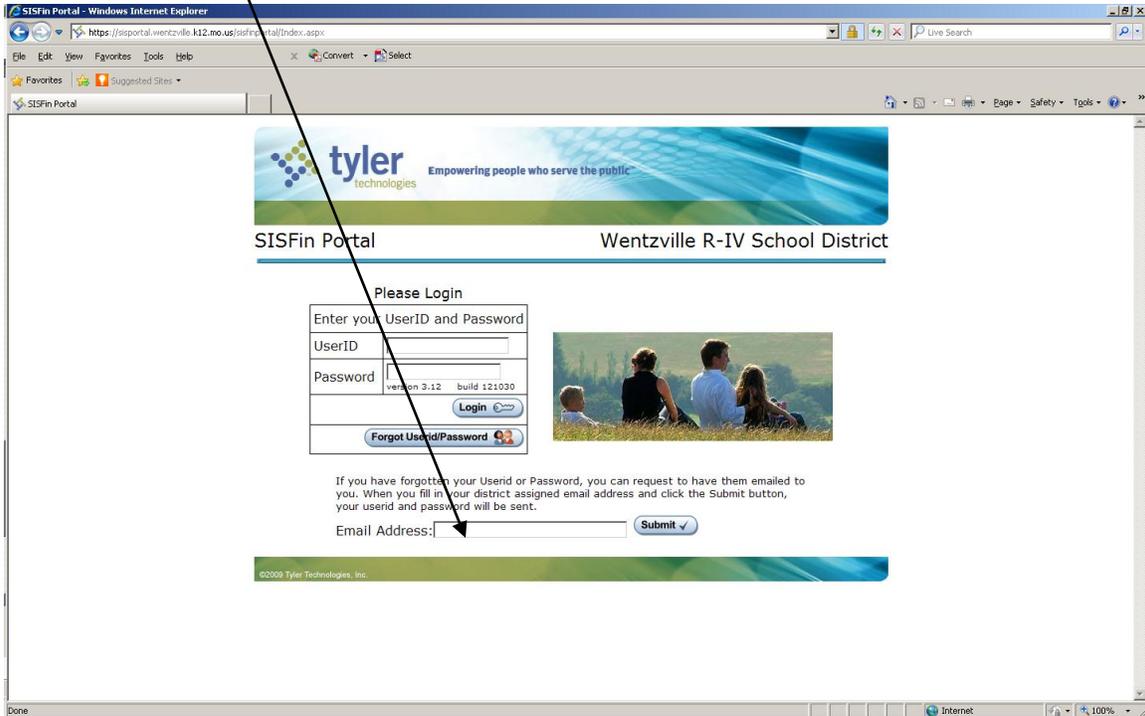
Staff Portal Login Instructions

Enter the **user id** and **password** provided by the Human Resources Department.



Staff Portal Login Instructions

If you do not remember your user id or password, click the **Forgot Userid/Password** link on the SIS Portal Staff Login screen. Enter your **district email address**. An email will be sent to your district email account with your login information.



If your account is disabled for too many login failures, the following people in the Central Office (327-3800) can assist you:

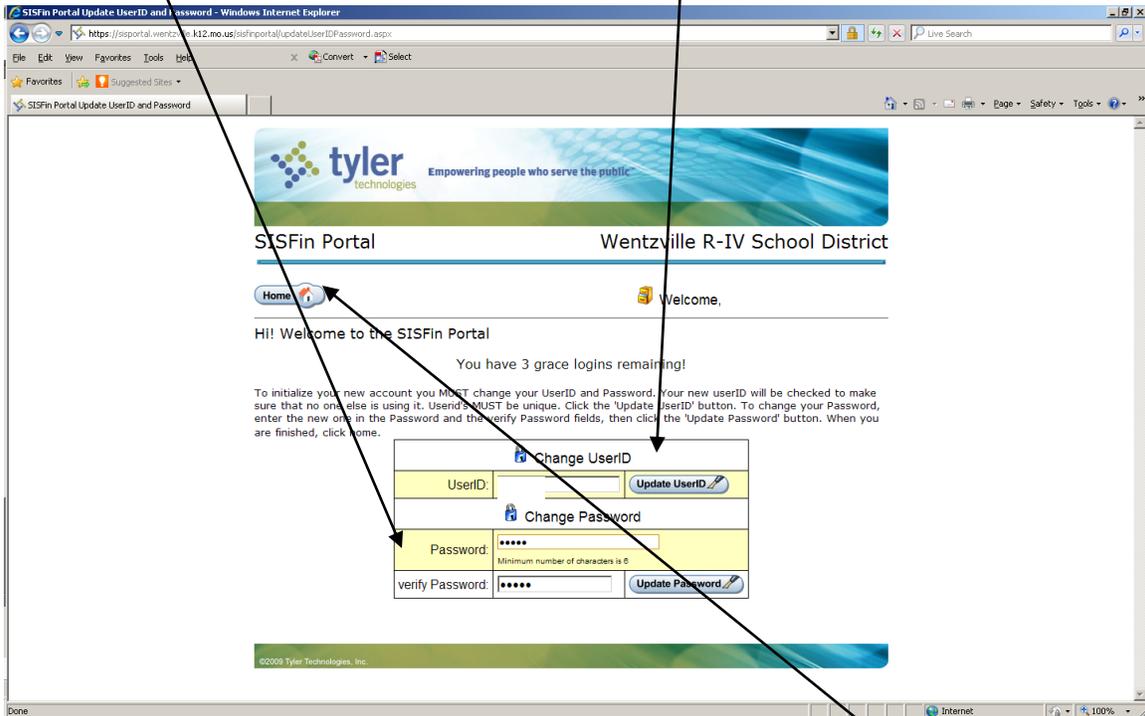
Laura Jurotich	Payroll Specialist	ext. 20364
Terri Kuhlmann	Payroll Specialist	ext. 20325
Pam Glidewell	Human Resources Coordinator	ext. 20350
Susan Dawson	Director of Accounting	ext. 20363

Staff Portal Login Instructions

You **must change both your user id and password** from the system defaults (your five-digit employee id number) after you log in to the portal.

Enter your new UserID and click Update UserID.

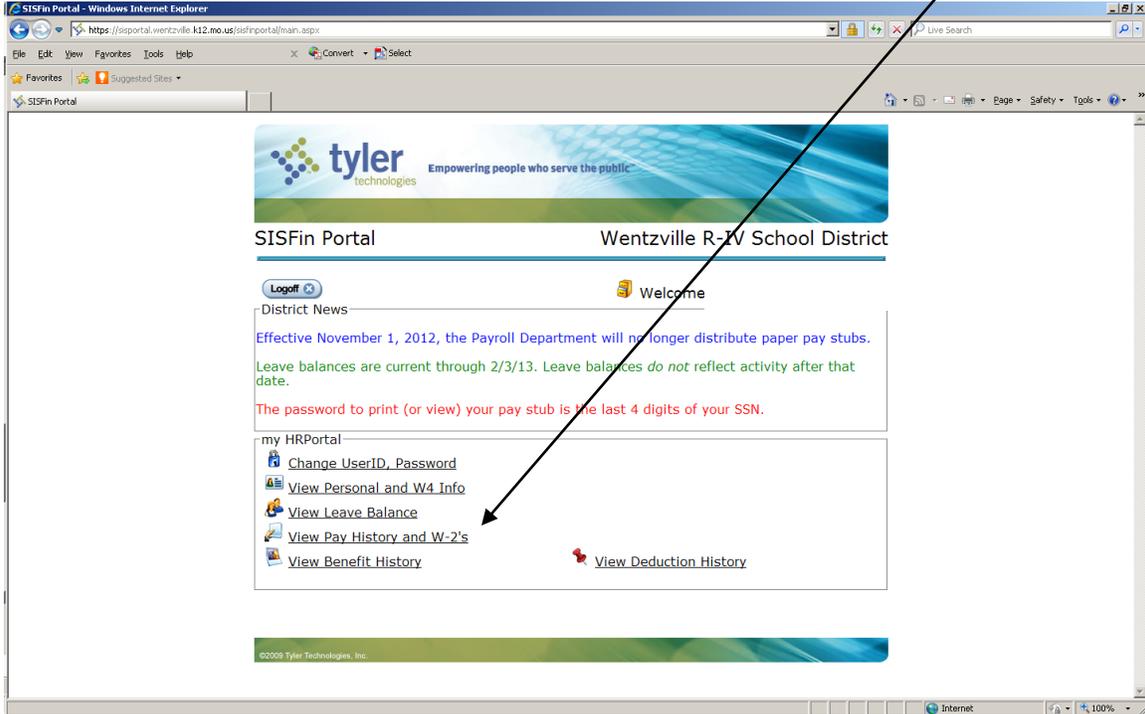
Enter your password, enter it again in the verify password field, and click update password.



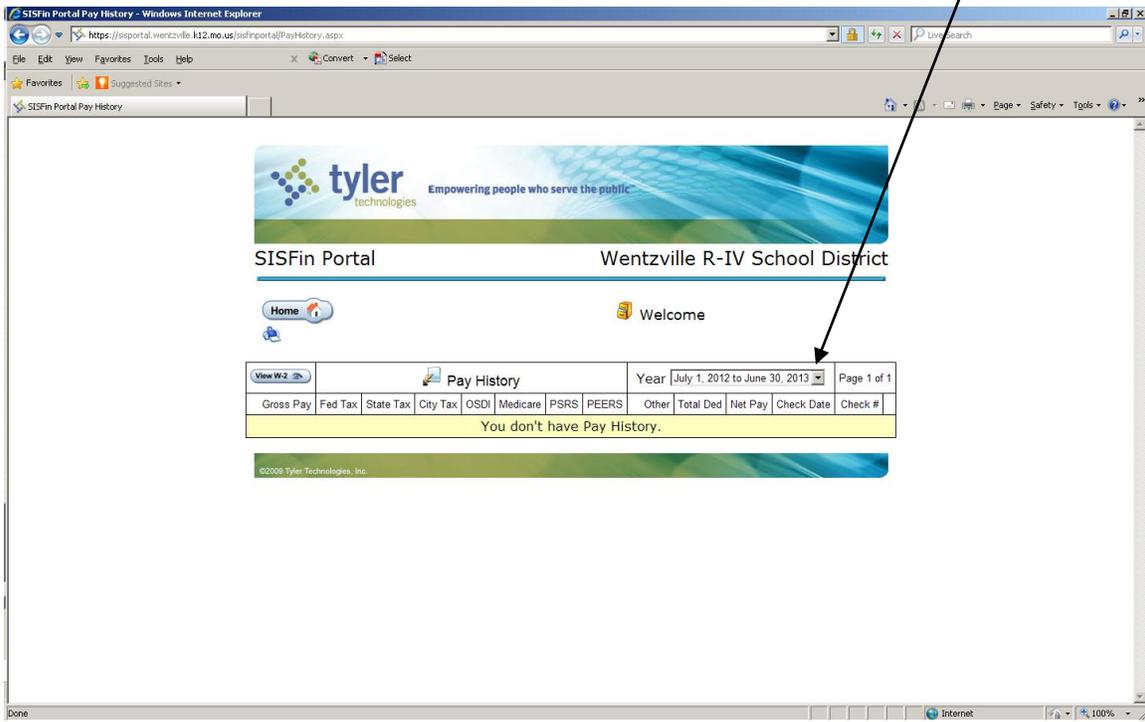
Click the Home button to go to District News and portal options.

Staff Portal Login Instructions

To **view your pay stub**, click on the [View Pay History and W-2's](#) link.



This will bring up a summary of the payments for the current year. Prior years' information is available by changing the year in the drop down menu.

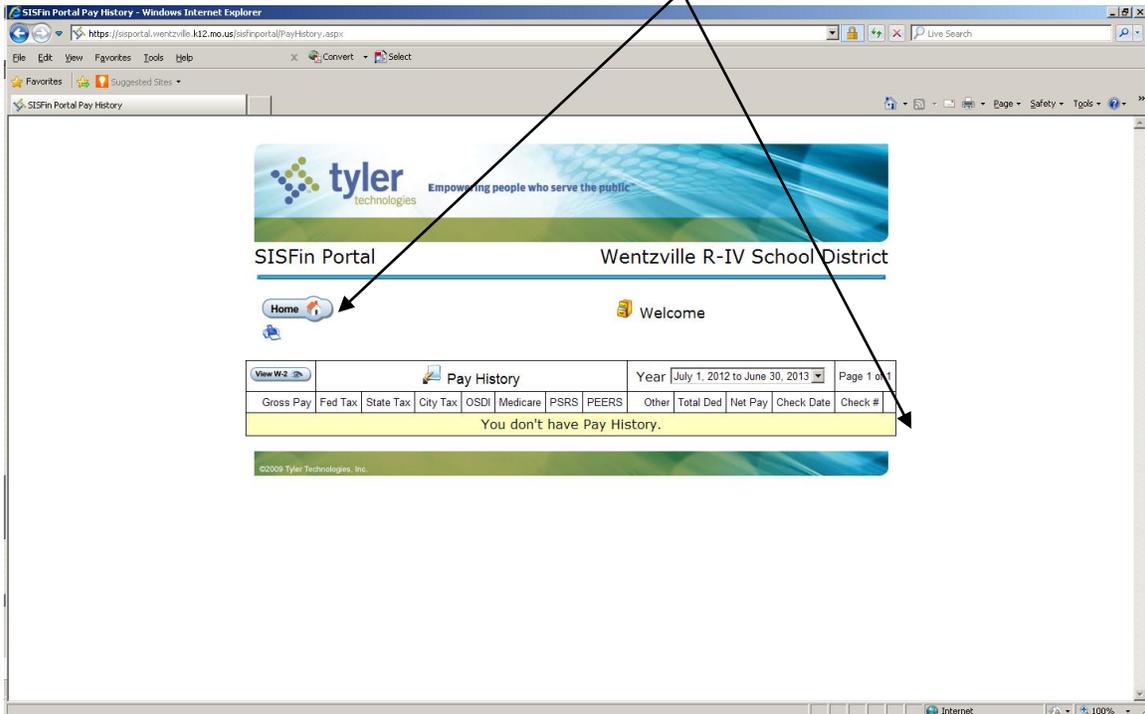


Staff Portal Login Instructions

To print or view an individual pay stub, click on the Print Stub button located in this area when pay history is available.

The password to open the detailed pay stub is the last 4 digits of your social security number (SSN).

To return to the main menu, click the Home button.



Staff Portal Login Instructions

Click on another link to view personal information or leave, benefit, and deduction history.

To **exit the portal**, click on the logoff button.

