

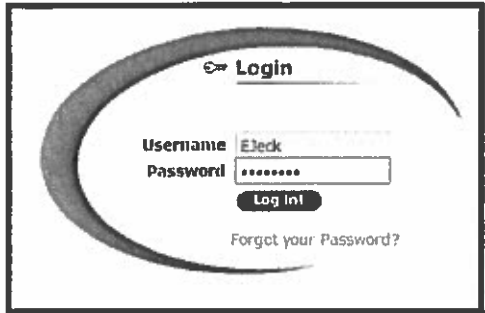
Staff Portal Reference to Retrieve Paystubs

11/14/2017 2:36:04 PM

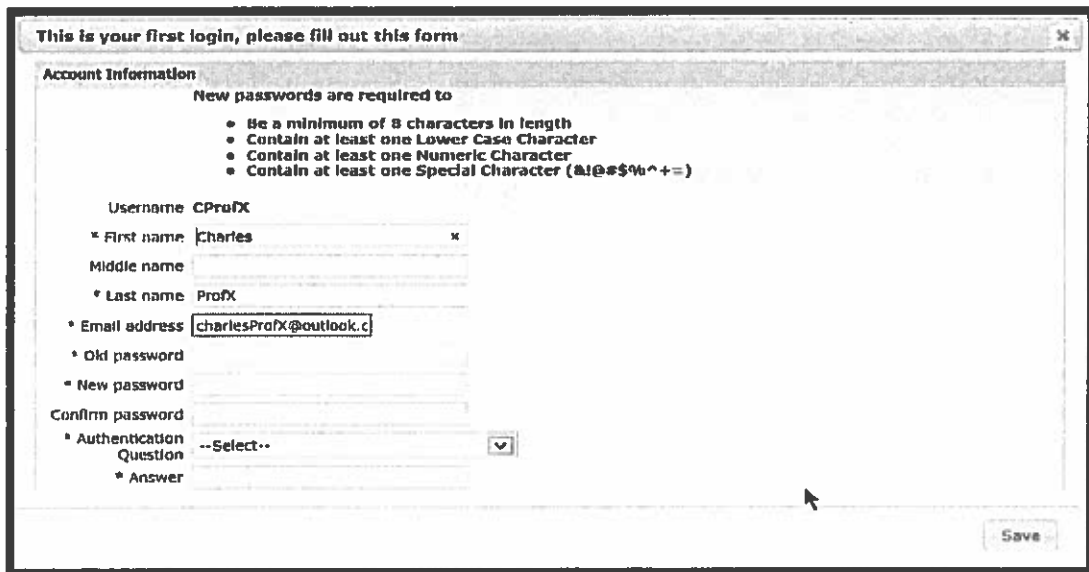
FIRST LOGIN

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.

A screenshot of a web application's login page. The page has a large, stylized 'C' logo on the left. At the top center, there is a 'Login' button with a key icon. Below the logo, there are two input fields: 'Username' with the text 'EJedk' and 'Password' with a masked password '*****'. A 'Log In!' button is positioned below the password field. At the bottom of the form, there is a link that says 'Forget your Password?'.

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.

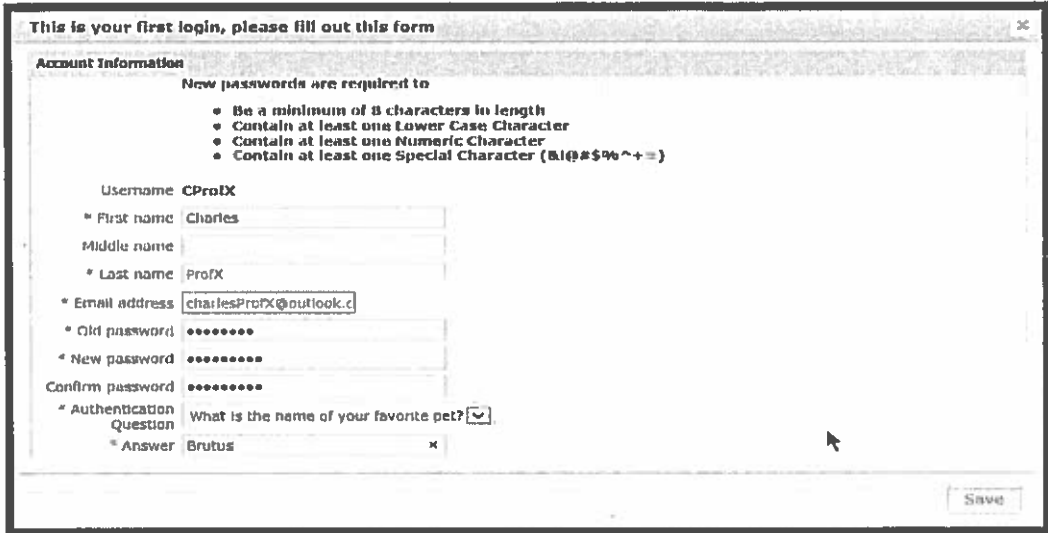
A screenshot of a web browser window displaying a 'first login' form. The window title is 'This is your first login, please fill out this form'. The form is titled 'Account Information' and includes a section for 'New passwords are required to' with a list of requirements: 'Be a minimum of 8 characters in length', 'Contain at least one Lower Case Character', 'Contain at least one Numeric Character', and 'Contain at least one Special Character (&!@#\$%^+=)'. The form fields include: 'Username' (CProfX), 'First name' (Charles), 'Middle name' (empty), 'Last name' (ProfX), 'Email address' (charlesProfX@outlook.c), 'Old password', 'New password', 'Confirm password', 'Authentication Question' (a dropdown menu with '--Select--'), and 'Answer'. A 'Save' button is located at the bottom right of the form.

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 (&!@#\$%^+=).

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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.



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 (B!@#\$\$%^+=)

Username: CProFX

* First name: Charles

Middle name:

* Last name: ProFX

* Email address: charlesProFX@outlook.c

* Old password:

* New password:

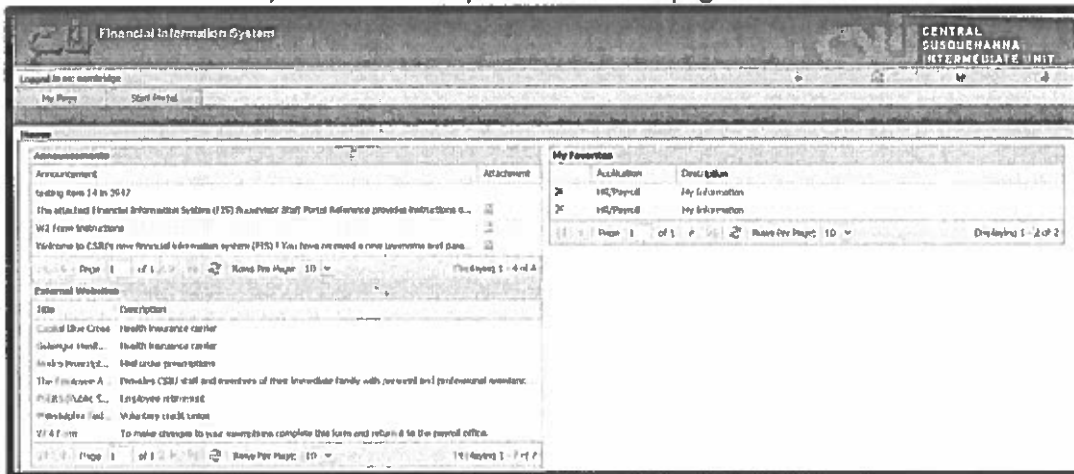
Confirm password:

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

* Answer: Brutus x

Save

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



Financial Information Systems

Central Susquehanna Intermediate II MT

Logged in as: cprofx

My Page Start Portal

Announcements

Attachment

My Favorites

Account	Description
HS/Payroll	My Information
HS/Payroll	My Information

Page 1 of 1

None Per Page: 10

Displaying 1 - 4 of 4

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