

MIFFLINBURG AREA SCHOOL DISTRICT EMPLOYEE HOW TO LOGIN FROM A DISTRICT COMPUTER

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.

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

Use your **network** log in as provided to you from the **IT Department**. If you are unable to log in with your **network** log in, please contact

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

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

