

## MIFFLINBURG AREA SCHOOL DISTRICT EMPLOYEE HOW TO LOGIN FROM HOME/MOBILE DEVICE

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 home computer or mobile device.

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

Log on 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 Home, About Us, Community, Departments, Programs, Academics, Parents, Athletics, and Calendar. Below this is a banner for the district with the text "Mifflinburg Area School District" and "Where the focus is on instruction and student achievement". A large photo of a group of students is displayed below the banner. At the bottom of the page, there is a row of icons for various services: 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. The top navigation bar includes 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 logo of a wildcat head. A row of icons represents various services: 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. Below the title are sections for "Related Files" and "Related Links". The "Related Links" section contains three items: "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." followed by the URL <https://web3.csiu-technology.org/miffep>.

Home > Staff > Staff Links

## Staff Links

Staff Links

### Related Files

- [Employee Portal General Directions](#)
- [Employee Portal Timesheet Entry - Certified Staff](#)
- [Employee Portal Absence Request](#)

### Related Links

**District Email**  
This is the new 2016 email server. The link to the old email server has been removed.  
<https://email.miffed.org/owa>

**Staff Portal**  
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.  
<https://web3.csiu-technology.org/miffep>

**The Smart Sub**  
Teacher portal for scheduling a substitute as of 1/5/15.  
<https://www.thesmartsub.com/>