

How to Access the MISD's Employee Portal

DO NOT LOSE THIS FORM. IT EXPLAINS HOW TO ACCESS YOUR EMPLOYEE PORTAL ONCE YOU RECEIVE YOUR EMPLOYEE PORTAL ID AND PASSWORD

The Employee Portal is utilized in many ways. The home page contains the Employee Menu and district announcements. This information is used to mail district correspondence and also in the District Directory so please be sure to verify all information and update as needed.

- You can access from home:
 - www.lc-ps.org, select Staff, click on link under Employee Portal or,
 - directly from the MISD at <http://myinfo.misd.net>.
- Or you can access from the district's Intranet site:
 - Technology Resources: <http://intranet.lc-ps.org/Buildings/Technology/Staff+Tools.htm> Or,
 - <http://intranet.lc-ps.org/Administration/Business+Office/Employee+Portal.htm>
- If you receive a security warning from your browser at the top of the page, it is ok to download. Select "Click here for options" and click Download file. This will bring you to the MISD Employee Portal.
- Select your district and enter your login information.

You can do the following by choosing from the Employee Menu:

1. View Check Stub. You can view or print current or past (from 07/2010) check stubs.
2. View W2. You can view or print latest W2.
3. Change Personal Info. You can update/change your address and phone numbers. This information is published in the District Directory Listing, you can choose to unlist address or phone numbers by checking the appropriate box.

Publish into School District Directory

Unlist Address

Unlist Phone



NOTE: You *cannot* change your name here. You have to complete a Change of Name Form which is located on the district's Intranet: <http://intranet.lc-ps.org/NR/rdonlyres/1252E05B-ABD0-48AC-BD92-92BC12AD76A2/32775/ChangeofNameform2311.pdf>. This form must be sent to Human Resources with a signed copy of your new Social Security Card. After the name change is processed, you can return to the Employee Portal and choose the Refresh button (it will retrieve new information from the district database) and update your name.

If you make a change, please click on Save and confirm your change. You will see the following message if done correctly: **Personal information updated successfully.**

4. Change Emergency Contacts. You can add, remove or change or an emergency contact.

Note: To update your emergency contacts, click on the contact you would like to change. This allows you to select one of the buttons at the bottom of the screen.



When you are finished updating your contacts, select the appropriate button at bottom of page. You will then see the following message:

Emergency Contact was successfully updated.



5. Security Options. You can change your passwords here.
6. District Directory Listing. This is the LCPS Personnel Directory. You can search for an employee or print. If you do not want your address and/or phone published, please see directions under 3. Change Personal Info above.

Be sure to Logoff/Exit when you are finished.

If you need assistance, please contact:

[Paula Sorgeloos](#),
Accountant
56-1220