CENTRAL SUSQUEHANNA INTERMEDIATE UNIT

After receiving the welcome email you must login and create a new password and set up your user information.

- You will be prompted to change the temporary password and complete an authentication question before moving into the Portal.
- You can change your password and authentication question at any time by using the My Page feature and selecting the Change Password or Change Questions located on the lower right of the webpage.
- You can log out by clicking on the lock icon located at the upper right side of the webpage.

If at any point after setting up your user information you forget your password, please select the "forgot your password?" link on the login screen and it will send you needed information. Do Not continue to enter a wrong password.

- If you exceed the allowed # of attempts (by default 3), you will lock your account and the "forgot your password?" option will not work.
- You will need to contact your system administrator to unlock your account and reset your password.

After logging into the Portal, you will have access to view Announcements, External Websites and My Favorites on the Home Page. You can redirect back to the Home Page at any time by clicking on the icon at the top, right of the webpage.

- Your employer will use the Announcements and External Websites to communicate general information and updates to be displayed once selected.
- The My Favorites box can be used by selecting the Favorite icon after being on the webpage you wish to save to the My Favorites tool. For example, if you wish to have quick access to request absences from the Home Page you would go to Staff Portal > My Information > My Absences and then click on the icon. You will then receive a message stating "The current page has been added to My Favorites". Favorites can be deleted by selecting the red X next to the Application saved in the My Favorites tool box.

You will have access to the Staff Portal and the My Page information by clicking on the appropriate tab located on the upper, left of the webpage.

My Page will allow you to change your viewing preference settings.

Select Staff Portal > My Information to access your Staff information. Select from the options available to you: My Information, Pay Calculator, Pay History, My Absences, Salary Wage Information, Timesheet Information, Course Activity Information.

Staff Information: Provides you with view access and possible request access to your basic HR/Payroll information. If you see an Edit button available for any information you are able to request a change to the currently available information. If you see an Add button, you are able to Add new information. For Example: you may see an Add button in your Staff Phone Number or Emergency Contacts information. All Adds and Edits go through an approval process prior to changes being saved live.

Pay Calculator: Provides you with the ability to update your Federal withholding information or Deductions and calculate a pay to see the Net Pay result. This will not calculate an actual Pay Check.

Pay History: Provides you with access to print or view any historical Payroll information at any time.

Staff Absences: Provides you with access to your current balance, each absence entered to see the detail and optionally request time off.

Salary Wage Information: Provides you with access to view your Wage information from a schedule. If your employer provides you with a Salary/ Wage and Benefit letter it can be found in this location.

Timesheet Information: Provides you with access to your Timesheet information and Timesheet History. This is where you enter and submit your timesheet information for Supervisor review and approval.

Course Activity Information: Provides you with access to course information History and optionally allows you to register for an upcoming training opportunity made available to you.