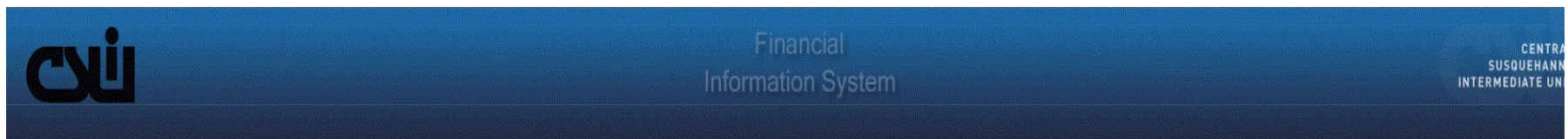


Hello! We have completed the conversion of our Accounting and Human Resources software. By now, you should have received a "Welcome" e-mail from noreplyfis@schoolport.org. This email contains the link to our new Staff Portal: <https://fis.csiu-technology.org/IU19/> and your username. The e-mail will contain your new temporary password. Your username and password for this new system is NOT the SAME as our old system. Your username will be the portion of your IU-issued e-mail that is before "@iu19.org". For instance if your IU-issued email is jsmith@iu19.org, your username is jsmith. If you have not received an e-mail from noreplyfis@schoolport.org, please e-mail me. I can resend it.

Once you click on the link, you will be directed to this login screen:



CSIU Financial Information System

Fund Accounting (including General Ledger, Purchasing, Accounts Payable, Accounts Receivable, Budgeting), Payroll, Human Resources, Bidding, Assets Inventory and Consumables Inventory

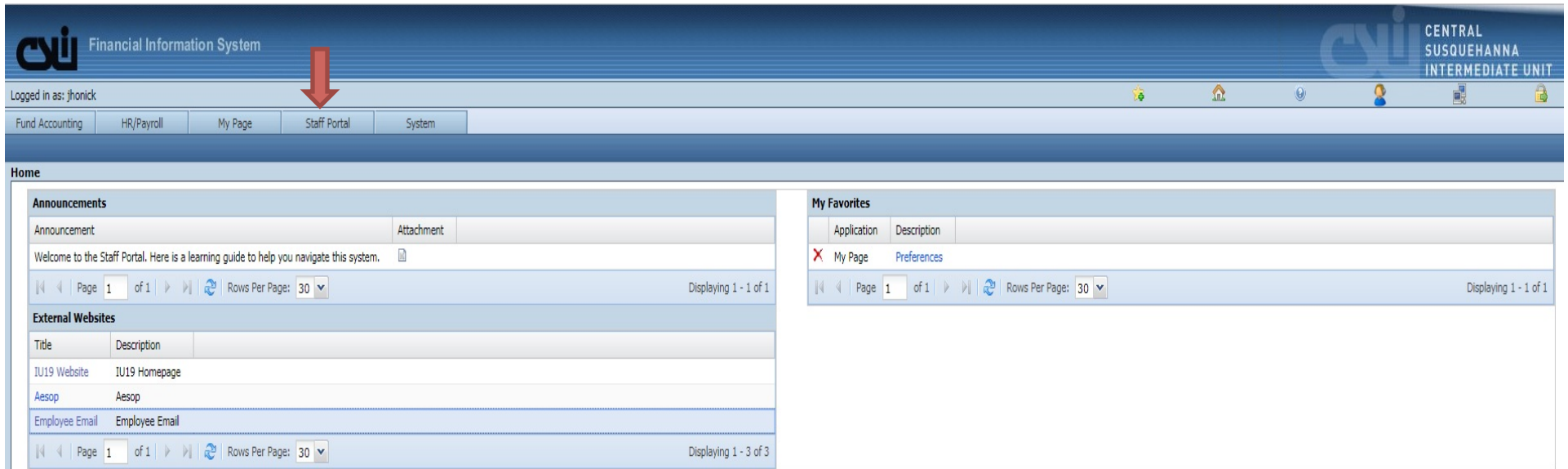
The CSIU Financial Information System is a fully-integrated, web-based software solution that keeps pace with the needs of local education agencies. The modules work together seamlessly to give you maximum flexibility and control over all aspects of financial record keeping and reporting.

[Click here](#) for browser requirements.

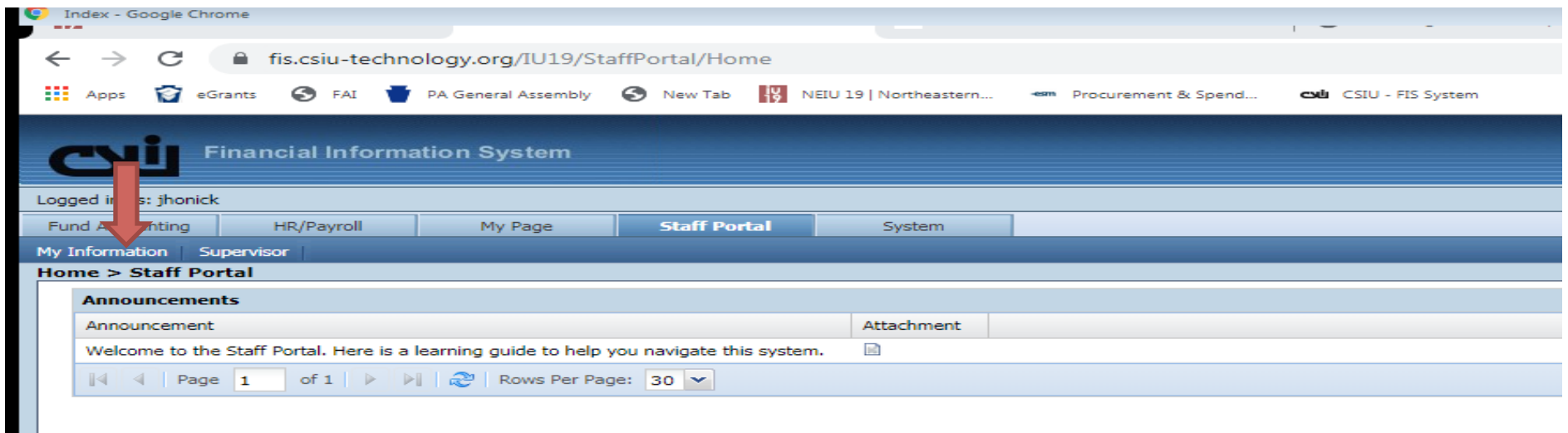
**Please enter your
username.
Reset your password.**

A login form with a "Login" button at the top. Below it are two input fields: "Username" and "Password". The "Username" field is circled in red. Below the "Password" field is a "Log in" button and a "Forgot your Password?" link.

Please enter your username and temporary password. You will be prompted to create a new password. Once you have successfully logged in, the following screen should appear:



You will notice under Announcements that there is a link for the Learning Guide. You can use this as a reference to help you navigate this new format. Please click on the Staff Portal tab. This will take you to the new Staff Portal.



Please click on My Information. This will bring up a Menu along the left hand side of the screen where you can find your pay stubs, demographic information, and absence balances. When you make a selection from the Menu, there will be tabs that appear across the screen. You can click in those to drill down further into your information. You can edit the information on these tabs, but it will go to Human Resources to approve the changes.

PLEASE NOTE: If you utilize Aesop to request time off, the balances shown in the Staff Portal are not up to date. The most accurate absence information is in Aesop. The Human Resources staff imports the information from Aesop into the Staff Portal, but there is about a one month delay.

For those employees that use the Staff Portal to request time off, please double check it. You can use the tabs going across the page to view your absence information in different formats. From any tab within the My Absence menu, there is a "Request Absence" button on the right hand side of the screen. You can click on that and it will bring up a screen that should be similar to the old system.

The screenshot shows a web browser window displaying the Staff Portal interface. The browser's address bar shows the URL: `fis.csiiu-technology.org/IU19/StaffPortal/StaffInformation?n=438`. The page header includes the logo for Central Susquehanna Intermediate University (CSIU) and the text "Financial Information System". The user is logged in as "jhonick".

The interface features a navigation menu on the left side under the heading "My Information". The menu items are: My Information, Pay Calculator, Pay History, My Absences, Salary Wage Information, Timesheet Information, and Course Activity Information. A red arrow points to the "My Information" menu item.

The main content area displays a horizontal tabbed interface. The tabs are: Demographics, Contact Information, Direct Deposit, Taxes, Clearances, and Outstanding Requests. A red arrow points to the "Outstanding Requests" tab.

Below the tabs, the following information is displayed:

Name: JENNIFER HONICK	Staff Status: Active	ID: 1617
Last: HONICK	First: JENNIFER	Edit
Middle:	Prefix:	Suffix: