# Staff Portal Reference Guide

## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Login</td>
<td>2</td>
</tr>
<tr>
<td>Portal Login</td>
<td>4</td>
</tr>
<tr>
<td>Home Page</td>
<td>5</td>
</tr>
<tr>
<td>Staff Portal</td>
<td>5</td>
</tr>
<tr>
<td>My Page</td>
<td>7</td>
</tr>
<tr>
<td>Changing Your Password</td>
<td>8</td>
</tr>
<tr>
<td>Changing Your Security Question &amp; Answer</td>
<td>8</td>
</tr>
<tr>
<td>Forgot/Reset Password</td>
<td>9</td>
</tr>
<tr>
<td>Additional Features &amp; Tools</td>
<td>11</td>
</tr>
</tbody>
</table>
WELCOME EMAIL and INITIAL LOGIN

When Kutztown Area School District first sets up your account, you will receive a welcome email with your username, temporary password, and a link to the staff portal. Upon receiving the welcome email, please complete the following steps to activate your login:

1. Select the link to the application that was provided in the email.

2. Enter your username and/or temporary password provided in the email.

3. Select the Log In button and the first login prompt will display, which will require you to enter a new password and set up a security question and answer.

4. Enter the temporary password you received in your email in the Old Password field.
5. When selecting your new password, enter a meaningful password in the **New Password** field. Please note that your new password must contain:

- eight or more characters,
- at least one numeric character,
- one upper and lower case character,
- and one special character (@!#$%^+=).

6. Enter your new password in the **Confirm Password** field.

7. Select a question from the **Authentication Question** field.

8. Enter your answer to the authentication question in the **Answer** field.

9. Click the Save button, which will take you to the **Home** page of the CSIU Staff Portal.

**NOTE**: Passwords will expire every 30 days and MUST be unique when compared to your last 10 passwords.
LOGGING INTO THE PORTAL

You may access the employee portal by either:

1. Direct link: [https://fis2.csiu-technology.org/KUTZ/](https://fis2.csiu-technology.org/KUTZ/) (bookmark for future use)

   OR

2. The Staff page on KASD’s website: [www.kasd.org/staff](http://www.kasd.org/staff)
   - Select the “Employee Portal” link under “Staff Resources”

**NOTE:** Accounts are locked after three failed attempts to log in.

**It is advised that you use the Forgot Password option after the second attempt.**

If you are locked out, you will need to submit an [IT Service Ticket](http://www.kasd.org/staff) to unlock your account.
HOME PAGE
The Home page of the CSIU Staff Portal gives you access to the:

- Staff Portal – where you can access personnel and payroll information and salary and benefit information.
- My Page – where you can change your password, change your security question and answer, and edit additional preferences.

STAFF PORTAL
To navigate to the Staff Portal, follow these steps:

1. Select the Staff Portal link, which is located in the upper left of the page next to My Page.

2. Select the My Information tab, to access your information.
Once you select the **My Information** tab, you will see additional menu options and your *My Information* screen that contains your Demographic, Contact Information, Direct Deposit, Deductions, Taxes, Insurance, Clearances, and Outstanding Requests. You may select any of the tabs to view your related information.

### My Information
Allows you to view and request changes to your basic HR/Payroll information. Please note that add and edit buttons are available for you to add information or request changes.

- **Contact Information Tab:** Update your phone number or edit your emergency contacts

- **Taxes Tab:** Make changes to your tax deductions. If you wish to make changes, you may select the Edit button and select the link for a W-4 form. You may upload your completed and signed W-4 for payroll to process.

All Adds and Edits go through the Business Office/Human Resources for approval before they take effect.

### Pay Calculator
Allows you to update your Federal withholding information or deductions to allow you to calculate a pay to see the Net Pay results. Please note that this will NOT calculate an actual paycheck.

### Pay History
Allows you to access, print, or view historical Payroll information.

### My Absences
Allows you to access your current absence balance and view absence details. Please note that absence balances are updated approximately one (1) week in arrears.
MY PAGE

To navigate to My Page, select the My Page tab.

After you select the My Page tab, you will see your user information. The main purpose of the My Page area is to change your Password and/or security Question and Answer.
Changing Your Password

1. Select the Change Password button, which opens the Change Password page.

2. Enter your current password in the Old Password field.

3. Enter a new password in the New Password field.
   *Note that your password must contain eight characters as well as one lower case, numeric and special characters.*

4. Enter the new password again in the Confirm Password field.

5. Select the Save button and you will be returned to the main My Page area.

Changing Your Security Question and Answer

1. Select the Change Question and Answer button, which opens the Change QA page.

2. Enter your current password in the Current Password field.

3. Select a question from the Authentication Question field.

4. Enter an answer in the Authentication Answer field.

5. Select the Save button and you will be returned to the main My Page area.
FORGOT PASSWORD

If you forget your password, you can retrieve and create a new password using the Forgot your Password link on the CSIU Financial Application Login page.

**NOTE:** Accounts are locked after three failed attempts to log in.

**It is advised that you use the Forgot Password option after the second attempt.**

If you are locked out, you will need to submit an IT Service Ticket to unlock your account.

To retrieve your password, perform the following steps:

1. On the CSIU Financial Application Login page, click the Forgot your Password? link.

2. Enter your username in the Username field.

3. Click the Submit button.

4. Enter your answer to the Authentication Question in the Authentication Answer field. (NOTE: if you do not know your answer, you will need to submit an IT ticket)

5. Click the Submit button.
FORGOT PASSWORD

a. If your answer was correct, you will receive a prompt that your new password has been sent to your email address on file. *Skip to number 6.*

b. If your answer is incorrect, you will receive the ‘The answer provided is incorrect’ message.

NOTE: If your email address is incorrect or if you cannot remember your authentication answer, you will need to enter an IT ticket.

6. Check your email.

7. Log into the CSIU Financial Application with your username and new temporary password from the email. This will prompt you to change your password to something more meaningful.

8. Enter your old password in the **Old Password** field, which is the temporary password received in the email.

9. Enter a new password in the **New Password** field.

10. Enter your new password again in the **Confirm Password** field.
**Additional MY PAGE Features:**

- View your email address. Only HR staff may change a work email address.
- Customize if the menus show to the left or right of the application using the Application Style field.
- Customize the color of your staff portal by using the Application Theme field.
- Customize the number of records that display in a grid.

**ADDITIONAL NAVIGATION TOOLS**

At the top of the Staff Portal, you may have noticed various icons. You can move your cursor over the icons for tool tips to help you identify what each icon does.

From left to right, the following icons allow you to perform various functions. Please note that some options may not be available to you.

- **Add to My Favorites**
  - The star icon is used to Add links to your favorites. You can click this icon to add the webpage to your My Favorites section of the homepage. This allows you to quickly access the webpage instead of navigating through folders.

- **Home**
  - The house icon is used to navigate back to the main Staff Portal page. The main (or Home) page allows you to view announcements and your My Favorites links.

- **Online Support Center**
  - The question mark icon is used to navigate to the online support center, which is the central location for software documentation.

- **Logout**
  - The lock icon is used to logout of the application.