Portal User – Login

Navigate to http://sisfin.jcschools.us/SisFin and select the SISFin Portal graphic.

You must first log in to the portal. For first time users your ID and password will be your employee ID.

First Time Login

As soon as you log in for the first time, you will see a message explaining how to change your User ID and Password. If you choose not to change them, just click the **home** button.

Forgot Your User ID or Password?

Click on the button, **Forgot Userid/Password** and the information will be emailed to you.

Portal Menu

Once you have logged in successfully, you will see the "Main Menu" screen.

The top portion of the menu contains HR related items.

The bottom portion of the menu is designated for other SISFin actions and or items.

Change UserID, Password

You can change your User ID and or Password anytime you are logged in by selecting "**Change UserID, Password**" from the Portal Menu.

View Pay History

When viewing pay history, you have the ability to choose from which fiscal year using the "Year" drop down. If you want to print a pay stub, you must have adobe acrobat reader. (Version 9 or higher) installed on the computer you are printing from. Click [Print Stub] button.

The View Benefits and View Deductions links allow you the same options as View Pay History.

Each time you want to leave the current screen, click the home button to return to the main menu.

When clicking on Print Stub, the following box will open:

Your password will be the last 4 digits of your SSN