

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.

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SISFin Portal School Information Systems

Please Login

Enter your UserID and Password

UserID: 10034

Password: ●●●●

version 3.11 build 100902

Login

Forgot Userid/Password

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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.

Home

Welcome, Gladys M Brown

Hi! Welcome to the SISFin Portal

To initialize your new account you have the option of changing your UserID or Password or leaving them set as is. If you change your userID, it will be checked to make sure that no one else is using it. Userid's MUST be unique. Click the 'Update UserID' button. To change your Password, enter the new one in the Password and the verify Password fields, then click the 'Update Password' button. When you are finished, click home.

Change UserID

UserID: 10040 Update UserID

Change Password

Password: ●●●●

verify Password: ●●●● Update Password

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Forgot Your User ID or Password?

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

Please Login

Enter your UserID and Password	
UserID	<input type="text" value="10034"/>
Password	<input type="password" value="•••••"/> version 3.11 build 100902
Login	
Forgot Userid/Password	

Portal Menu

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

SISFin Portal School Information Systems

Logoff Welcome, Beth Queen

District News
GOOD MORNING

my HRPortal

- Change UserID, Password
- View Personal and W4 Info
- View Leave Balance
- View Pay History
- View Benefit History
- Submit Leave Request
- View Leave Request Status
- Submit Personal Info Changes
- View Personal Info Changes
- View Deduction History

my SISFinPortal

- Requisitions
- Activity Clubs
- SISApp - Applicant Tracking
- Professional Development
- Inventory Control
- Fixed Asset Inventory


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  button.

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  Welcome, Andrea Apple

Paystubs are password protected using the last 4 digits of your SSN.

Pay History												Year	Page 1 of 1	
Gross Pay	Fed Tax	State Tax	City Tax	OSDI	Medicare	PSRS	NTRS	Other	Total Ded	Net Pay	Check Date	Check #		
2,400.00	149.90	73.00	0.00	100.80	34.80	0.00	196.88	0.00	0.00	1,844.62	1/20/2014	215648		
2,520.00	169.11	79.00	0.00	105.84	36.54	0.00	205.11	0.00	0.00	1,924.40	12/20/2013	215574		
2,520.00	169.11	79.00	0.00	105.84	36.54	0.00	205.11	0.00	0.00	1,924.40	11/22/2013	215428		
2,520.00	169.11	79.00	0.00	105.84	36.54	0.00	205.11	0.00	0.00	1,924.40	10/22/2013	215355		
2,400.00	151.78	74.00	0.00	100.80	34.80	0.00	200.66	0.00	0.00	1,837.96	7/20/2013	216004		

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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:

Password required ✕

This document is password protected. Please enter a password.

Your password will be the last 4 digits of your SSN