Macomb Intermediate School District
44001 Garfield Road • Clinton Township, MI • 48038-1100 • 586/228-3300

MANAGEMENT TECHNOLOGY

MyInfo Employee Portal

MISD MyInfo Employee Portal Documentation

March 2026

Theresa J. Genest, *President* • Donald R. Hubler, *Vice President* • Edward V. Farley, *Treasurer*
Brian White, *Secretary* • Michael A. Schulte, *Trustee*
Michael R. DeVault, *Superintendent*

Table of Contents

MyInfo Employee Portal – User Guide 4
Introduction 4
Getting Started 5
Pages/Features 7
Check Information 7
Pay Stub Information 8
Payment Analytics 9
W2's 10
Personal Information 11
Emergency Contacts 12
Opt-Out Printed Checks 13
District Directory 14
Inactivity 15
Profile Management 16
Profile 16
Username/Email 17
Password 18
Two-Factor Authentication 19
Frequently Asked Questions 20

MyInfo Employee Portal – User Guide

Introduction

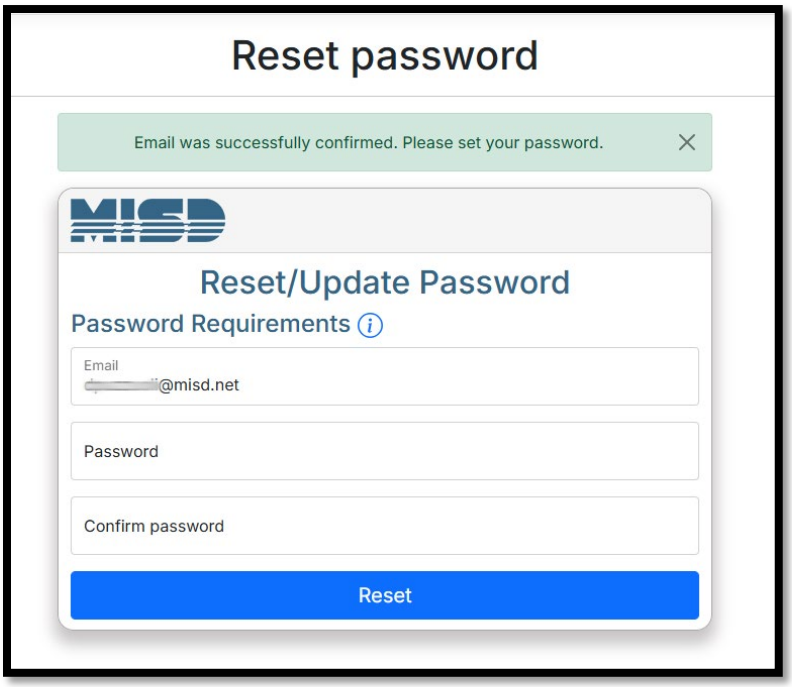
https://employeeportal.misd.net

The MyInfo Employee Portal provides employees with access to their personal and payroll information. The MyInfo Employee Portal provides the following features:

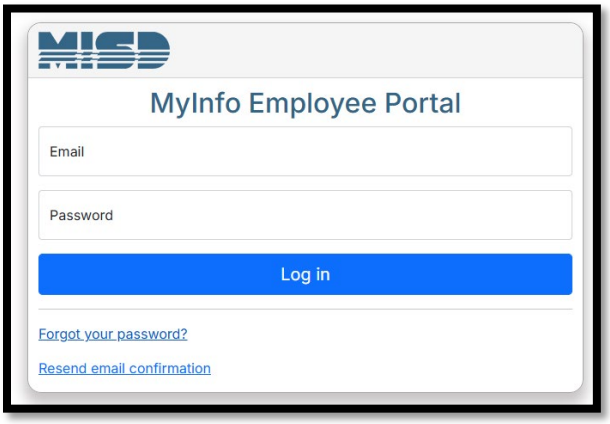
- View historical list of paychecks.
- View and download multiple or individual pay stubs.
- Export paystub information straight to a csv file.
- View pie & bar charts of payment information for custom date ranges.
- Download or view your W-2 forms for the current year and the two preceding years.
- View/Edit personal information (Address, Phone Numbers, opt-outs…etc).
- View directory containing a list of district employees.
- Self-service password resets.
- Optional Multi-Factor Authentication.

Getting Started

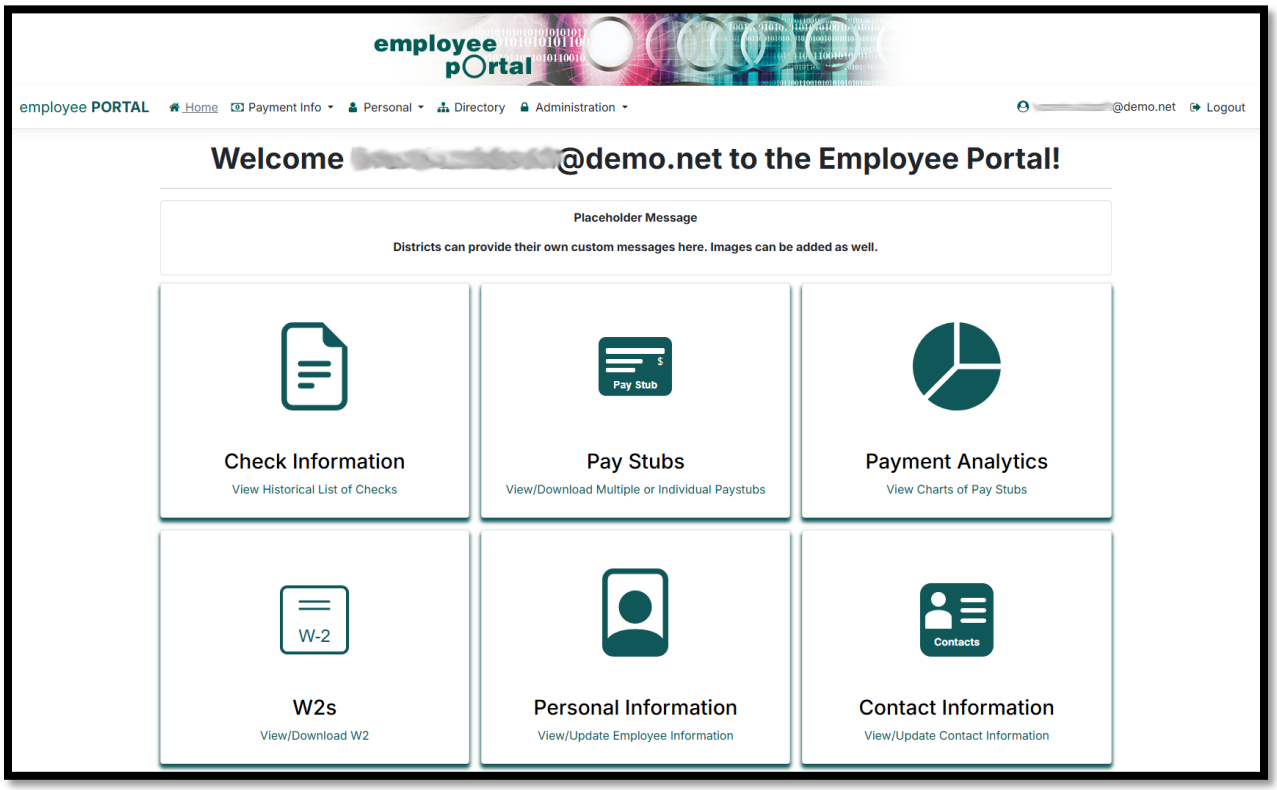
- The MyInfo Employee Portal is accessible on both desktop and mobile devices, including phones and tablets. MyInfo should be compatible with all modern browsers too.
- Before logging in to MyInfo for the first time, users should receive a welcome email asking to confirm their email address. This email confirmation will work for 7 days after being received.
- Clicking the “Confirm My Email” button from your email will redirect you to the location in the image below.



- This will confirm your email address and allow you to set your password. Once completed, you will be able to log in and access your employee information.
- Use the log in screen below to sign on with your email and newly created password.



- Once successfully logged in, you will be greeted with the following landing page.



- **Note:** *Your landing page may look a bit different depending upon what pages your district has enabled/disabled as well as any custom district messages.*
- **Note:** *Once logged in, users will remain signed in until they sign out, or 30 minutes of inactivity is reached.*
- **Note:** *The "Forgot your password?" & "Resend email confirmation" self-service options are located on the main login page. These options will send you emails that include instructions on performing these actions.*
- **Note:** *Depending upon your district's Multi-Factor Authentication requirements, you may not be able to access your information initially without first setting up your Multi-Factor Authentication. If so, please click here for the setup guide.*

Pages/Features

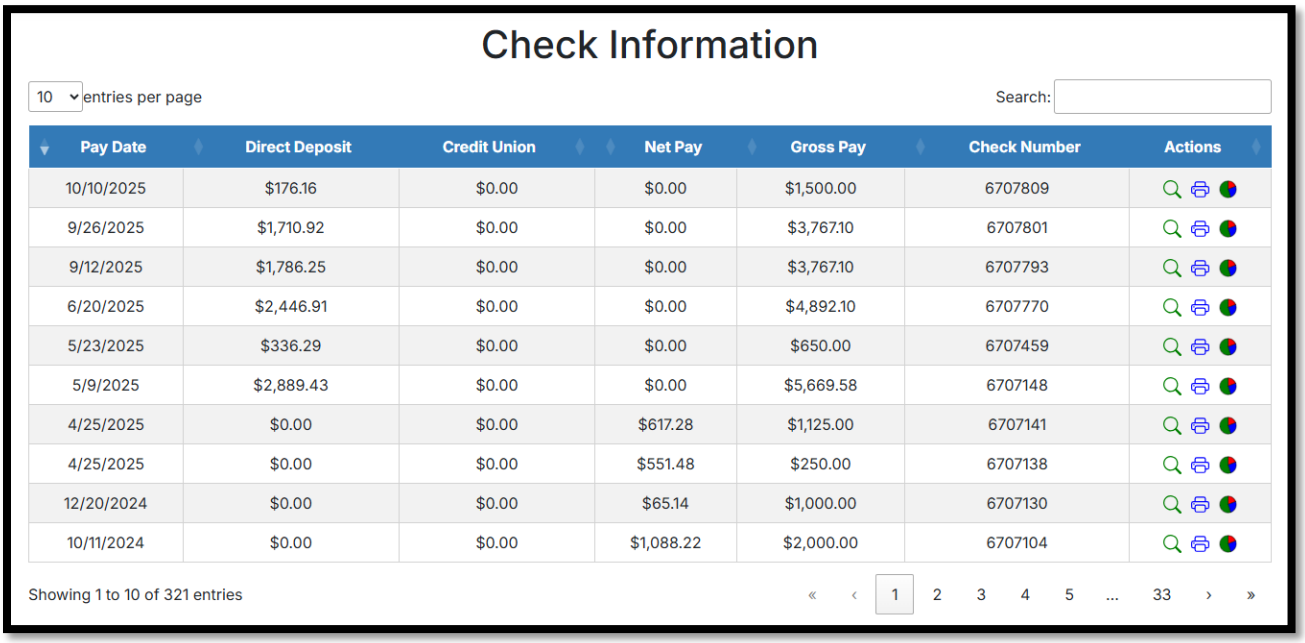
- **Note:** *Any Personal Information listed below is demo data.*

Check Information

- The check information page provides a detailed breakdown of all historical pay checks.

  Features

  - View an individual pay stub via button.
  - Create a PDF of an individual pay stub via button.
  - View an individual pay stub as a pie chart via button.
  - Sortable and searchable table for efficient lookup.

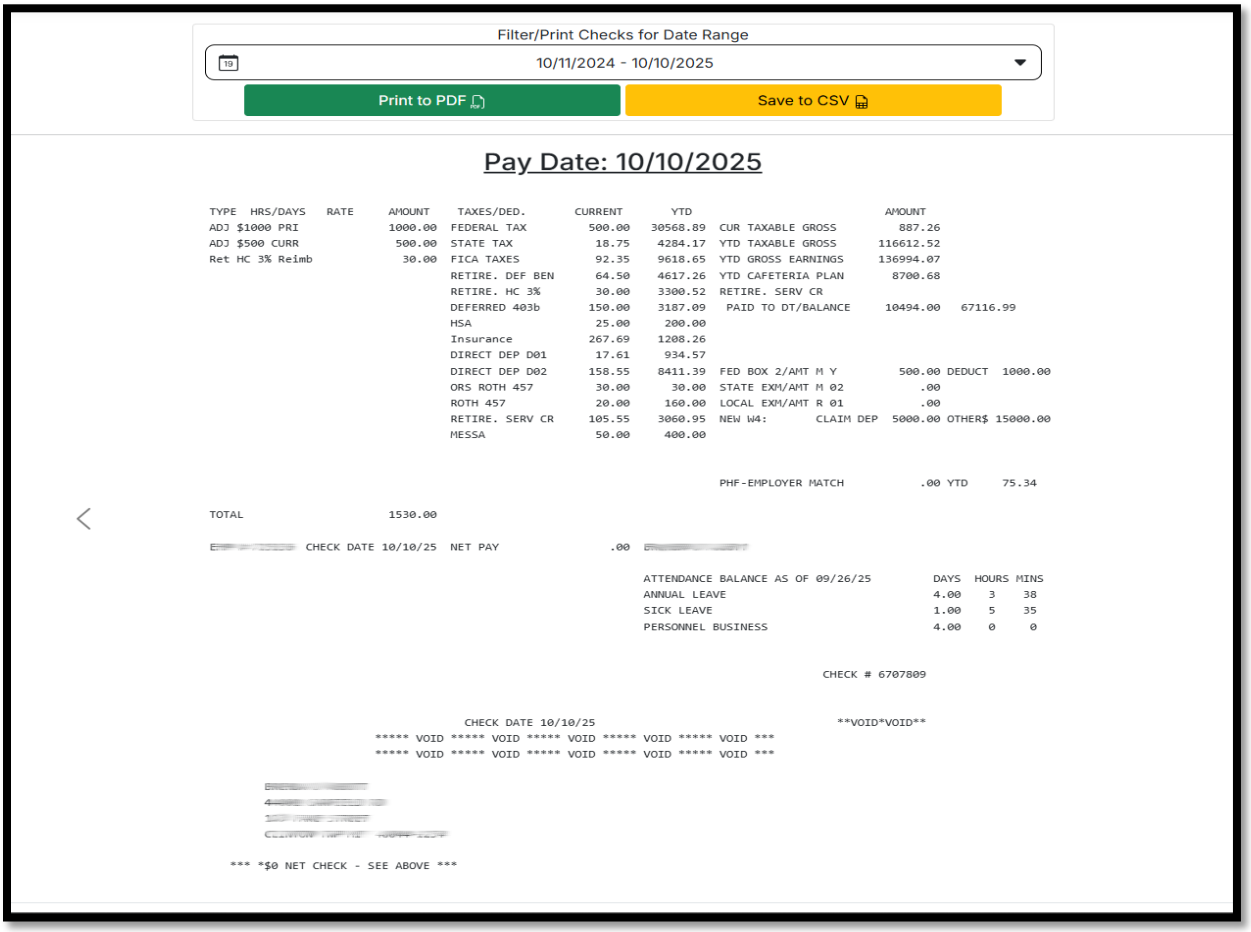


Pay Stub Information

- The Pay Stub information page allows users to view their detailed pay stubs. By default, the page will display the last ten pay stubs and allow users to scroll through each one of them.

Features

- Users can apply custom date range sorting to only display pay stubs within the selected date range.
- Pay Stubs can be exported to a PDF containing all pay stubs within the selected date range.
- Pay Stubs can be exported to a CSV containing all pay stubs within the selected date range.

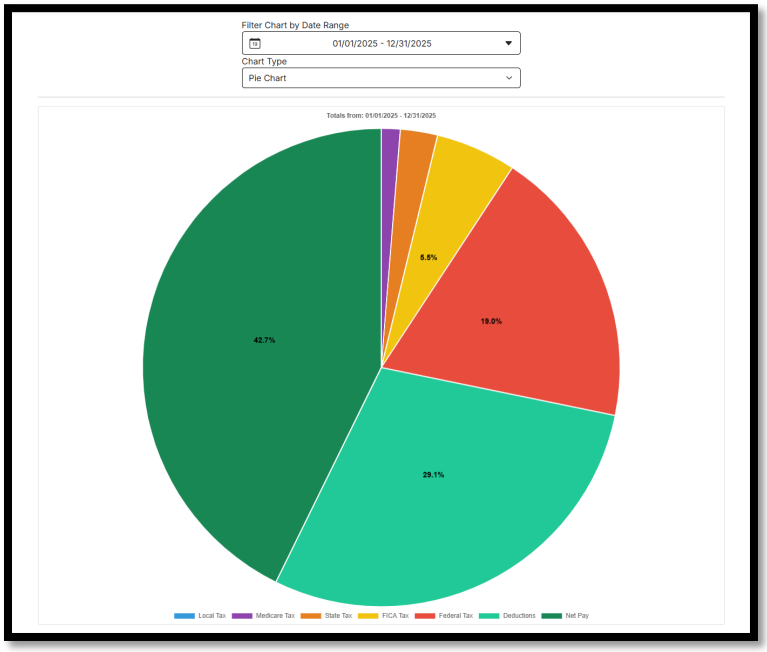


Payment Analytics

- The Payment Analytics page provides users with graphical representation of their payment data. This can be filtered down by custom date ranges or even an individual pay stub.

Features

- Pie Chart and Horizontal Bar Chart support with options to change between each on the fly.
- When a bar is clicked on the Horizontal Bar Chart, you will be redirected to a pie chart for an individual breakdown.
- Clicking any categories from the legend will remove or add back the categories to the charts.

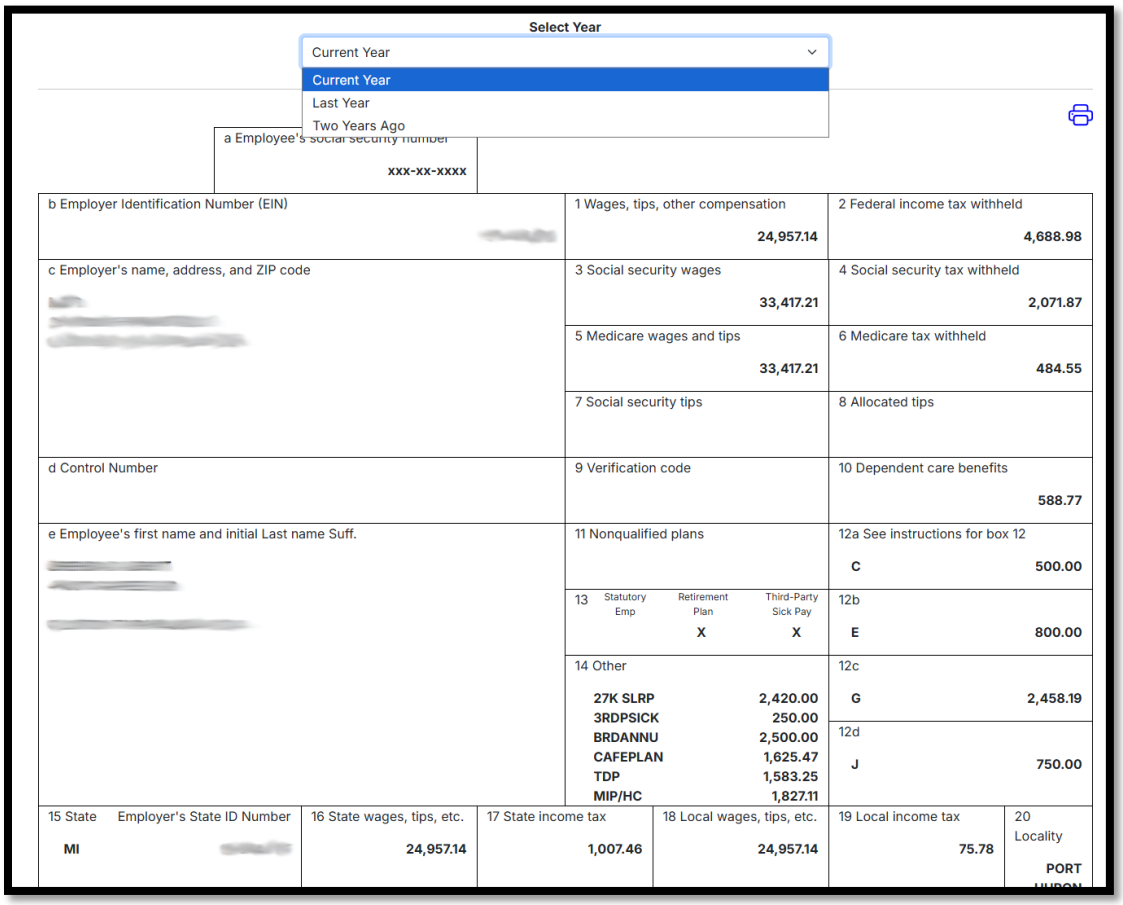


W2's

- The W2 page provides users with the last three years of W2's.
- **Note:** *The information provided on the W2 is for informational purposes only, these are not official W2 documents.*

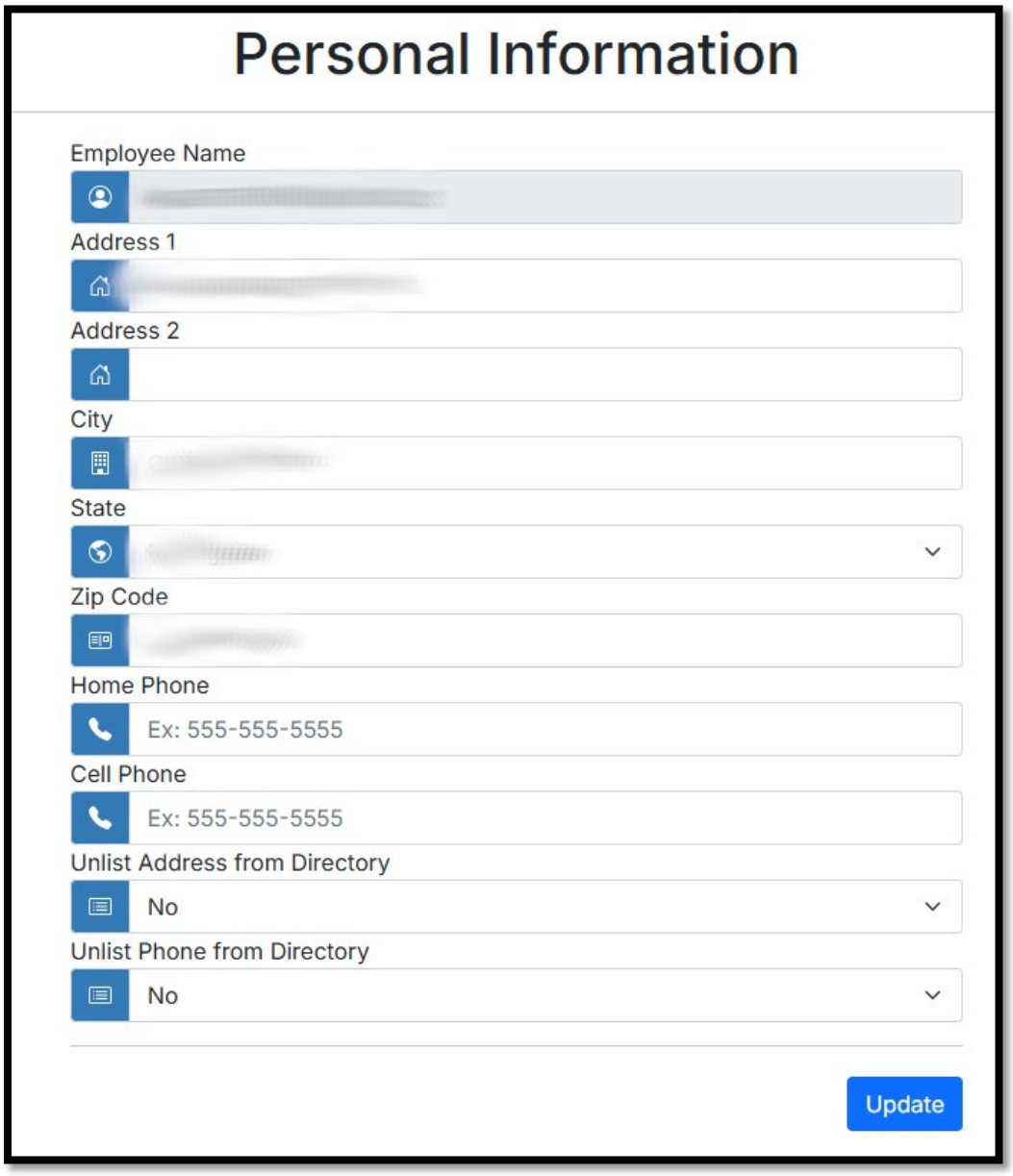
Features

- Year Selection drop-down allows a user to go back two additional years to view older W2's.
- Option to print the selected W2 straight to a PDF.



Personal Information

- The Personal Information page provides users with a detailed view of their employee information. Users can update this personal information as well as opting out of additional items.

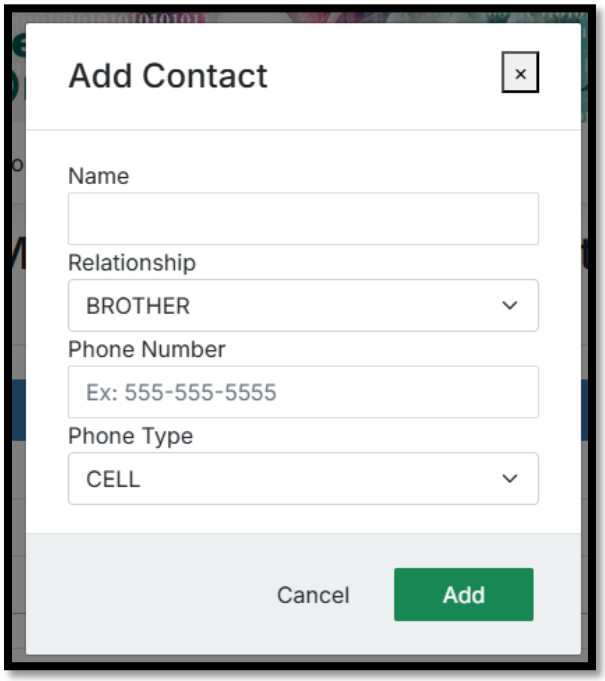


Emergency Contacts

- The Emergency Contacts page allows users to view, update, and delete any existing emergency contacts. Users are also able to add any new additional emergency contacts. A section for notes is provided as well.

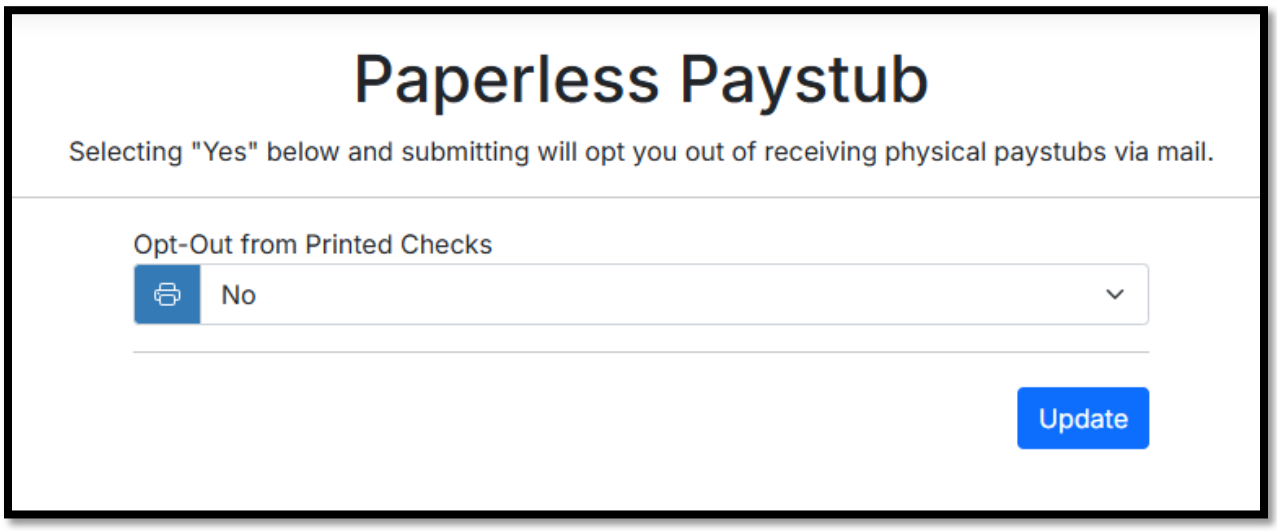
Features

- This page provides updated validation to improve the user's experience when adding or editing existing contacts.
- The "Relationship" options are now pulled from each districts database to ensure only allowed relationships are input.
- The ability to edit existing emergency contacts has been added. You will no longer have to remove and re-add an entire contact to make a change.



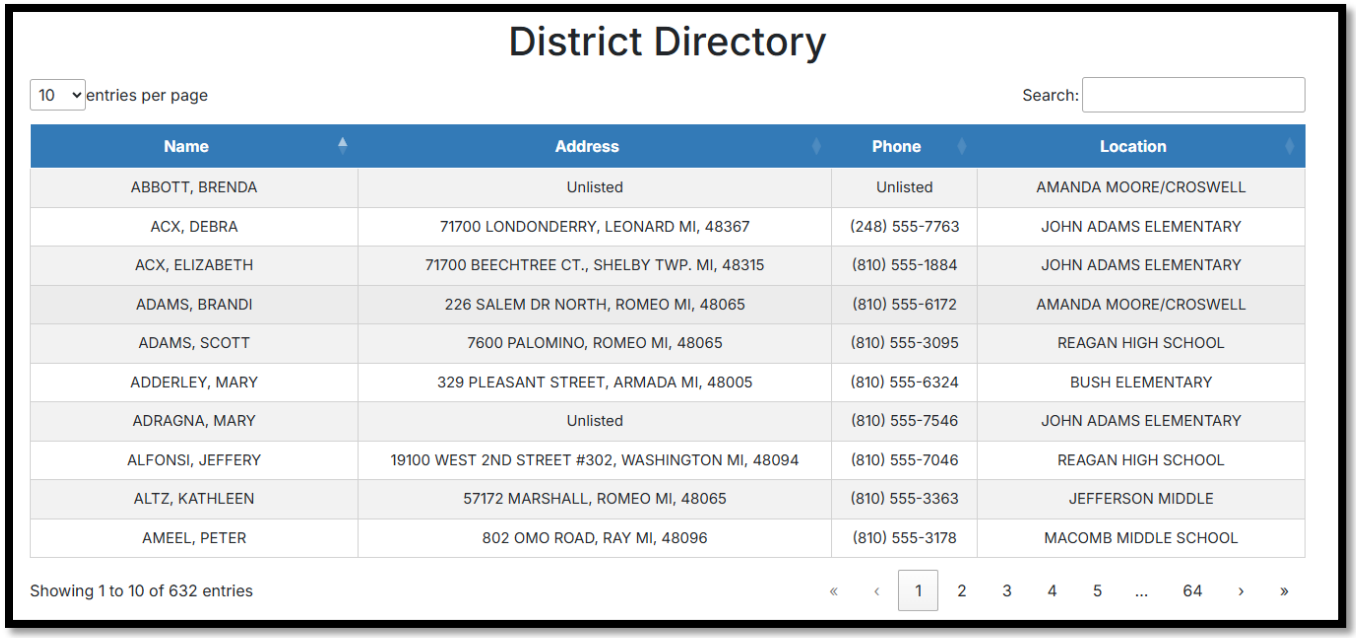
Opt-Out Printed Checks

- This page provides employees with the option to opt out of receiving physical checks via mail.
- **Note:** If your district does not print physical pay stubs, you most likely will not see this page.



District Directory

- The District Directory provides district users with a searchable table of active employees at their district.
- Provides Employee Names, Addresses, Phone Numbers, and Location.
- **Note:** *Users can opt-out of displaying their address & phone number on the District Directory by disabling these from the Personal Information page.*



District Directory

10 entries per page

Search:

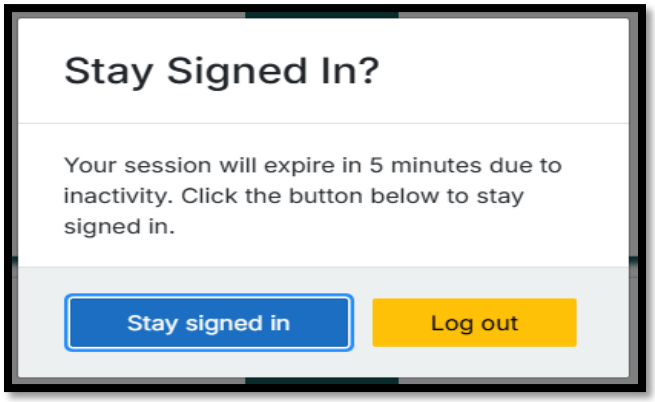
Name	Address	Phone	Location
ABBOTT, BRENDA	Unlisted	Unlisted	AMANDA MOORE/CROSWELL
ACX, DEBRA	71700 LONDONDERRY, LEONARD MI, 48367	(248) 555-7763	JOHN ADAMS ELEMENTARY
ACX, ELIZABETH	71700 BEECHTREE CT., SHELBY TWP. MI, 48315	(810) 555-1884	JOHN ADAMS ELEMENTARY
ADAMS, BRANDI	226 SALEM DR NORTH, ROMEO MI, 48065	(810) 555-6172	AMANDA MOORE/CROSWELL
ADAMS, SCOTT	7600 PALOMINO, ROMEO MI, 48065	(810) 555-3095	REAGAN HIGH SCHOOL
ADDERLEY, MARY	329 PLEASANT STREET, ARMADA MI, 48005	(810) 555-6324	BUSH ELEMENTARY
ADRAGNA, MARY	Unlisted	(810) 555-7546	JOHN ADAMS ELEMENTARY
ALFONSI, JEFFERY	19100 WEST 2ND STREET #302, WASHINGTON MI, 48094	(810) 555-7046	REAGAN HIGH SCHOOL
ALTZ, KATHLEEN	57172 MARSHALL, ROMEO MI, 48065	(810) 555-3363	JEFFERSON MIDDLE
AMEEL, PETER	802 OMO ROAD, RAY MI, 48096	(810) 555-3178	MACOMB MIDDLE SCHOOL

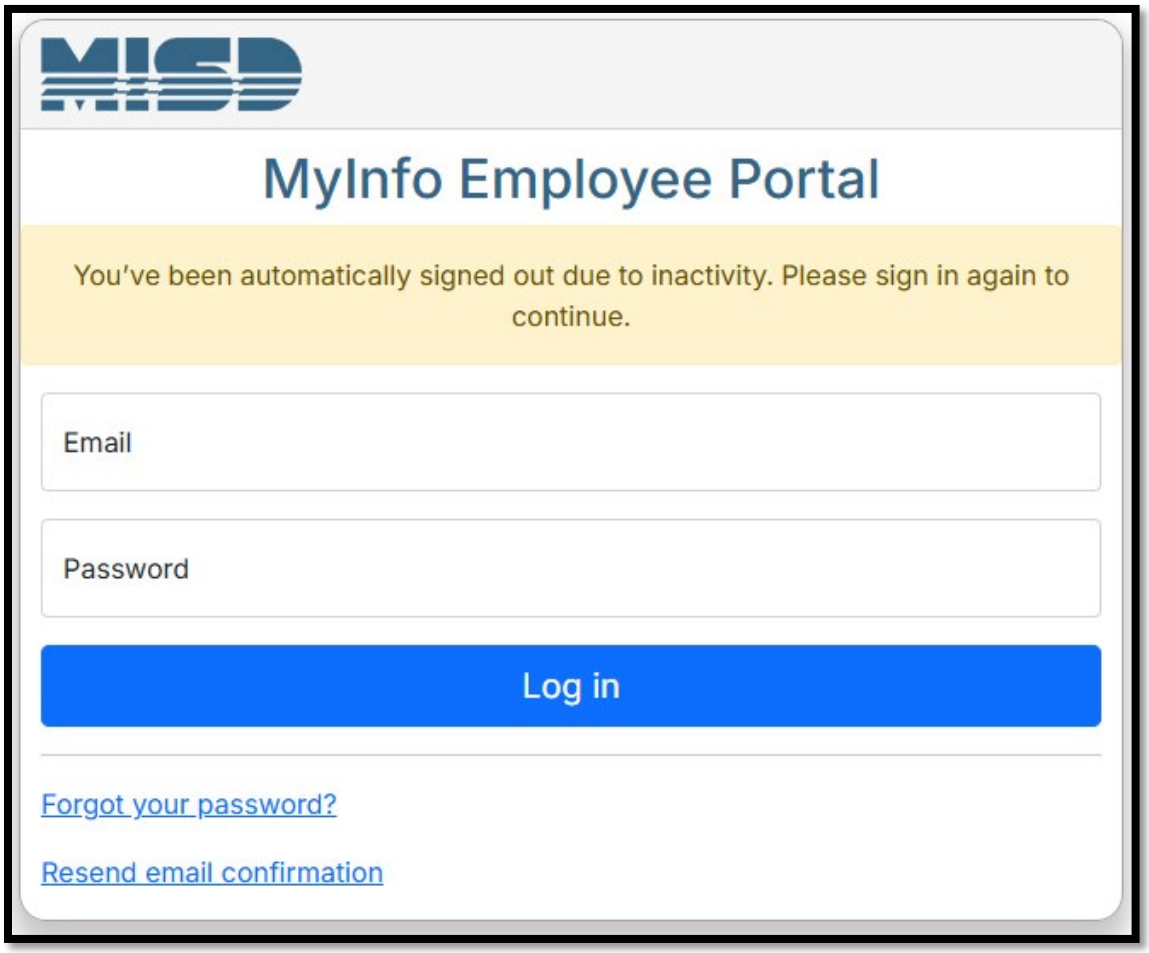
Showing 1 to 10 of 632 entries

« ‹ 1 2 3 4 5 ... 64 › »

Inactivity

- When logged into the MyInfo Employee Portal, you have 30 minutes of inactivity before you will be signed out.
- 5 minutes prior to being automatically signed off, an alert will appear allowing you to extend your session.



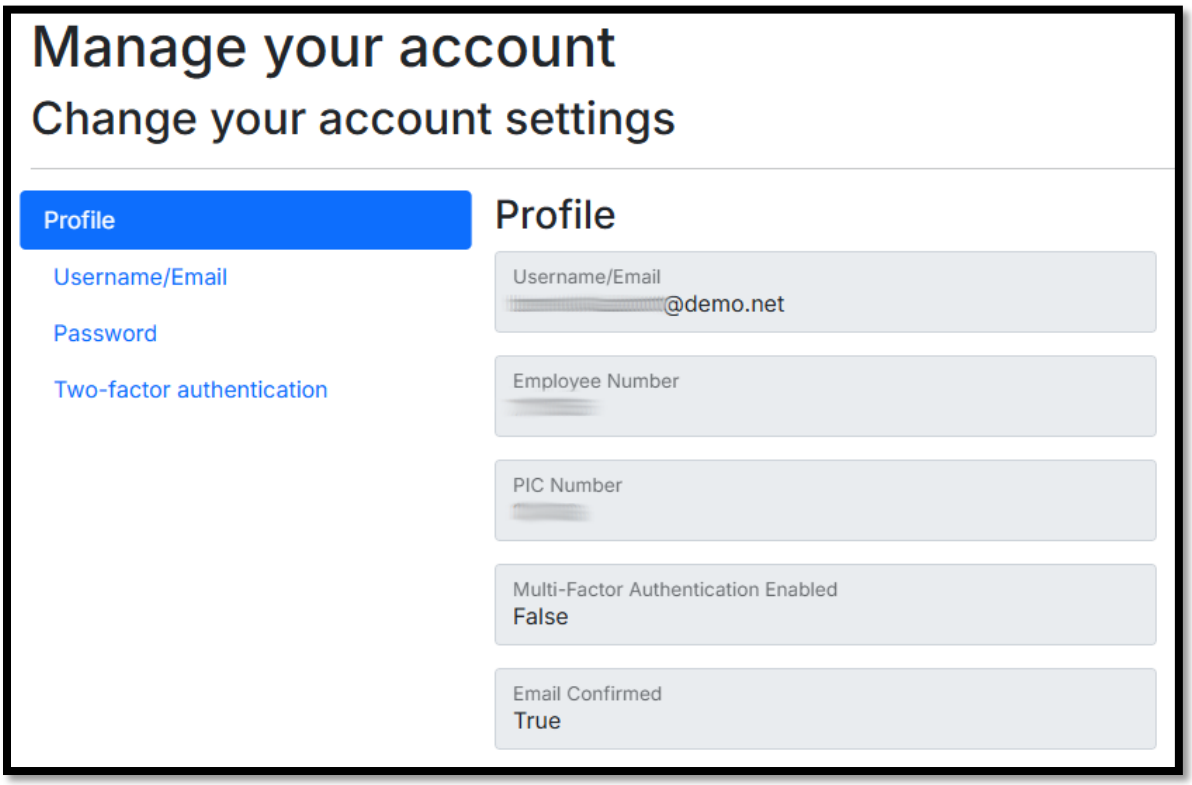


Profile Management

- Clicking your username from the top right will bring you to the main profile page. From here, you can view profile information, manage your email, passwords and 2FA.

Profile

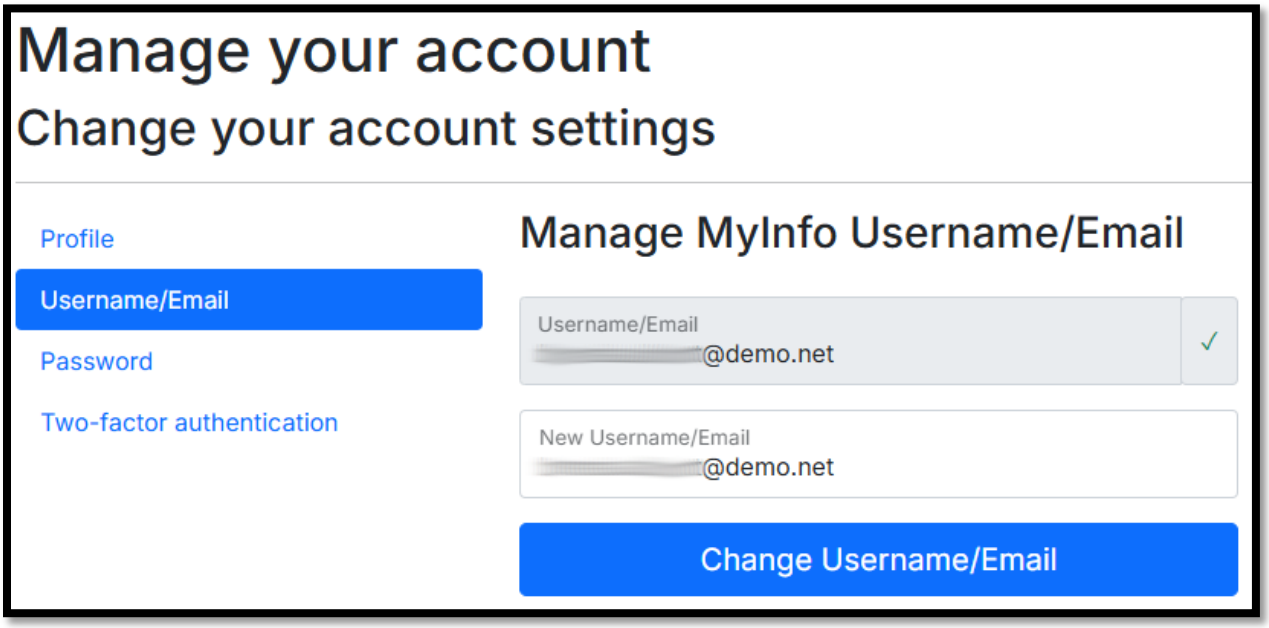
- This page provides users with specific information related to their MyInfo Employee Portal account.
- Username, email, employee number, and 2FA information can be viewed.



Username/Email

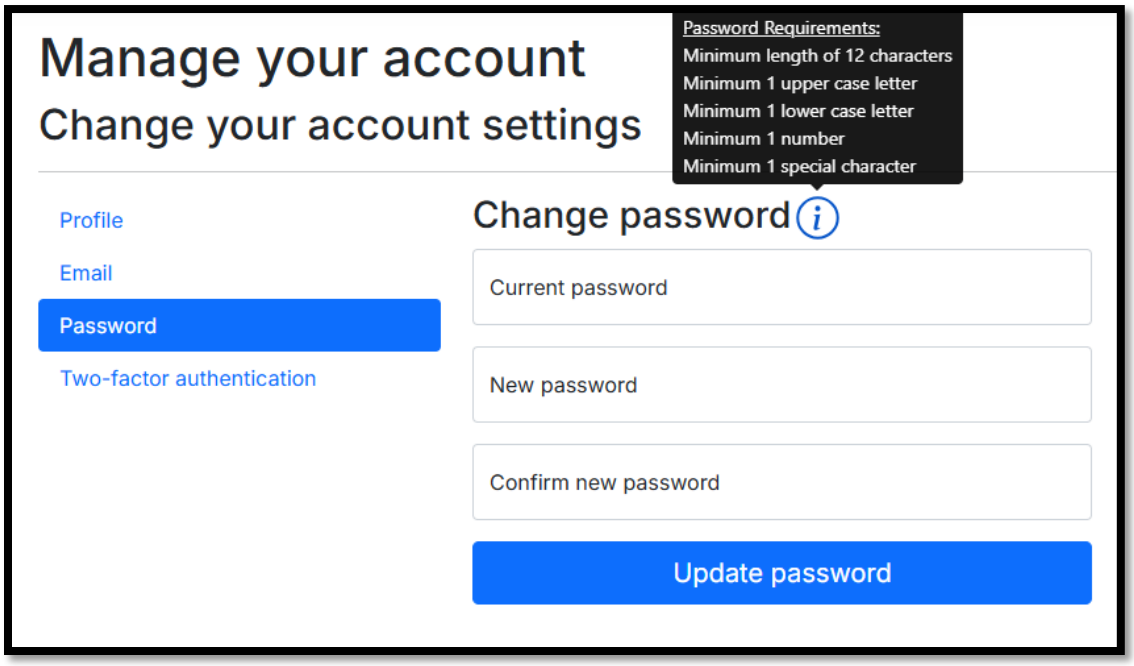
- The page provides the user with information regarding their email address that has been used to create and access their MyInfo Employee Portal account.
- Users can also change their email address here if needed.
- **Note:** *The username used to sign into MyInfo Employee Portal will always be your email address displayed here. If you make a change to this email address, this will be the new email address used to sign into your MyInfo Employee Portal account.*

MyInfo Employee Portal Email Change Screen



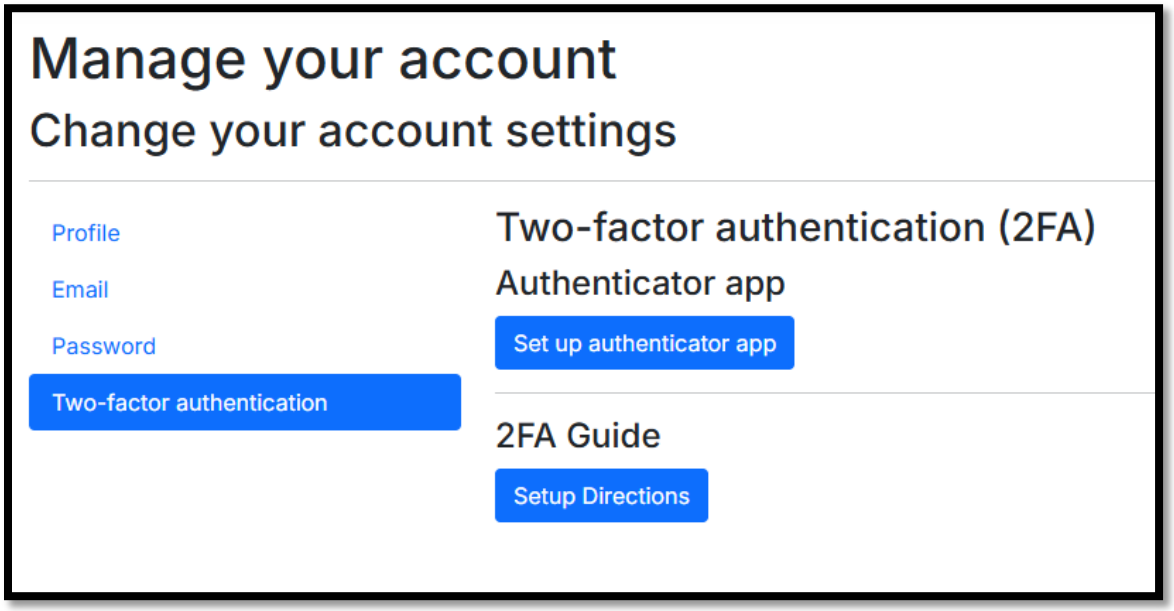
Password

- This page provides users with the ability to change their passwords for their MyInfo Employee Portal accounts.
- **Note:** *If you hover the information icon, you can view the password requirements.*



Two-Factor Authentication

- This page provides users with the ability to enable two-factor authentication on their MyInfo Employee Portal accounts. When users activate 2FA, they will be prompted to input their code on sign-in into the MyInfo Employee Portal.
- More information about setting this up can be found **here**



Frequently Asked Questions

Q. Will my old MyInfo account still work with the new MyInfo Employee Portal?

No, the new MyInfo Employee Portal uses Email addresses for logging in. This provides us with the ability to offer self-service password resets as well as other features.

Q. Why don't I need to select the district anymore when logging in?

Your district is tied directly to your account; therefore, we do not need to have you select it.

Q. Why are there no longer security questions?

The security questions were previously used for password resets. We do not need to do this anymore; we instead use validated emails to send password resets.

Q. What happens if the email associated with my account is no longer active?

You can update your email address at any time to whatever you would like. That means you can even use a personal email if needed/preferred.

Q. What happens if I forget my password and I also no longer have access to my email address?

In this case, your district admin would have to delete your account and create a new one. All data displayed within MyInfo would still be preserved.

Q. What happens if my account is locked out?

Your account will be locked out for a set period after continuous incorrect password attempts. If your account remains locked after more than a few hours, please contact your district admin, they can manually unlock your account.

Q. Why do I not see all the pages listed here in this guide when I log in?

Every district can enable or disable MyInfo Employee Portal pages. Your district most likely disabled access to a specific page. If you feel you should have access to a page and you do not, please contact your district admin.