Macomb Intermediate School District
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MANAGEMENT TECHNOLOGY

MyInfo Employee Portal

MISD MyInfo Employee Portal Documentation

August 2026

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MyInfo Employee Portal – User Guide

Introduction

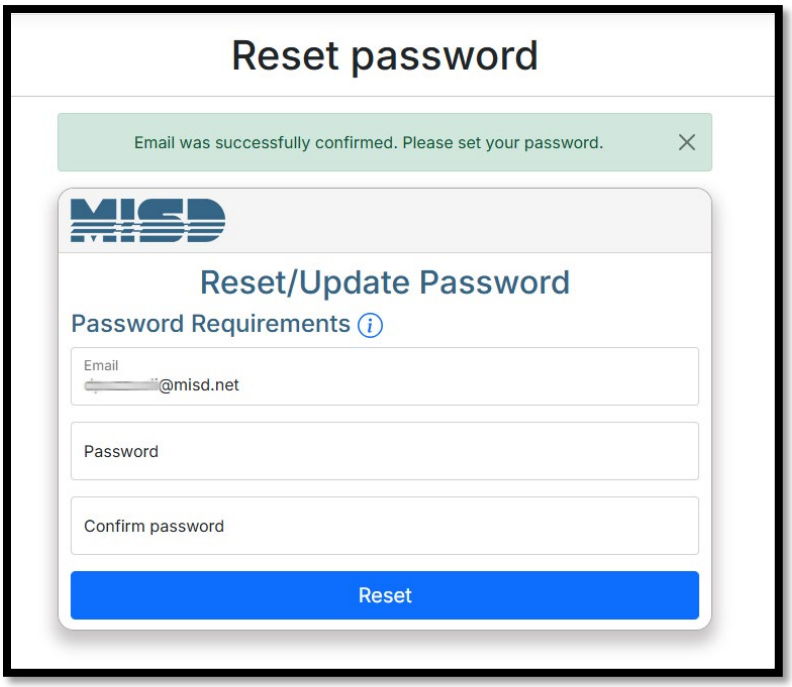
https://employeeportal.misd.net

The MyInfo Employee Portal provides access to personal and payroll information by providing the following features:

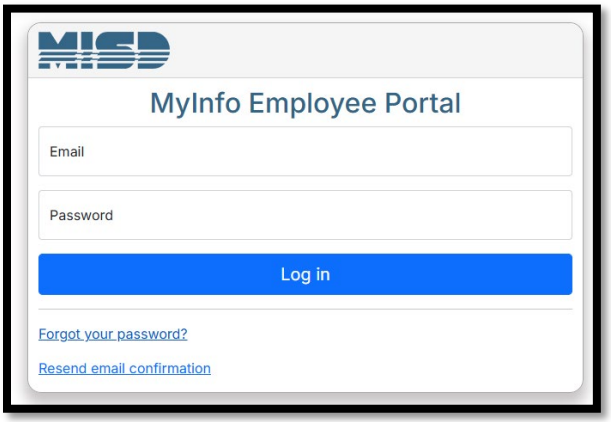
- View paycheck history.
- View and download individual or multiple pay stubs.
- Export paystub information straight to a csv file.
- View pie and bar charts of payment information.
- Download or view W-2 forms from the past three years.
- View/Edit personal information (Address, Phone Numbers, opt-outs…etc).
- View directory containing a list of district employees.
- Self-service password resets.
- Optional Multi-Factor Authentication.

Getting Started

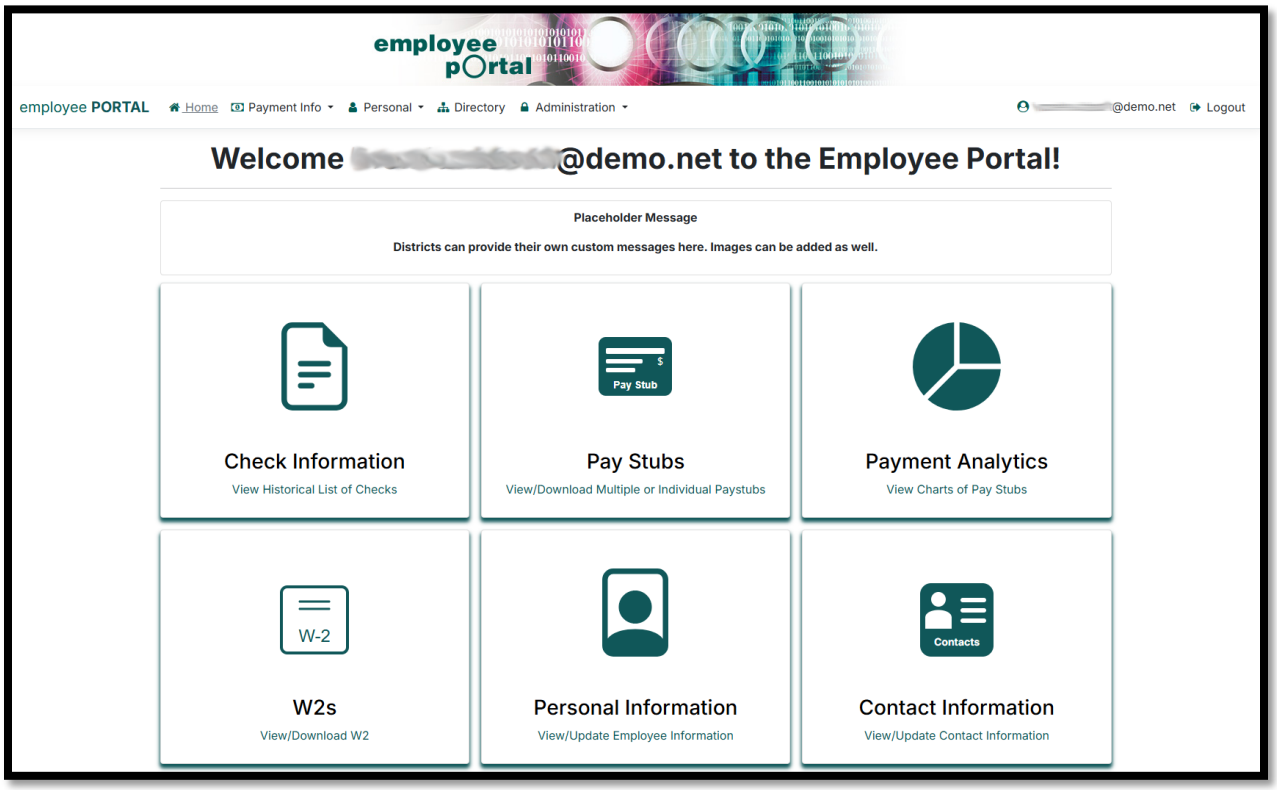
- The MyInfo Employee Portal is accessible on both desktop and mobile devices, including phones and tablets. MyInfo is compatible with all modern browsers.
- Before logging in to MyInfo for the first time, you'll receive a welcome email asking to confirm your email address. This email confirmation is valid for 7 days.
- Confirm your email by selecting the "Confirm My Email" button on your email. Once selected you will be redirected to reset your password.



- Use the log in screen to sign on with your email and newly created password.



- Once you have successfully logged in, you will be directed to the Home page.



Note: Your district's Home page may look different depending on the features that have been enabled.

- Once logged in, you will remain logged in until you've signed out or 30 minutes of inactivity.
- 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.
- 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.

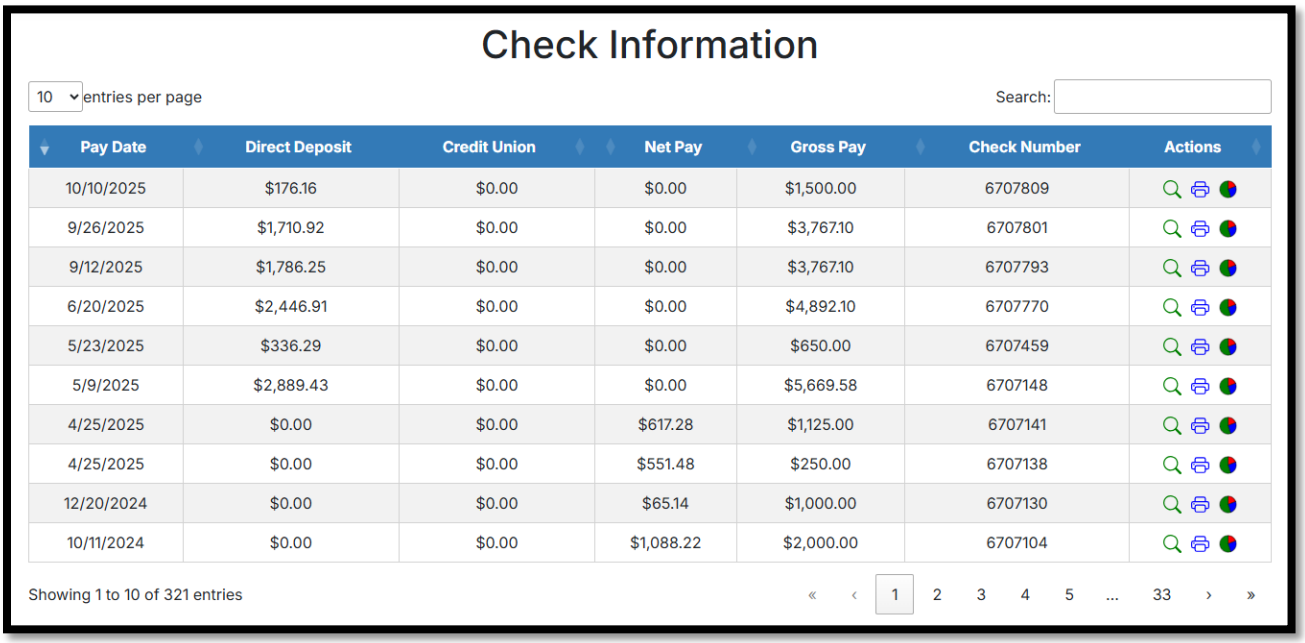
Pages/Features

Check Information

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

  Features

  - View an individual pay stub.
  - Create a PDF of an individual pay stub.
  - View an individual pay stub as a pie chart.
  - Sortable and searchable table.



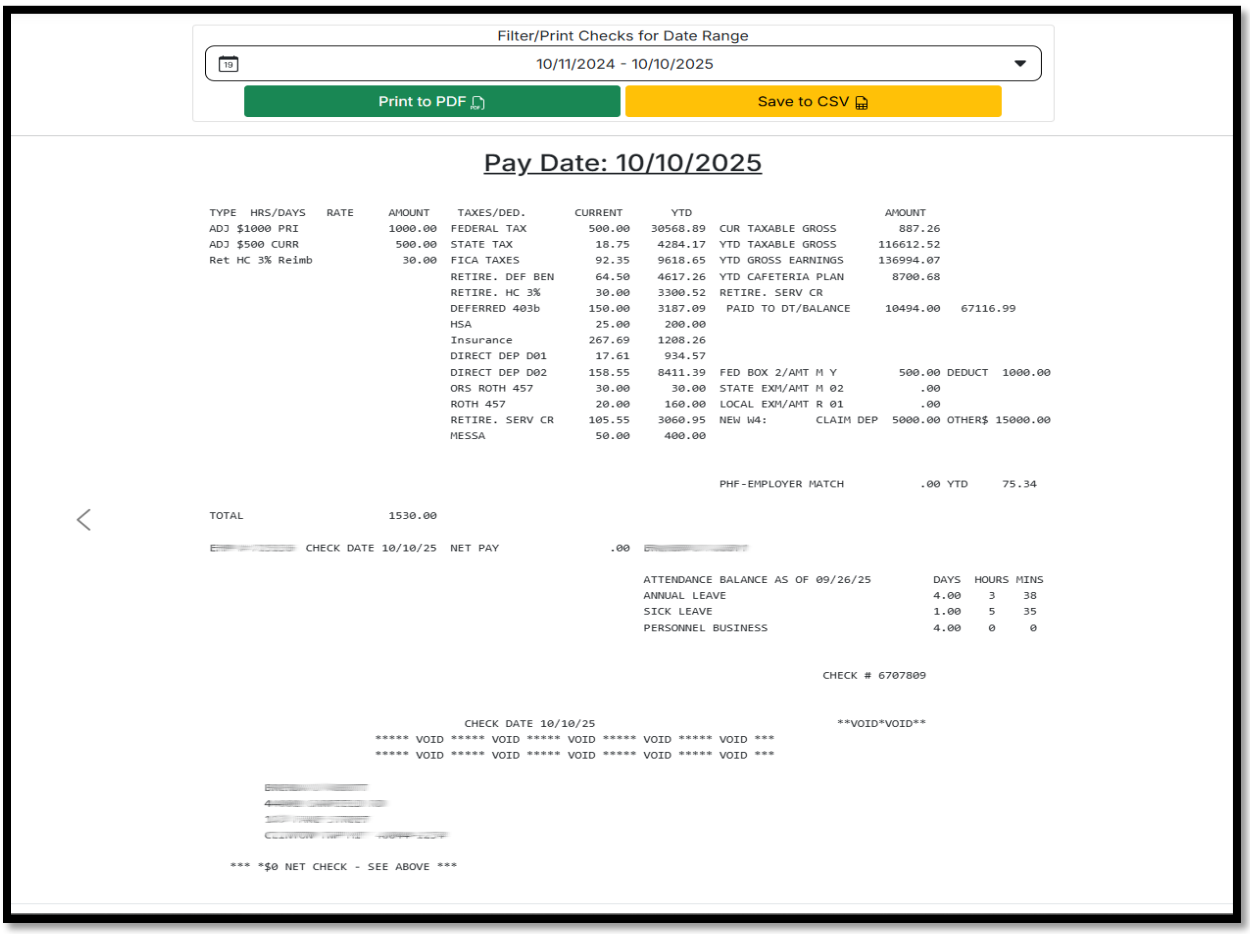
Note: Any personal information listed is demonstration data

Pay Stub Information

- The Pay Stub information page allows you to view your pay stubs. By default, the page will display the last ten pay stubs, allowing you to scroll through each one.

Features

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



Note: Any personal information listed is demonstration data

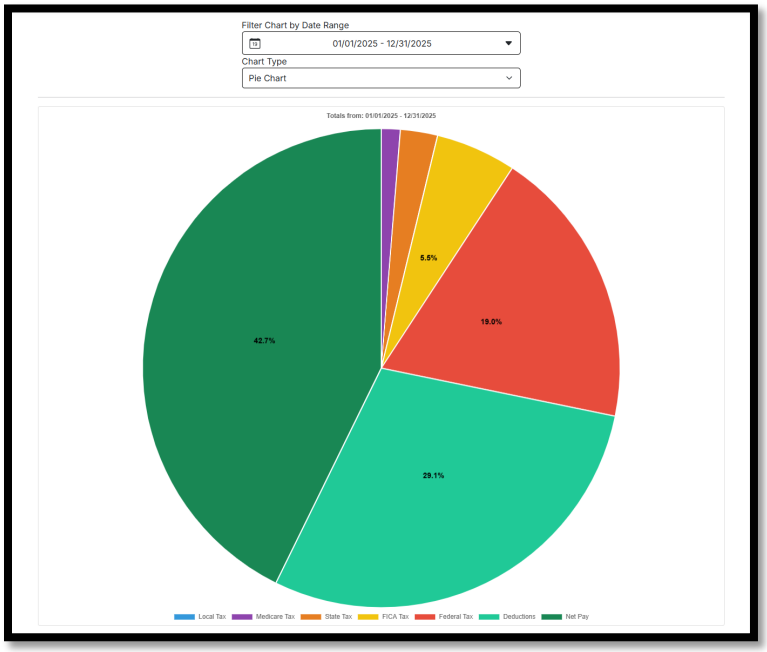
Payment Analytics

- The Payment Analytics page provides graphical representation of your payment data. This can be filtered by custom date ranges or individual pay stubs.

Features

- Click a bar in the Horizontal Bar Chart to view an individual breakdown in a pie chart.
- Click a category in the legend to hide or show that category on the chart.





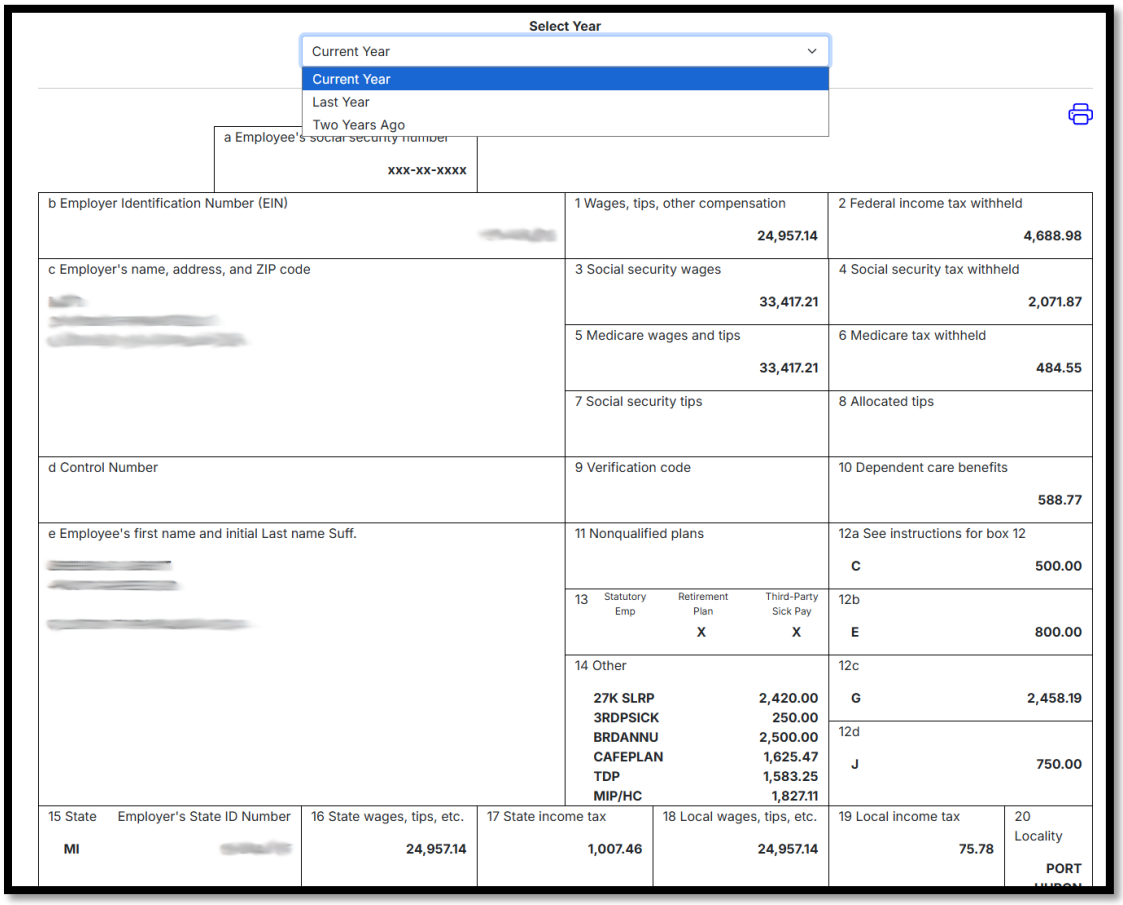
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W2's

- The W2 page provides W2 information for the last three years.
- The W2 information provided is for informational purposes only and is not an official W2 document.

Features

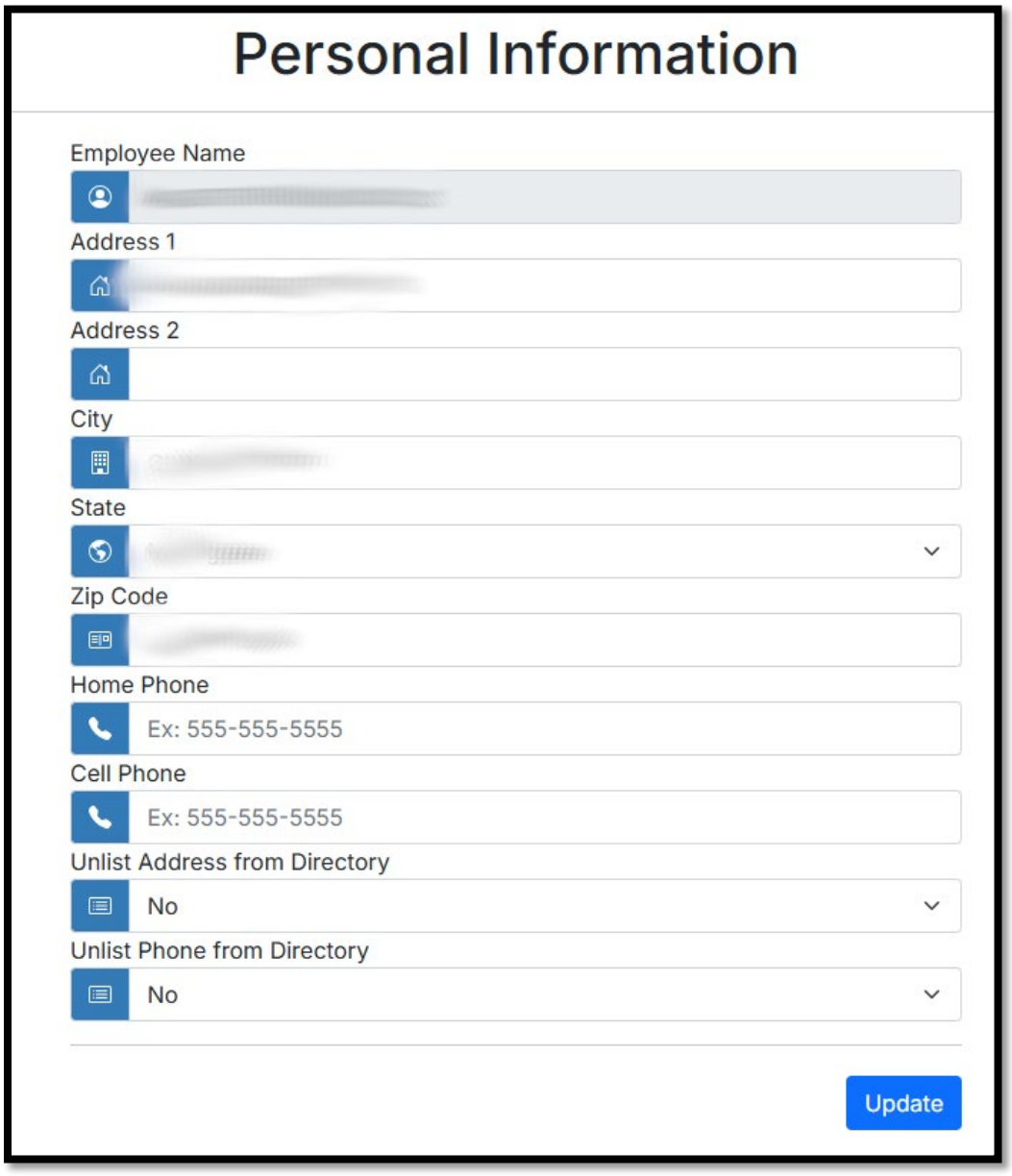
- The Year Selection drop-down allows you to select from the current year and two additional years to view older W2s.
- You can print the selected W2 directly to a PDF.



Note: Any personal information listed is demonstration data.

Personal Information

- The Personal Information page provides a detailed view of your employee information. In this menu you can update personal information as well as opting out of additional items.

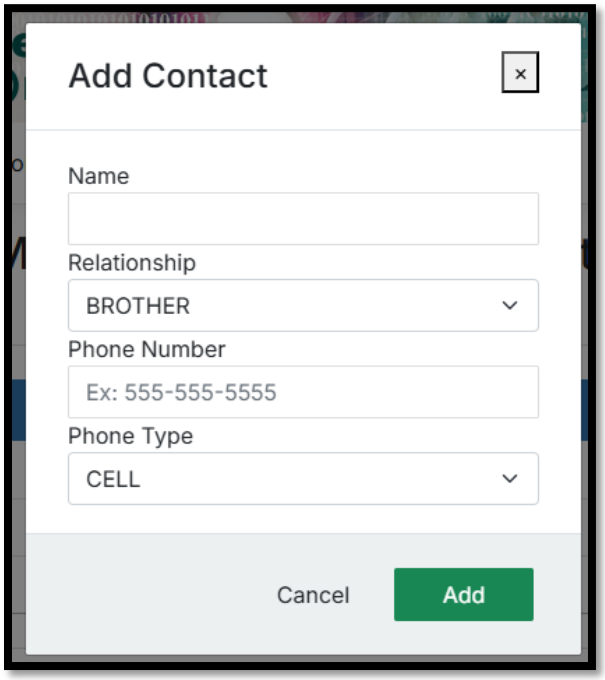


Note: Any personal information listed is demonstration data.

Emergency Contacts

- The Emergency Contacts page allows you to view, update, and delete any existing emergency contacts. You are also able to add any new additional emergency contacts and notes.

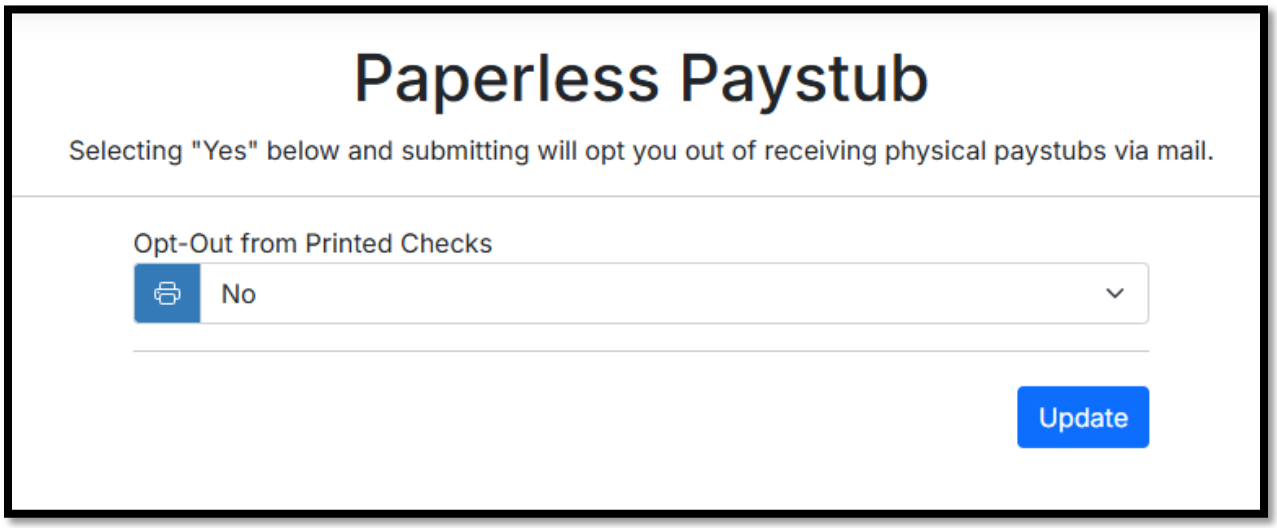




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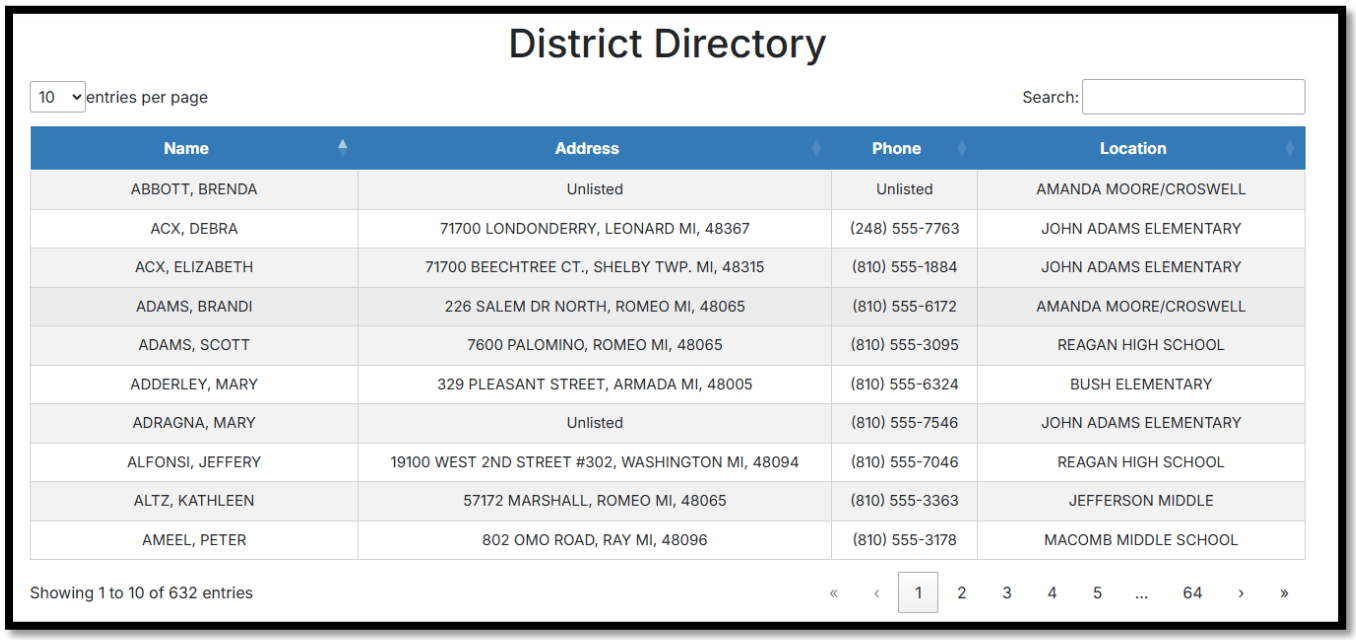
Opt-Out Printed Checks

- This page provides you with the option to opt out of receiving physical checks via mail.



District Directory

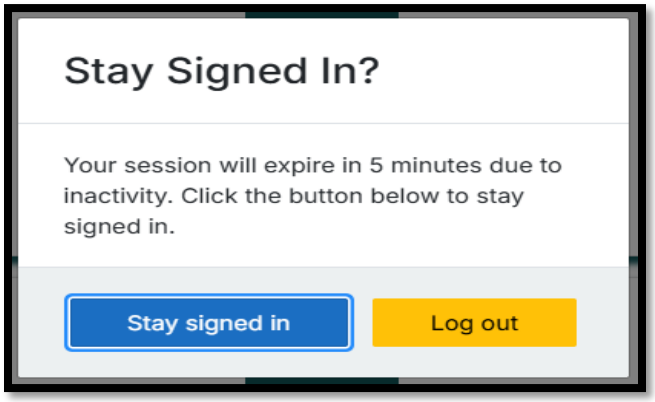
- The District Directory provides a searchable table of active employees at your district.
- Provides Employee Names, Addresses, Phone Numbers, and Location.
- You can opt out of displaying your address & phone number on the District Directory by disabling these from the Personal Information page.

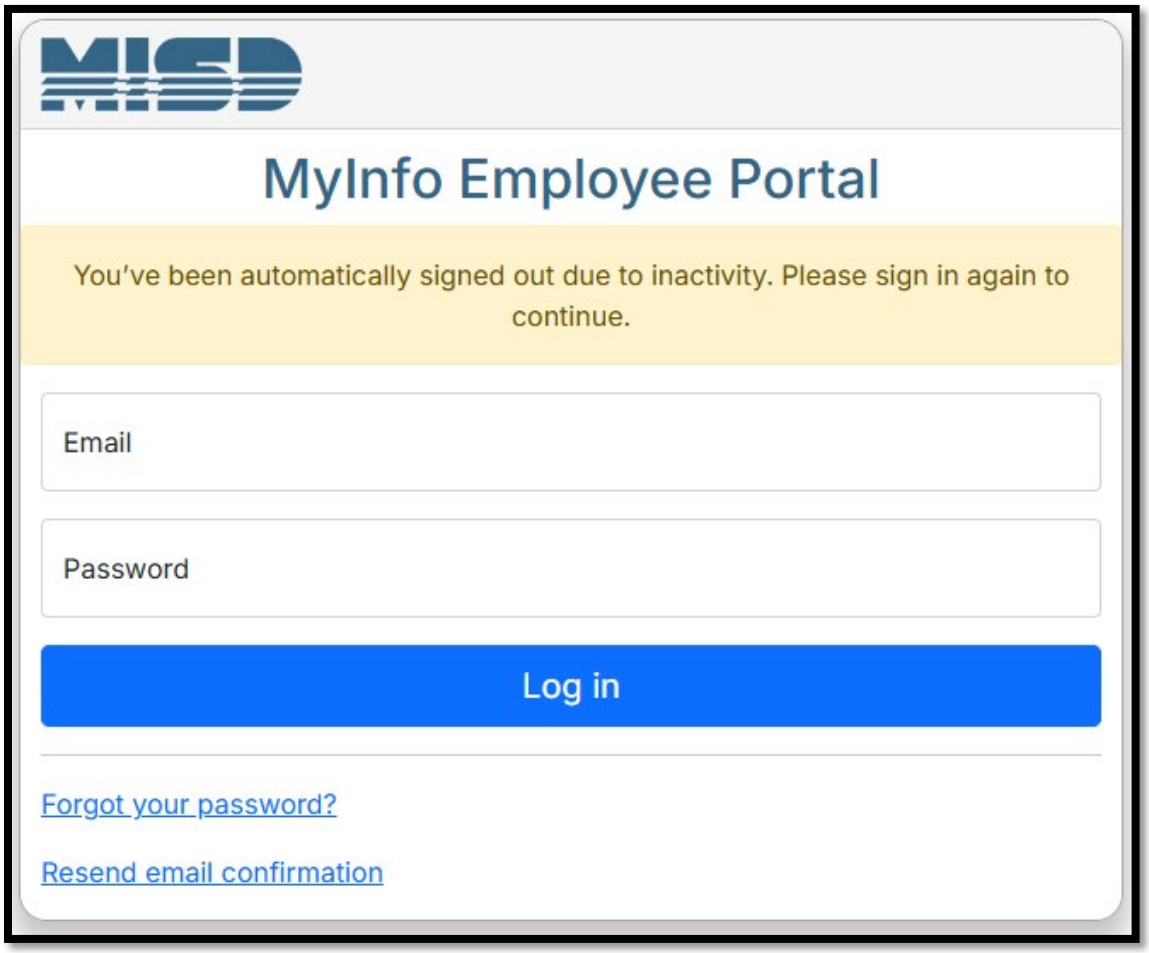


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Inactivity

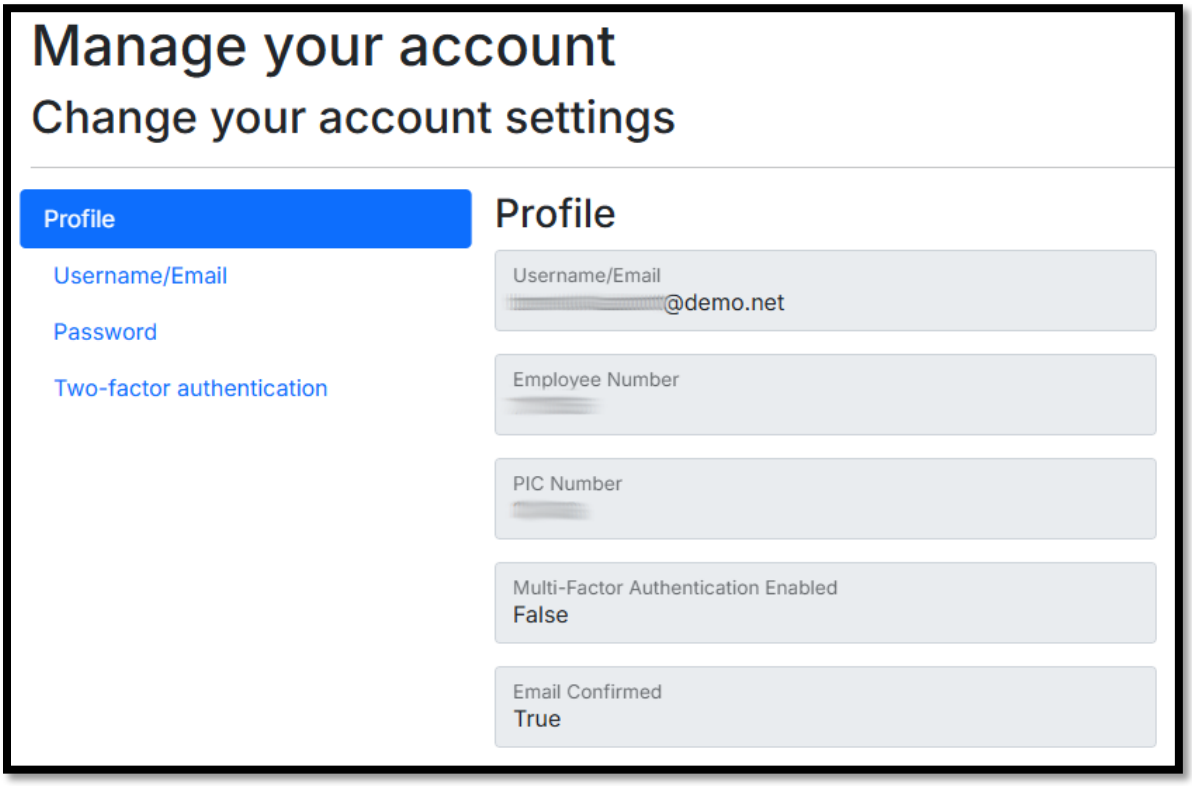
- When logged into the MyInfo Employee Portal, you have 30 minutes of inactivity before you will be signed out.
- 5 minutes prior to being automatically signed off, an alert will appear allowing you to extend your session.





Profile Management

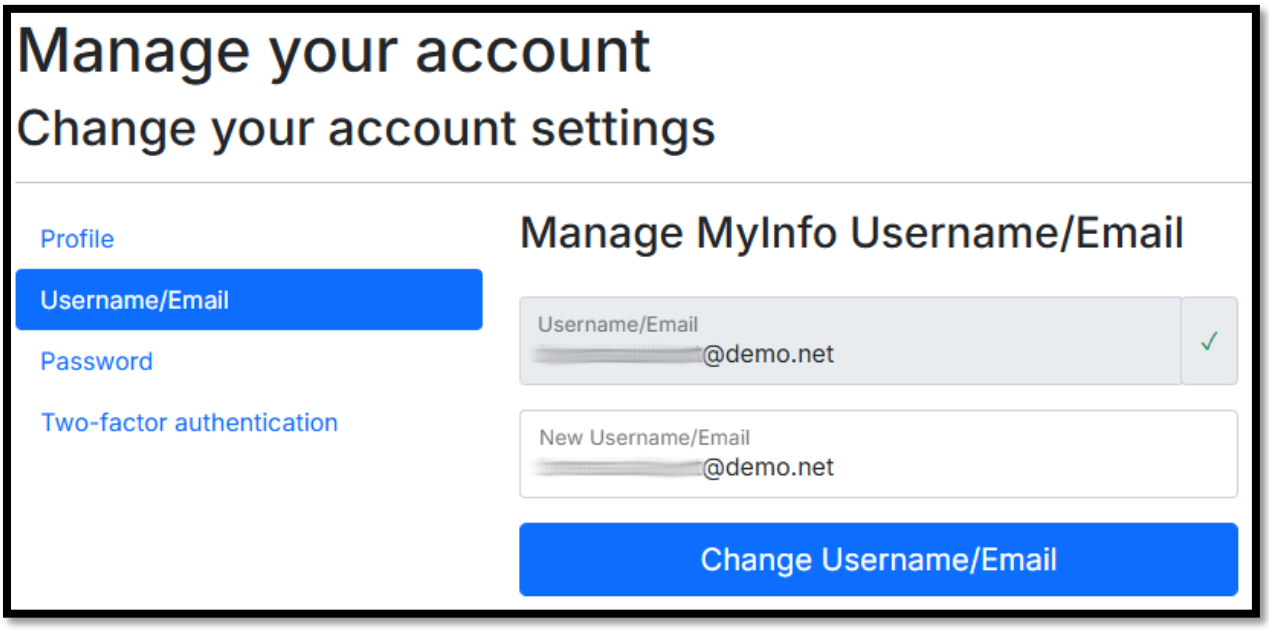
- Clicking your username from the top right will bring you to the main profile page. From here, you can view profile information, manage your email, passwords and Two-factor authentication.



Username/Email

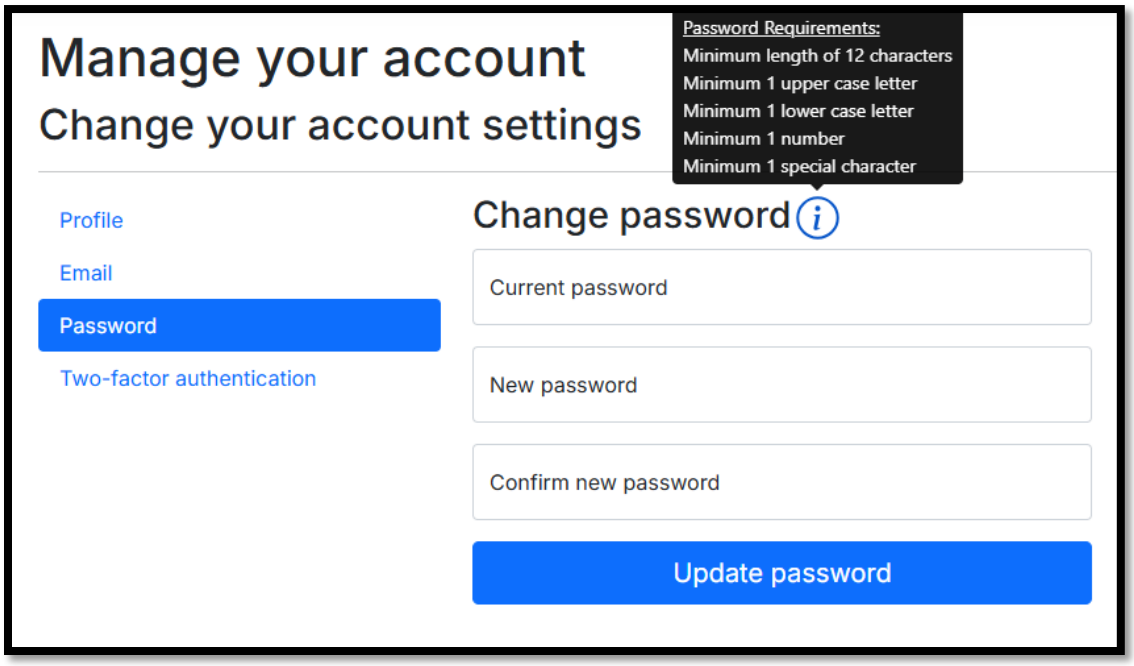
- The page provides you with the email address that has been used to create and access your MyInfo Employee Portal account.
- If needed, you can change your email address here.
    - The username used to sign into MyInfo Employee Portal will always be your email address displayed here. If you make a 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



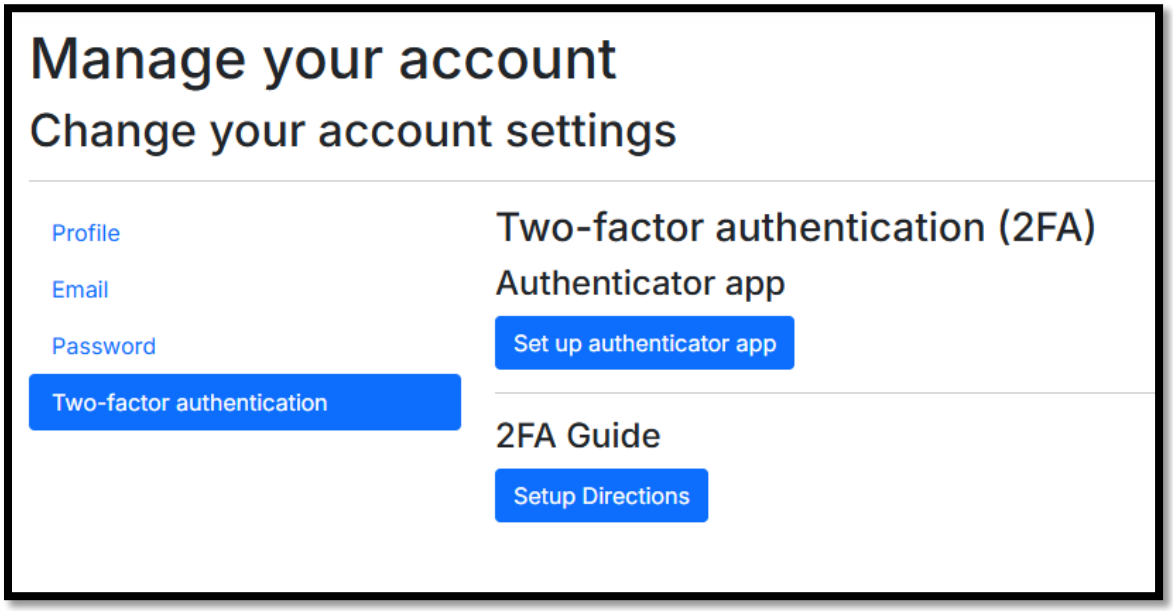
Password

- This page provides you with the ability to change your password for your MyInfo Employee Portal account.
- By hovering on the information icon, you can view the password requirements.



Two-Factor Authentication

- This page provides the ability to enable two-factor authentication (2FA) on your MyInfo Employee Portal account. When you activate 2FA, you will be prompted to input your code when signing 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.