

Macomb Intermediate School District

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MANAGEMENT TECHNOLOGY

MyInfo Employee Portal

MISD MyInfo Employee Portal Documentation

March 2026

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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.

Reset password

Email was successfully confirmed. Please set your password. ✕

MISD

Reset/Update Password

Password Requirements ⓘ

Email

Password

Confirm password

Reset

- 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.

MISD

MyInfo Employee Portal

Email

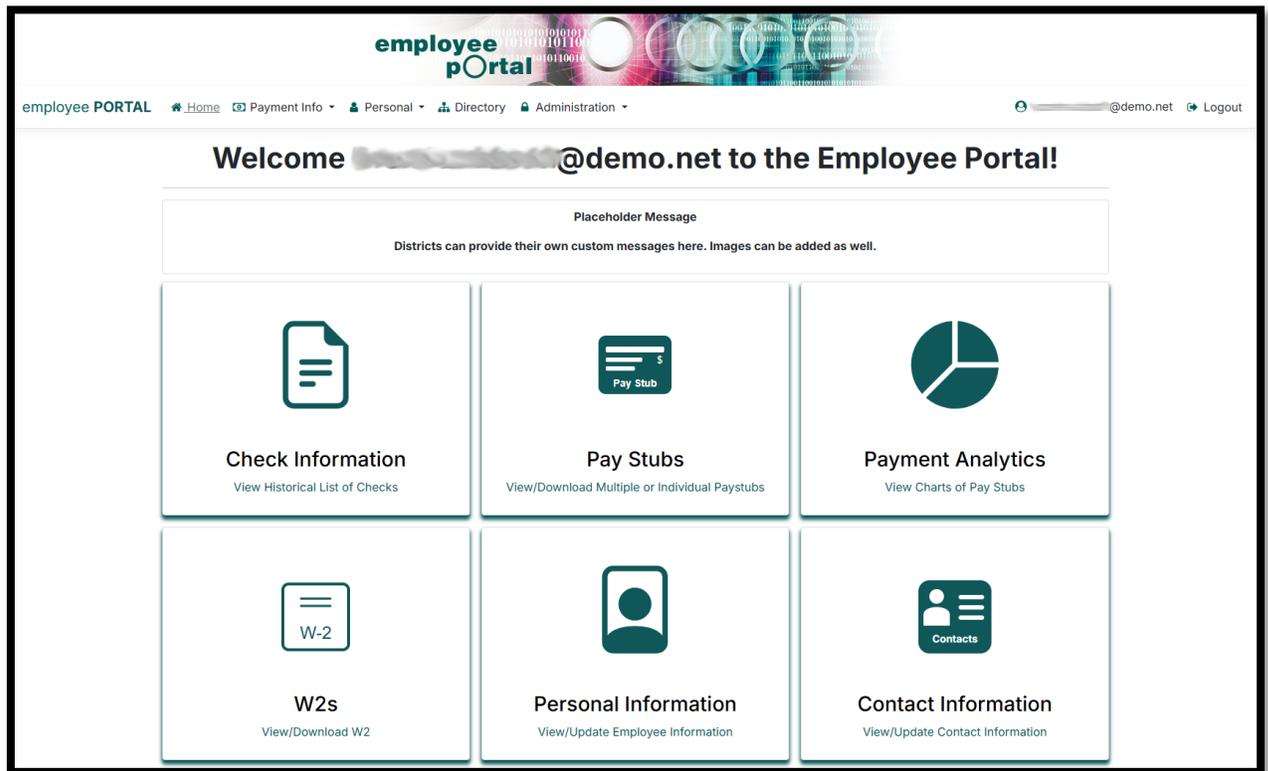
Password

Log in

[Forgot your password?](#)

[Resend email confirmation](#)

- 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.

Check Information						
10	entries per page					Search: <input type="text"/>
Pay Date	Direct Deposit	Credit Union	Net Pay	Gross Pay	Check Number	Actions
10/10/2025	\$176.16	\$0.00	\$0.00	\$1,500.00	6707809	
9/26/2025	\$1,710.92	\$0.00	\$0.00	\$3,767.10	6707801	
9/12/2025	\$1,786.25	\$0.00	\$0.00	\$3,767.10	6707793	
6/20/2025	\$2,446.91	\$0.00	\$0.00	\$4,892.10	6707770	
5/23/2025	\$336.29	\$0.00	\$0.00	\$650.00	6707459	
5/9/2025	\$2,889.43	\$0.00	\$0.00	\$5,669.58	6707148	
4/25/2025	\$0.00	\$0.00	\$617.28	\$1,125.00	6707141	
4/25/2025	\$0.00	\$0.00	\$551.48	\$250.00	6707138	
12/20/2024	\$0.00	\$0.00	\$65.14	\$1,000.00	6707130	
10/11/2024	\$0.00	\$0.00	\$1,088.22	\$2,000.00	6707104	

Showing 1 to 10 of 321 entries

« < 1 2 3 4 5 ... 33 > »

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.

Filter/Print Checks for Date Range

10
10/11/2024 - 10/10/2025
▼

Print to PDF 🖨️
Save to CSV 📄

Pay Date: 10/10/2025

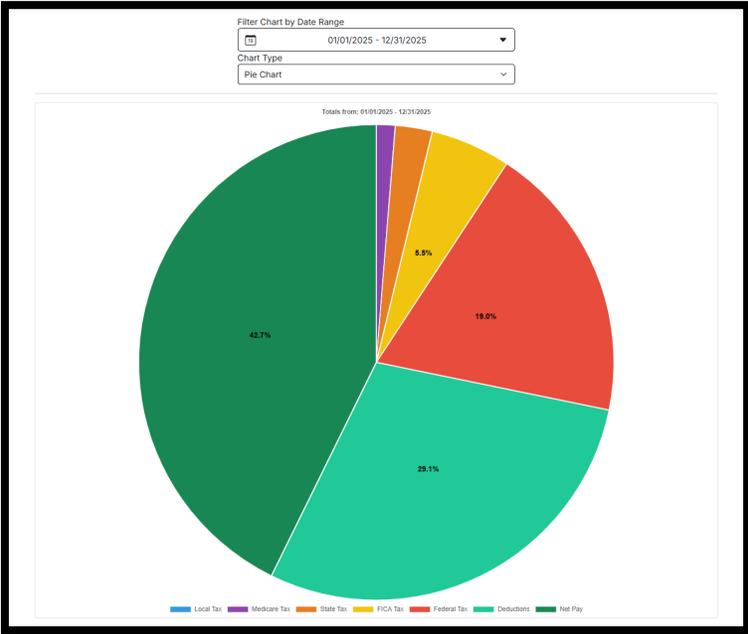
TYPE	HRS/DAYS	RATE	AMOUNT	TAXES/DED.	CURRENT	YTD	AMOUNT
ADJ \$1000 PRI			1000.00	FEDERAL TAX	500.00	30568.89	CUR TAXABLE GROSS 887.26
ADJ \$500 CURR			500.00	STATE TAX	18.75	4284.17	YTD TAXABLE GROSS 116612.52
Ret HC 3% Reimb			30.00	FICA TAXES	92.35	9618.65	YTD GROSS EARNINGS 136994.07
				RETIRE. DEF BEN	64.50	4617.26	YTD CAFETERIA PLAN 8700.68
				RETIRE. HC 3%	30.00	3300.52	RETIRE. SERV CR
				DEFERRED 403b	150.00	3187.09	PAID TO DT/BALANCE 10494.00 67116.99
				HSA	25.00	200.00	
				Insurance	267.69	1208.26	
				DIRECT DEP D01	17.61	934.57	
				DIRECT DEP D02	158.55	8411.39	FED BOX 2/AHT M Y 500.00 DEDUCT 1000.00
				ORS ROTH 457	30.00	30.00	STATE EXH/AHT M 02 .00
				ROTH 457	20.00	160.00	LOCAL EXH/AHT R 01 .00
				RETIRE. SERV CR	105.55	3060.95	NEW W4: CLAIM DEP 5000.00 OTHER\$ 15000.00
				MESSA	50.00	400.00	
PHF-EMPLOYER MATCH							.00 YTD 75.34
TOTAL			1530.00				
CHECK DATE 10/10/25			NET PAY	.00			
ATTENDANCE BALANCE AS OF 09/26/25							DAYS HOURS MINS
ANNUAL LEAVE							4.00 3 38
SICK LEAVE							1.00 5 35
PERSONNEL BUSINESS							4.00 0 0
CHECK # 6707809							
CHECK DATE 10/10/25							**VOID*VOID**
***** VOID ***** VOID ***** VOID ***** VOID ***** VOID *****							
***** VOID ***** VOID ***** VOID ***** VOID ***** VOID *****							
*** \$0 NET CHECK - SEE ABOVE ***							

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.

Select Year

Current Year

Current Year

Last Year

Two Years Ago

a Employee's social security number
xxx-xx-xxxx

b Employer Identification Number (EIN)		1 Wages, tips, other compensation	2 Federal income tax withheld
		24,957.14	4,688.98
c Employer's name, address, and ZIP code		3 Social security wages	4 Social security tax withheld
		33,417.21	2,071.87
		5 Medicare wages and tips	6 Medicare tax withheld
		33,417.21	484.55
		7 Social security tips	8 Allocated tips
d Control Number		9 Verification code	10 Dependent care benefits
			588.77
e Employee's first name and initial Last name Suff.		11 Nonqualified plans	
		12a See instructions for box 12	
		C	
		500.00	
		13 Statutory Emp Retirement Plan Third-Party Sick Pay	12b
		X X	E
		800.00	
		14 Other	12c
		2,420.00	G
		250.00	
		2,500.00	J
		1,625.47	750.00
		1,583.25	
		1,827.11	
15 State	Employer's State ID Number	16 State wages, tips, etc.	17 State income tax
MI		24,957.14	1,007.46
			18 Local wages, tips, etc.
			24,957.14
			19 Local income tax
			75.78
			20 Locality
			PORT HURON

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.

Personal Information

Employee Name

Address 1

Address 2

City

State

Zip Code

Home Phone

Cell Phone

Unlist Address from Directory

Unlist Phone from Directory

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.

Manage Emergency Contacts

New Contact Delete Contact(s)

<input type="checkbox"/>	Name	Relationship	Phone Number	Phone Type	Actions
<input type="checkbox"/>	JENNY ABBOTT	COUSIN	586-944-7519	HOME	
<input type="checkbox"/>	FRANK ZAPPA	COUSIN	786-263-5234	CELL	
<input type="checkbox"/>	BETTY	MOTHER	313-555-1212	CELL	

New Note Delete Note(s)

<input type="checkbox"/>	Note	Actions
<input type="checkbox"/>	MARK TEST NOTE	

Add Contact [X]

Name

Relationship
 BROTHER ▼

Phone Number
 Ex: 555-555-5555

Phone Type
 CELL ▼

Cancel Add

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.

Paperless Paystub

Selecting "Yes" below and submitting will opt you out of receiving physical paystubs via mail.

Opt-Out from Printed Checks



No

▼

Update

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.*

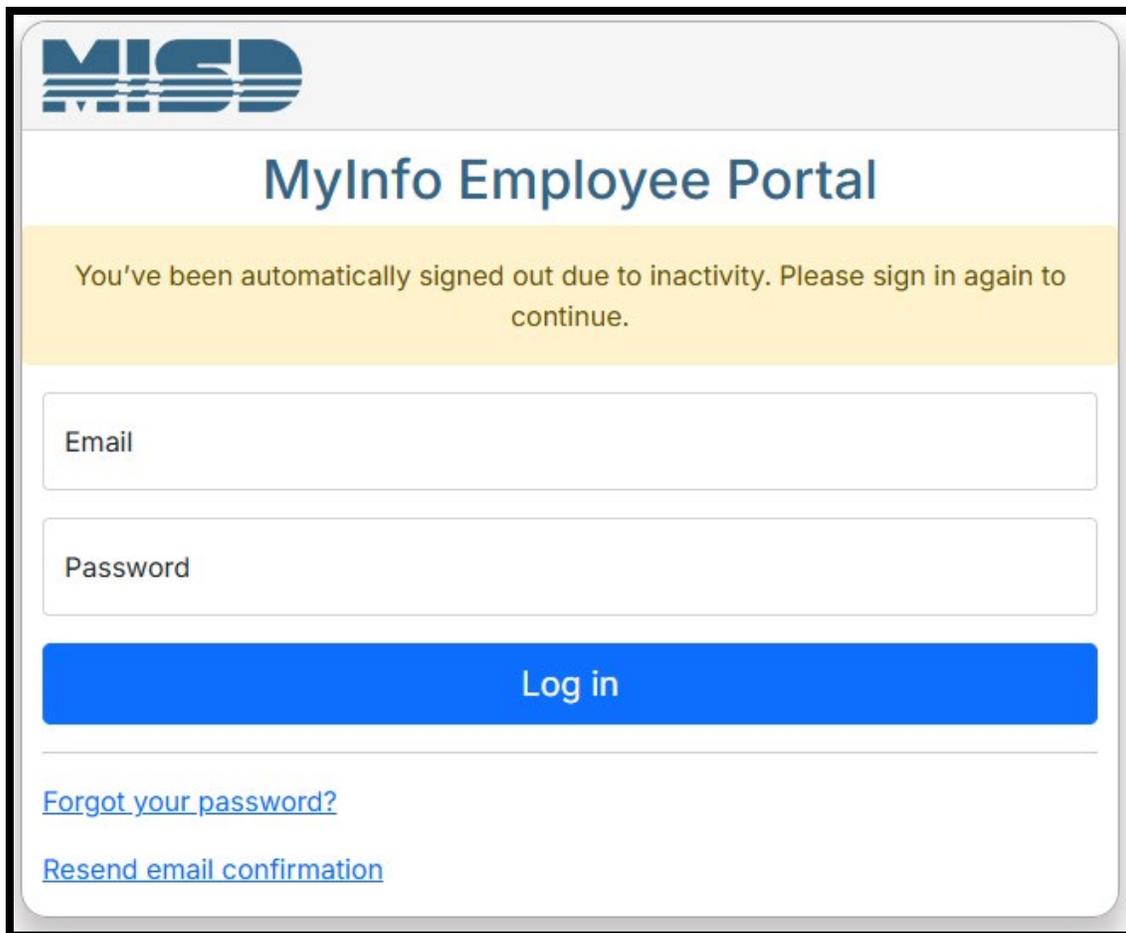
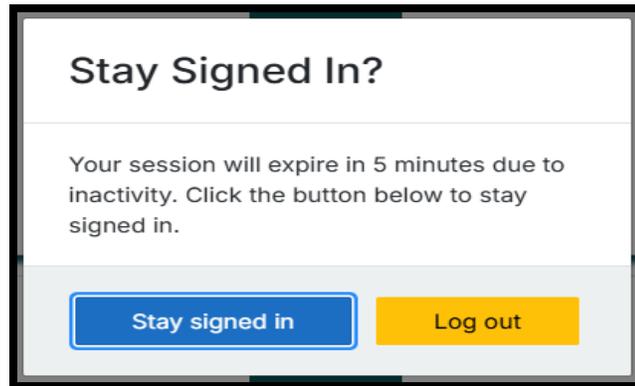
District Directory			
10 ▾ entries per page	Search: <input type="text"/>		
Name	Address	Phone	Location
ABBOTT, BRENDA	Unlisted	Unlisted	AMANDA MOORE/CROSWELL
ACX, DEBRA	71700 LONDONDERRY, LEONARD MI, 48367	(248) 555-7763	JOHN ADAMS ELEMENTARY
ACX, ELIZABETH	71700 BEECHTREE CT., SHELBY TWP. MI, 48315	(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.

The screenshot displays the 'Manage your account' interface. At the top, it says 'Manage your account' and 'Change your account settings'. Below this is a navigation menu with 'Profile' selected. The main content area is titled 'Profile' and contains five rows of information:

Field	Value
Username/Email	[Redacted]@demo.net
Employee Number	[Redacted]
PIC Number	[Redacted]
Multi-Factor Authentication Enabled	False
Email Confirmed	True

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

The screenshot shows a web interface for managing account settings. On the left, there is a vertical navigation menu with four items: 'Profile', 'Username/Email' (highlighted in blue), 'Password', and 'Two-factor authentication'. The main content area is titled 'Manage MyInfo Username/Email'. It contains two input fields. The first field is labeled 'Username/Email' and contains the text '_____@demo.net' with a green checkmark icon to its right. The second field is labeled 'New Username/Email' and contains the text '_____@demo.net'. Below these fields is a large blue button with the text 'Change Username/Email'.

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.*

Manage your account
Change your account settings

[Profile](#)
[Email](#)
[Password](#)
[Two-factor authentication](#)

Change password

Current password

New password

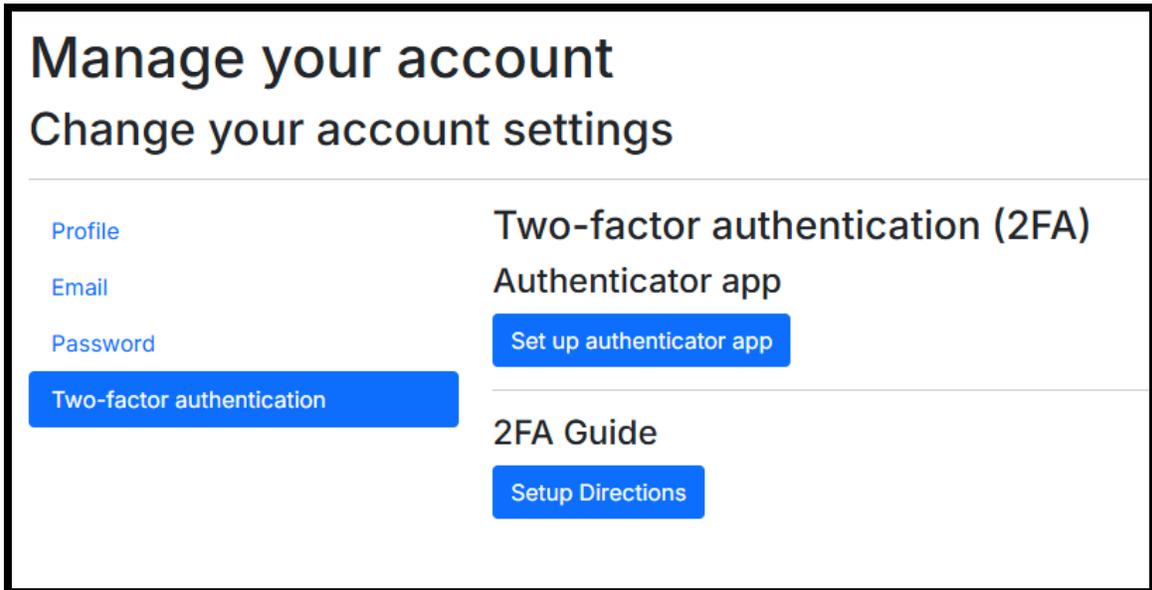
Confirm new password

Update password

Password Requirements:
Minimum length of 12 characters
Minimum 1 upper case letter
Minimum 1 lower case letter
Minimum 1 number
Minimum 1 special character

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.