# First Time Using Application

Prepare to Use the Application

In order to use the **Online Paystub Application** you will need to have:

- A **browser** and Internet connection
- **Adobe Acrobat Reader** – a free program that can be downloaded from:
  http://get.adobe.com/reader/

- The latest version of **JAVA** which can be downloaded by selecting the appropriate link from the top of this page:
  http://www.misd.net/mt/

Locate the Site

1. Type the web address in your browser: **myinfo.misd.net**
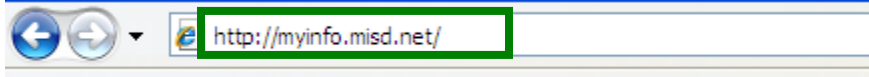
Note: Depending on the browser that you are using and your security settings, you may encounter a warning message. The message will vary depending on your browser. In IE 7 with the default security settings the message will look like this:
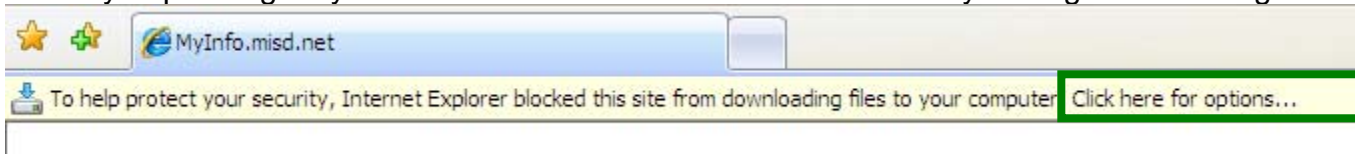
2. If you encounter a warning message follow the instructions given. For example, if you receive the message above follow the instruction to **Click here for options…** at the end of the message.

3. In the menu that appears choose **Download File…**
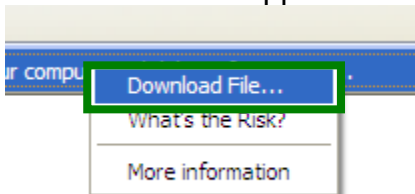
   Note: You may get a message regarding the **Digital Signature**. If you do, click **Run** to continue.

Logon

1. The logon screen will be displayed.

2. Click the list arrow opposite **<<Select District>>** and choose your district.

3. Type in the **User ID** and **Password** provided on your check stub. Click **Login**.
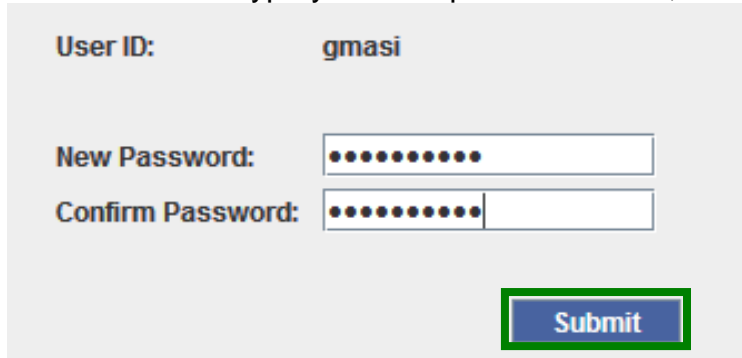
   Note: You will not be able to use the **Forgot Password** button until you set up a **Password Reset Question** in the application. If you click on the **Forgot Password** button before the question is set, you will receive this message on the screen:

Change Password

- The first time you logon you will be required to change your password. Your new password must:

  1. be 8-20 characters long
  2. contain a number
  3. contain an upper and lower case letter

- You will need to type your new password twice, then click **Submit**.

User ID:	gmasi
New Password:	••••••••••
Confirm Password:	••••••••••
	Submit

Some districts require that a **Password Hint** be set before moving to the **Home Page**. Instructions for setting a **Password Hint** are covered in **item number 2** on the following page.

- Once your new password has been submitted, you will be taken to the **Home Page** for your district:
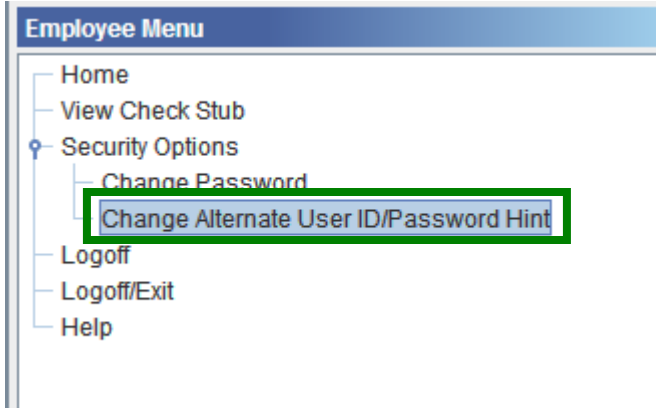
Home Page

ℹ️ Announcements for your district.

Welcome to the DEMO Employee Portal Application

Use the Employee Menu section in the upper left hand corner to navigate in the Employee Portal.
The Help menu option will assist you with details of the Employee Portal.

Set Password Hint

1. Select **Alternate User ID/Password Hint** from the **Employee Menu** on the left side of the screen.

Employee Menu
- Home
- View Check Stub
- Security Options
  - Change Password
  - Change Alternate User ID/Password Hint
- Logoff
- Logoff/Exit
- Help

If your district requires a Password Hint, this will say **Required**

2. Select a **Password Reset Question** and type in an answer. Click **Save**

Optional. Enter a Password Rest question and answer that can be used to access the Employee Portal if you forget your password.

Password Reset Question | What was the name of your first stuffed animal?
Password Reset Answer | muffin

Save

The next time you login you can use the **Forgot Password** button and your **Password Reset Answer** to login to the application and change your password.

Note: If you choose to use an **Alternate User ID** you can set that up at the top of the screen and click **Save**:

Optional. An Alternate user ID can be entered and used in place of the User ID when logging in.

Alternate User ID | ID must be 4 to 20 alphanumeric characters