



Employee Portal

Do you log in to the employee portal to look at your pay check stub?

The employee portal is where you can (*AND SHOULD*) go to update your personal information. We pull your info from this site to send to School Messenger, the auto-dialer that makes our snow day calls and is a way for principals to communicate other info to you – like a power outage.

✿If you want to be notified of snow days, you want your correct info in the Employee Portal ✿

Here's how to update your info:

1. Open Chrome or Firefox and type **myinfo.misd.net** in the address bar
2. Launch the Java app
3. Select your district
4. Enter your username in this format:

*frances.hubert (full first name *DOT* last name – all lower case)*
5. Enter your password (Don't remember it? – use the *FORGOT PASSWORD* button)
6. Once you are in, choose Change Personal Info from the menu on the left
7. Enter your cell number (and home if you want calls to both)

If you don't have a home phone, put your cell # in the Phone and Cell fields.
8. If you want your phone numbers or address kept out of the employee directory, check UNLIST in the address and phone boxes (you will still get auto-dialer calls even if you are not in the directory)

If you have questions or need assistance please contact the Department of Employee Services at (586) 285-8491.