

MiCase (Michigan Collaborative Administrative Solutions for Education)

Access to Your Online Payroll Data (aka Online Paystubs)

As an employee of one of the members of the consortium, you now have access to view your payroll data online. Access to the website starts by typing the following address into your internet browser.

<https://employee.mi-case.org>


Security

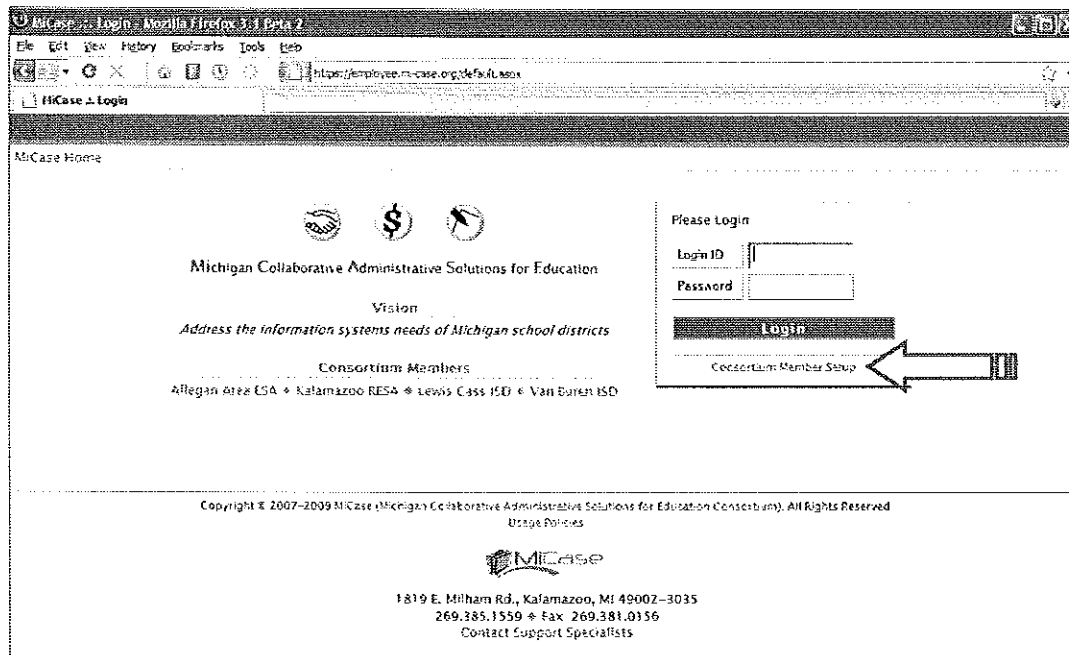
This website uses secure SSL encryption (e.g. 128bit) – just like online banking institutions. This website **cannot** be accessed via a non-encrypted address (e.g. http). Your browser must be able to work with secure sites using at least a 128bit certificate, for example: current versions of Firefox (v3.x) or Internet Explorer (v7.x).

MiCase recommends that you keep your browser and your computer system up-to-date with all software and hardware updates. You should also run anti-virus and/or internet security software on your computer, which may be available for free (or for a nominal charge) from your Internet Host Provider.

Safe computing requires your participation.

Consortium Member Setup – on first use


On your first time to the website, you will need to perform the Consortium Member Setup steps (see )



Mozilla Firefox 3.1 Data 2
https://employee.mi-case.org/efw/lasso

MiCase Home

MiCase Home



Michigan Collaborative Administrative Solutions for Education

Vision
Address the information systems needs of Michigan school districts

Consortium Members
Allegan Area CSD • Kalamazoo RESA • Lewis Cass ISD • Van Buren ISD

Please Login


Login ID

Password

Login

[Consortium Member Setup](#)

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Usage Policies



1819 E. Milham Rd., Kalamazoo, MI 49002-3035
269.385.1559 • Fax 269.381.0156
Contact Support Specialists

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When you click on the Consortium Member Setup link, the Consortium Member Setup form opens. The on-screen instructions are important and will help guide you through this process. Please fill in the required data.

MiCase: Consortium Member Setup

MiCase Home > Consortium Member Setup

Consortium Member Setup

Please do not access this form via a public wireless internet connection, or a computer in a public location. Participate in protecting your information.

- Step 1: To locate your record, this setup process asks for the following **required** information.
- Step 2: Once we have your record, you will define two security phrases (e.g. login & password).

The consortium thanks you for doing your part to keep this site secure.

Info about Yourself - Step 1

Birthday (Valid date, U.S. format: m-d-yyyy or mm-dd-yyyy)

SSN (numbers in the correct order... usual format: 000-00-0000)

Find me!

Note
For security reasons - we will limit the number of times you can "find" your record. If you exceed the limit you will need to contact the MiCase Support Specialists (see link below) to continue.

Note: the SSN field is treated like a password and is not displayed as you type (see next image). The numbers in the correct order is what's important. The dashes are not necessary but are accepted if you enter them.

Info about Yourself - Step 1

Birthday (Valid date, U.S. format: m-d-yyyy or mm-dd-yyyy)

SSN (numbers in the correct order)

Find me!

Security Tip

For security reasons, we do not allow unlimited attempts on this form. If you exceed the limit, you will not be able to continue. Please enter this data carefully – the limits are put there to help protect your data. If you receive an error message here – please contact the MiCase Support Specialists.

Once your record is found, the setup process continues to set up your e-mail address and login/password setup form. Details follow...

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Security Data Setup

Add contact and login information using this form.

Consortium Member Setup

Hello Governing, we found your record... let's set up your security data.

Please review the Password Policy. The following are especially important tips...

- Your password must be a "strong" password. A strong password consists of:
 - Multiple words, containing letters, numbers, and punctuation
 - Minimum 8 characters
 - Lower case letters (e.g. abcdefghijklmnopqrstuvwxyz)
 - Upper case letters (e.g. ABCDEFGHIJKLMNOPQRSTUVWXYZ)
 - Numbers (e.g. 0123456789)
 - Special characters including "spaces" and/or "-!@#\$%^&*()_~`{|}~:;?><.,
- Duplicate logins are not allowed.
- Make it easy for you to remember vs. writing it on a sticky note and leaving on your monitor.
- Do not share your password – not even with the MiCase Support Specialists. If we need to access your account, we will make a temporary password and then have you create a new password after you log in.

Note: for security reasons... if you experience an error during the save process, the form will not save. Please re-enter your information prior to pressing the save button again.

E-mail
Please use your work e-mail address. This e-mail address will be used for all e-mailed communication from the website.

Login
Login name must be unique.

Password
Must meet the Password Policy "Strong Password" requirements. The form displays the strength of your password, as you type – textually and graphically. The image will change to dark green when you have a strong password.

Security Data – Step 2

Email: [] (your complete work email address)

Login: [] (aka login, login ID, or login name)

Password: []

Total characters entered: 0

Confirm: [] (password & confirm must match)

Save

Security Data – Step 2

Email: [NotAnEmailAddress@kresa.org] (your complete work email address)

Login: [GoverningBoard] (aka login, login ID, or login name)

Password: []

Total characters entered: 1
7 more characters, 1 more numbers, Mixed case characters

Confirm: [] (password & confirm must match)

Save

Security Data – Step 2

Email: [NotAnEmailAddress@kresa.org] (your complete work email address)

Login: [GoverningBoard] (aka login, login ID, or login name)

Password: []

Total characters entered: 8

Confirm: [] (password & confirm must match)

Save

Consortium Member Setup

Process Complete

Your login information has been saved. An e-mail has been sent to the e-mail address you provided. The MiCase Support Specialist coordinator has also been informed that you have access to the MiCase system.

[Return to login page](#)

Setup Complete
Once the required information has been saved, you may go to the login page immediately.

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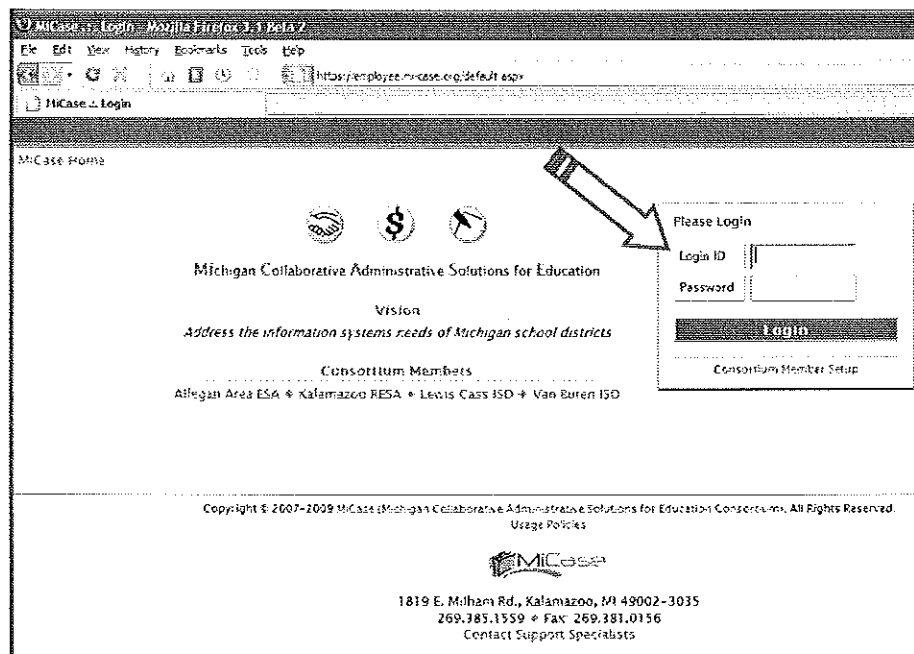
Access to Your Online Payroll Data (aka Online Paystubs)

Login

Access the website using the address: <https://employee.mi-case.org> – using a non-public computer.

- A non-public computer would be your work computer or your home computer that is connected to the Internet using a wired connection (e.g. broadband or modem).
- A public computer would be any computer using a wireless (e.g. wi-fi) connection, a computer at a library, or a computer at a friend's house. Each of these is more likely to be compromised.

The login ID and Password are the values you stored when you completed the Consortium Member Setup form.

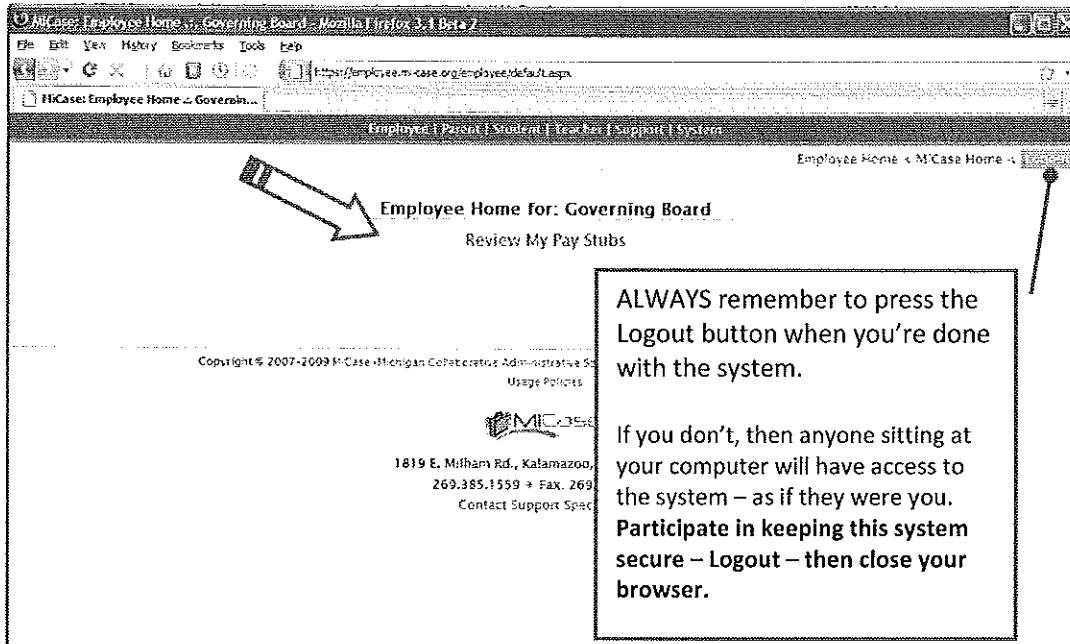


Press the login button (or press the Enter key) once to login.

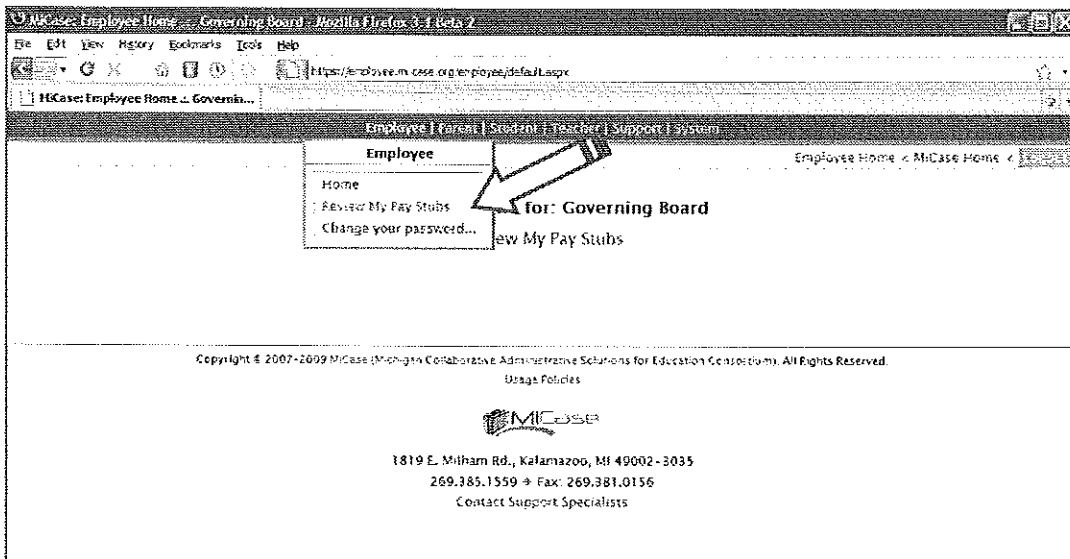
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After login, the Employee home page will be displayed and will contain links to pages available to you.



The top menu enables quick access to many of the items displayed on your home page.




Select the Review My Pay Stubs...

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Pay Stub Viewer

This page reports the data displayed on your pay stub. The Pay Period list can be used to “jump” directly to a specific pay period (e.g. based on data stored). Additionally, you can use the  buttons to move up or down the list, one pay period at a time (e.g. up = more recent, down = older).

This page can be printed using your browser print functions (e.g. File menu, Print or Print Preview, etc).

Questions

- If you have payroll questions about data on this form, please contact your HR or Payroll staff.
- If you have questions about the operation of this web form, please contact the MiCase Support Staff (e.g. links on the form – or see the Support Menu – Help).