

## Paystub Portal Login Directions

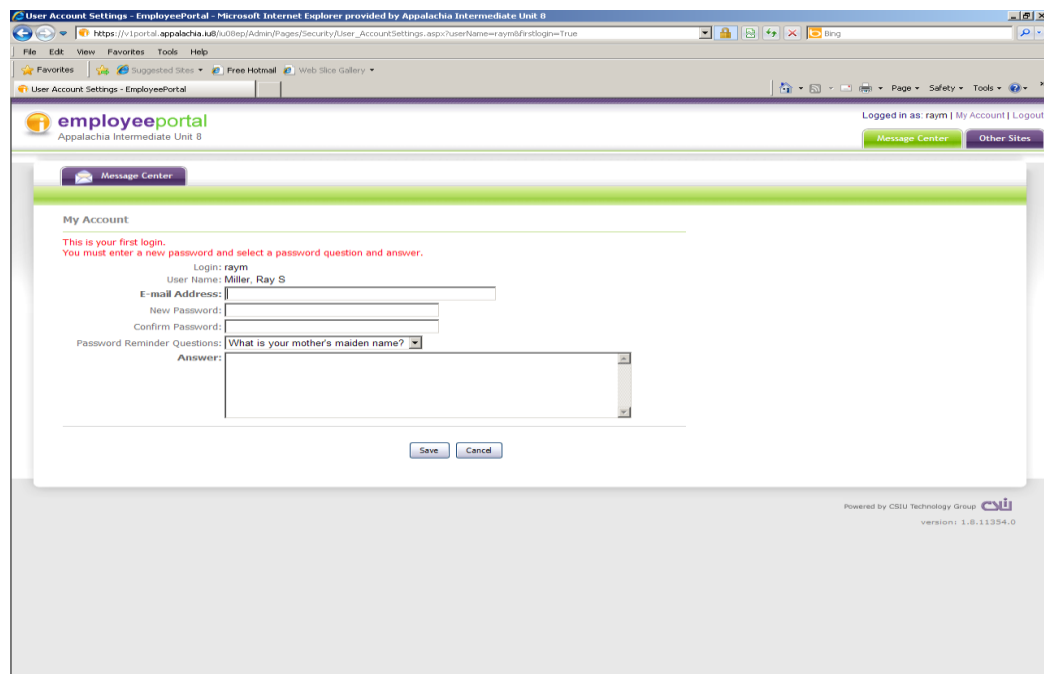
The Paystub Portal allows all IU8 employees and AmeriCorps members to access their current payroll history and history as far back as the 2008-2009 school year. The Portal can be accessed by visiting the IU08 webpage at [www.IU08.org](http://www.IU08.org). On the home page, click the menu, Then click "IU08 Employees in the first list on the left side of the page, and then click on the **IU8 Employee Portal**.

Your Login will be the first 4 characters of your last name (all lowercase) followed by the last 4 digits of your social security number. Your initial password will be the last four digits of your social security number. You will be immediately required to change your password. The following will be the password requirements when creating your new password:

- Password must be at least 8 alphanumeric characters long
- Password must contain both upper and lower case characters (e.g., a-z, A-Z)
- Password must have digits and punctuation characters (e.g., 0-9, !@#%&^&+=)
- System will require user to change password at a minimum of every 3 months
- Users cannot use the same password for 12 consecutive changes

You will also be required to answer one of the "Forgot Password Prompt" questions. In the event that you forget your password this will allow you to have your password sent to the email address listed in **My Account** information. **If you attempt to login with the wrong password 5 consecutive times your account will be locked and you will have to contact Ray Miller in the IU8 Technology Department at [rmiller@iu08.org](mailto:rmiller@iu08.org) or (814) 940-0223 ext. 1373 to have your account unlocked. Please call Ray if you have any issues with your account.**

Below is a screen shot of where you will be providing your email address, password and "Forgot Password Prompt" question:

The screenshot shows a web browser window displaying the 'Employee Portal' for 'Appalachia Intermediate Unit 8'. The page title is 'User Account Settings - EmployeePortal'. The user is logged in as 'raym'. The main content area is titled 'My Account' and contains a message: 'This is your first login. You must enter a new password and select a password question and answer.' Below this message are several input fields: 'User Name' (pre-filled with 'Miller, Ray S'), 'E-mail Address', 'New Password', 'Confirm Password', and a 'Password Reminder Questions' dropdown menu (pre-selected with 'What is your mother's maiden name?'). An 'Answer' text box is located below the question dropdown. At the bottom of the form are 'Save' and 'Cancel' buttons. The footer of the page indicates it is 'Powered by CSU Technology Group' and shows the version '1.8.11354.0'.

Once you have correctly entered all the required information you can hit save and your password will be changed. You should receive an email notification for your password change. After hitting save the **My Account** screen will remain open, but you can then click on the **Employee** Tab at the top to see the option for viewing your Payroll History.

Direct Deposit Stubs will NOT be printed and mailed. The Direct Deposit stubs will only be available through the Employee Portal on the day of the payroll and thereafter.

If you have any questions, please contact your coordinator or email [coverly@iu08.org](mailto:coverly@iu08.org). **If you have any problems setting up your account, please contact Ray Miller at 814-940-0223 Ext 1373.**