



Traverse City Area Public Schools  
Great Community, Great Schools

## EMPLOYEE ONLINE PAYROLL PORTAL INSTRUCTIONS

- From the TCAPS website, click on **Employment** at the very top of the page
- Click on **Payroll Information**
- Select **Online Payroll Data Portal** OR go directly to <https://www.myinfo.misd.net/MyInfo/index.html#/>

A screenshot of the login form for the employee payroll portal. The form has a blue header with the word 'Login'. Below the header, there is a dropdown menu labeled 'Select District' with the text 'Please select a district'. Underneath are three input fields: 'User ID:', 'Password', and a 'Forgot Password' button. At the bottom left, there is a 'Login' button.

At the login screen:

1. **Select District:** from drop down menu select *Traverse City Area Public Schools*
2. **Enter User ID:** your User ID will always be your first name.last name, all lower case (ex: john.smith)
3. **Enter Password:** if you have not logged in to the portal previously or have forgotten your password, you must contact Payroll to obtain a temporary password. Once you log in with your temporary password you will be prompted to reset your password - you must use one capital, one number and NO symbols

- To obtain a password, call Payroll at 933-1739 or 933-1720
- For technical assistance, call 933-3325