



Employee Portal-View Personnel/Payroll Docs Forms Integrator (FI) User Guide

Hello, and welcome to our new Employee Portal! You can get to our portal by going to the District’s website

<https://www.tattallschools.org/> > FOR EMPLOYEES > Login Menu > Informa Login – View Payroll/Personnel Docs

The screenshot shows a navigation menu for 'FOR EMPLOYEES'. The menu items include: Login Menu (with a hand cursor), Open Enrollment, Tattall County Employee Handbook 2021-22, Code of Ethics 21-22, Aspiring Leaders, and Flyer Revised Redesign TRL. To the right of the menu is a list of links: GroupWise email, Echalk, Kelly Services for Substitutes, Educators' Handbook, Clever Login, Google Classroom, PowerTeacher Login, PowerSchool for Administrators, Safe Schools - Compliance & Training, SoftDocs Login, TLE Platform, Technology Helpdesk (on campus links), Informa Login - View Payroll/Personnel Docs, and Informa Login - Submit Payroll docs/Purchase Req. A red callout box with a white background and red border points to the 'Informa Login - View Payroll/Personnel Docs' link. The text inside the callout box reads: 'Click on the link Informa Login - View Payroll/Personnel Docs.'

****When you register your account, please be sure your Caps Lock is NOT on!****

*****NOTE: You may receive a message indicating the site is “unsafe” or something similar.*****

We have verified the site is, in fact, safe. Some web browsers and networks may not always recognize the security certificate author. If this occurs, follow the screen prompts to “advanced” or “take me there anyway” links.

You should be able to set the site as a “safe site,” “remember my selection,” etc. when prompted.



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For security reasons, you must first, register your account, using your district email* as your username. Follow the directions below to register your account.

REGISTER YOUR ACCOUNT (1 time)

1. Click the blue button [Log In to My Documents].
2. You will be redirected to the informa software login.
3. Click the [Log In] button.



Informa Identity Services

Login

Local Login

Username
denibeale@gmail.com 1

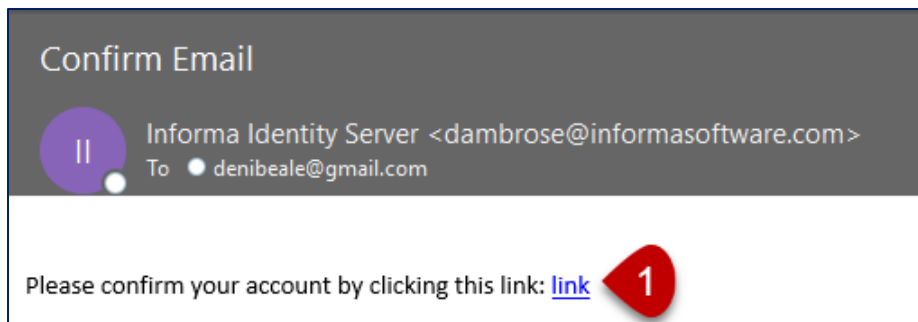
Password
..... 2

Remember My Login

3 Login Cancel Forgot Password

1. Enter your email address in the **Username** field.
2. Enter the default password **P@ssw0rd!** (that is a zero)
3. Click the darker **in]** button.

4. Check your email, from **Informa Identity Server** . (Don't forget to check your spam folder)



- A. Click the link in the email. It will take you to this login screen again.

5. To get to the change password screen...login AGAIN with the **DEFAULT** Password.

1. Enter your email address in the **Username** field.
2. Enter the default password **P@ssw0rd!** (that is a zero)
3. Click the darker blue [**Login**] button.

Informa Identity Services

Login

Local Login

Username
denibeale@gmail.com 1

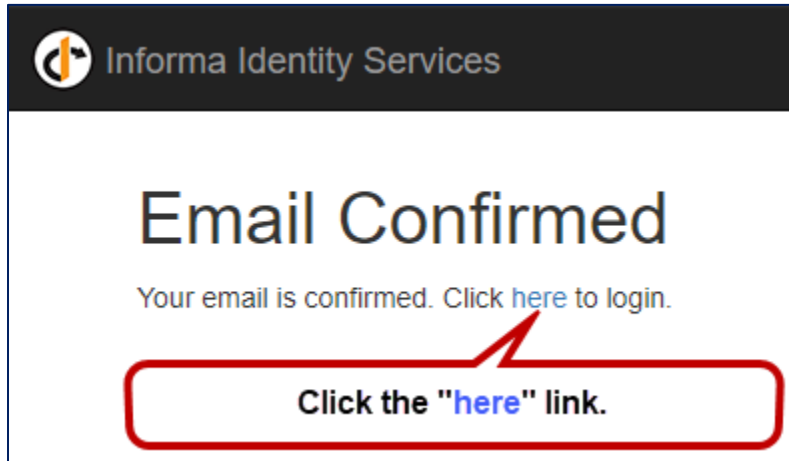
Password
..... 2

Remember My Login

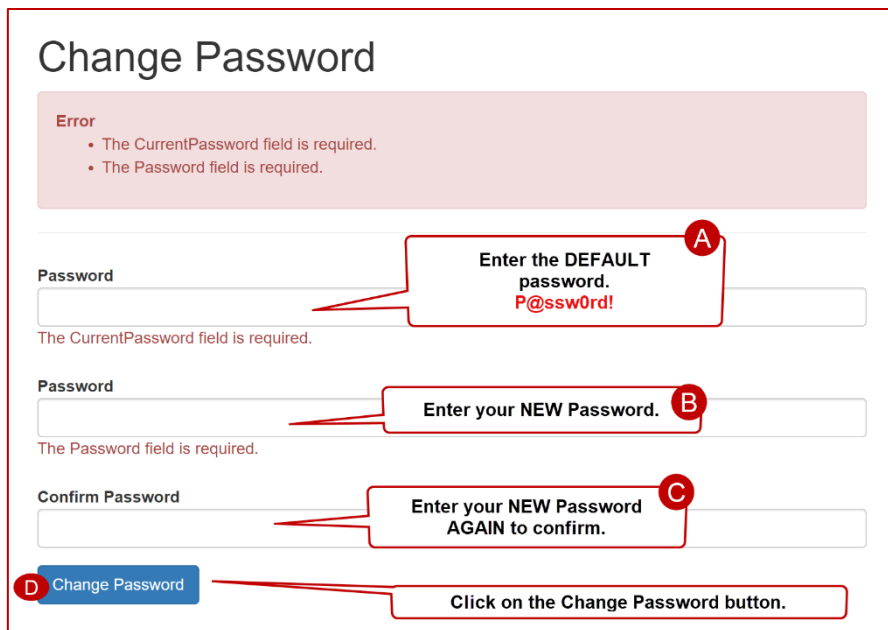
3 Login Cancel Forgot Password



You should receive the following message



6. Now you can change your password using the **Change Password** screen.
 - A. Enter the default password **P@ssw0rd!** in the **FIRST Password** field.
 - B. Enter your NEW password into the **SECOND Password** field.
 - C. Enter your NEW password into the **Confirm Password** field.
 - D. Click the darker blue **[Change Password]** button.



Password Rules:

- i. Must be at *least* 8 characters in length.
- ii. Must contain at least one number. (0,1,2,3,4,5,6,7,8,9)
- iii. Should contain at least one UPPER CASE letter
- iv. Should contain at least one lower case letter.
- v. Must contain at least one special character. (!,#,/, etc.)



7. You will be redirected back to the Login screen.
8. Enter your username (email) and NEW password.
9. Click the Login button. (The screen may take a few seconds and “refresh” or “pop” a couple times.)
10. You will be prompted to accept “**forms-integrator is requesting your permission**”.
 - b. Make no changes (or you will not be able to see your documents).
 - c. Click **[Yes, Allow]** button.

The screenshot shows a permission request dialog from Informa Identity Services. At the top, it says "LEAVE ALL selected as shown or you will not be able to access the application." Below this, it states "forms-integrator is requesting your permission". The dialog lists several permissions, all of which are checked:

- Personal Information**
 - Your user identifier (required) - NULL
 - User profile ⓘ - Your user profile information (first name, last name, etc.)
 - Your email address ⓘ - NULL
- Application Access**
 - iids.admin_api (required)
 - forms-integrator
- Remember My Decision

At the bottom, there are two buttons: "Yes, Allow" (highlighted with a red circle containing the number 1) and "No, Do Not Allow". To the right of these buttons is a button with an information icon and the text "forms-integrator".

Your screen may reload a time or two as you are redirected, and you will then be logged into the **My Documents Portal**.



Viewing Pay Stubs and Other Personnel/Payroll Documents

First, navigate to the My Documents Portal (a.k.a. Informa Forms Integrator or FI).

Login

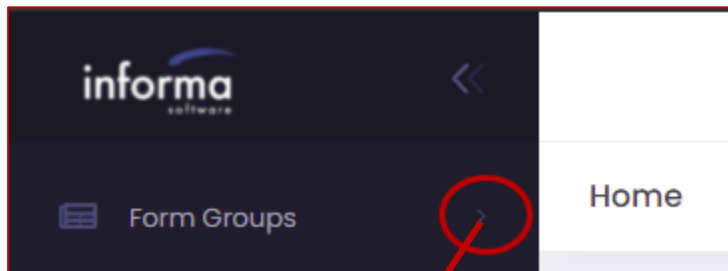
Local Login

Username
hello@tattnall.k12.ga.us

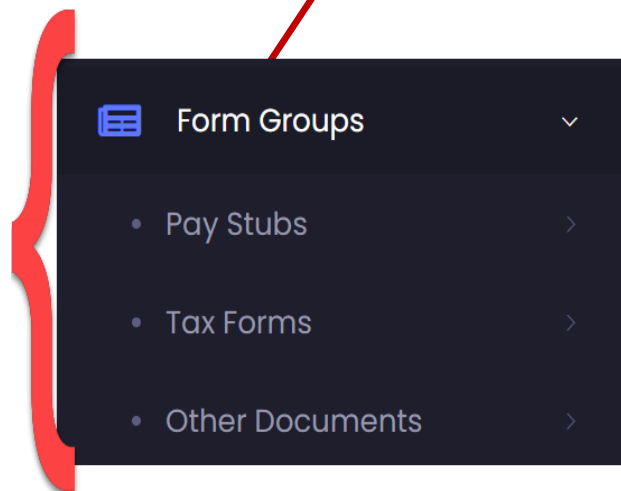
Password
.....

Remember My Login

Login Cancel Forgot Password



Yep, these Form Groups sort funny too. They display in the order create during the setup process.



Don't worry if you see a "blank" group. If you click on it, you will receive an error. It should be completely hidden in the future.



Finding Your Most Recent Pay Stub

1. Click on **Form Groups**.
2. Click on **Pay Stubs**.
3. Click on the indented **Pay Stubs**.
4. Click on the **Check Date** and change “Any” to “Between.”
5. Enter the first day of the month.
6. Enter the last day of the month.
7. Click on the **[Find]** button.

NOTE: The sorting order may look funny BUT is able to be changed by you by clicking on the Pay Date column header.

The sorting will be left-justified. Example: 1, 10, 11, 12, 2, 3, etc. As a result, you may prefer to use the “Between” option shown above.

Results may look different than shown as the dates will reflect pay stubs in the imaging system, not necessarily since the date you were employed.

Pay Date
1/31/2012
2/29/2012
3/30/2012



Browse Pay Stub

These may NOT help due to the way dates sort in the system.

Prev 119 of 120 Next

Pay Date
4/9/2021

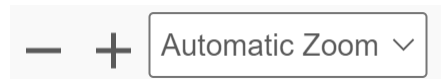
New Close

Tools Available to You When Browsing Documents?

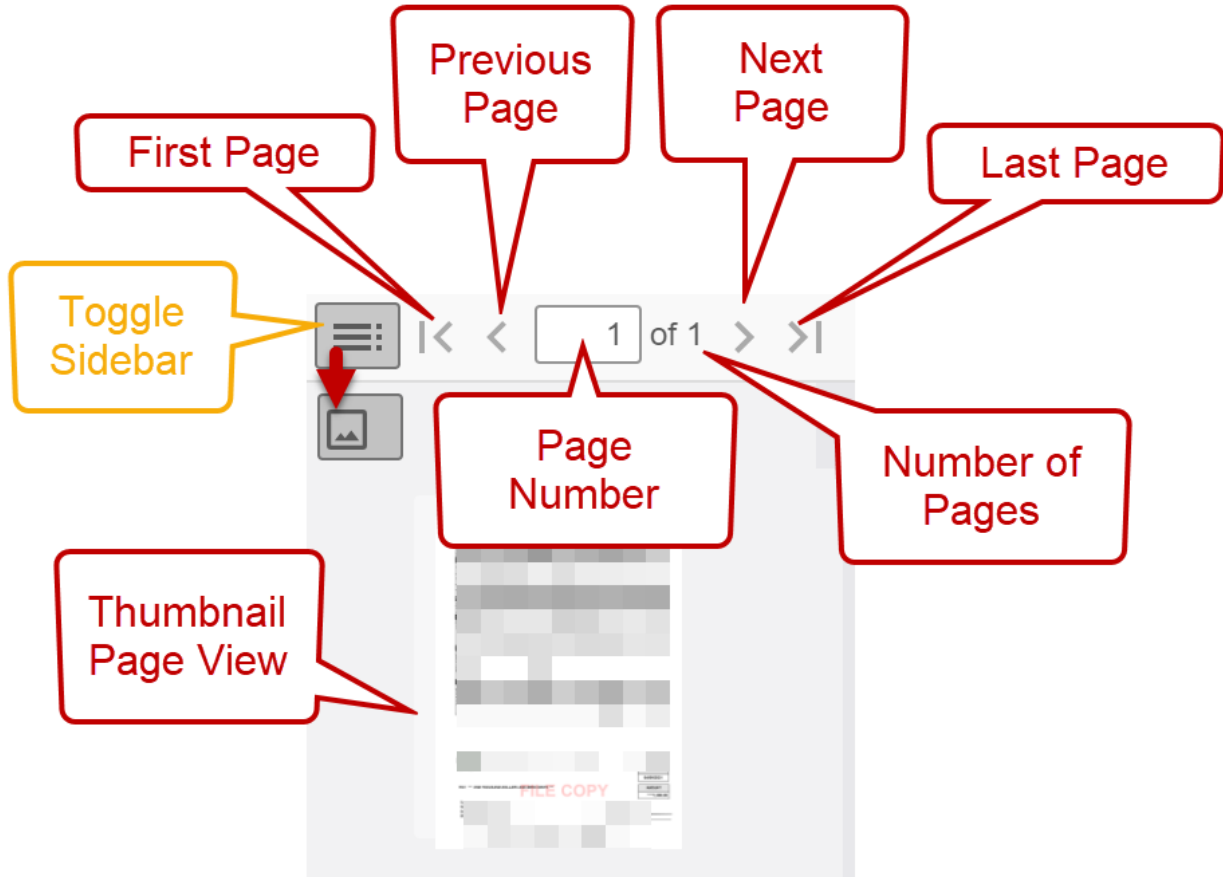
When you are viewing any document on a computer screen, you will see the following tool bar in the upper right-hand corner of the image.



- A. Rotate Clockwise
- B. Rotate Counterclockwise
- C. Switch to Presentation Mode (Full Screen)
- D. Print
- E. Download
- F. Menu of additional options



A great tool for multi-page documents...



Logging out of My Documents Portal (Forms Integrator, FI)

1. Click on your username in the upper right-hand corner.
2. Click on the **[LOG OUT]** button.

