

The screenshot displays the Employee Portal interface. At the top, a navigation menu includes 'Home', 'Personal', 'Payroll', 'Benefits', 'Credentials', and 'Attendance'. The 'Payroll' tab is selected. Below this is a banner for the 'EMPLOYEE PORTAL' with a user profile icon. A secondary navigation bar contains tabs for 'CONTRACT & EARNINGS', 'WITHHOLDINGS', 'TAX FORMS', 'DIRECT DEPOSIT', 'PAY HISTORY', and 'DEDUCTIONS'. The 'CONTRACT & EARNINGS' section is expanded, showing a table with the following data:

Date Range	Earning	Step	Step Level	FTE	Entitlement	Hourly Rate	Period Pay	FTE Salary	Daily Rate
/01/2020-06/30/2021				1.0000					
07/01/2020-06/30/2021				1.0000					
07/01/2020-06/30/2021				1.0000					

Below the table, there is a 'Your Timeline' section with options for 'Expand', 'View All', 'Include Hidden (0)', and 'This Month'. To the right, there are 'Tasks' and 'Pending' sections, both showing 'No Tasks'.

1. Use this link to access the portal: <https://fmportal.techtiles.net/index.php?tenant=00244> or the portal can be accessed through our website on the Staff page under: Employee Self-Service Portal.
2. Once at the log-in page, use your network login, without chufsd.org after your name, you're your network password to access your confidential information. (For example if your network codes are: [Jane.Doe@chufsd.org](mailto:Jane.Doe@chufsd.org) PW: **jm4!Gf**, your portal login will be **Jane.Doe** PW: **jm4!Gf**)
3. Once logged in you will see on the top of the page (see wide red arrow above) there are main tabs for various employee information (payroll, benefits, etc.)
4. Once you click on one of the main tabs, there will be sub-tabs in the middle of the screen that give you access to more detailed information within each main tab.
5. Employee information on this portal goes back to 2019. If you need any prior information you will need to make a request to the District Office by contacting ext. 4210 for Payroll and ext. 4267 for Personnel and assistance with your portal access.