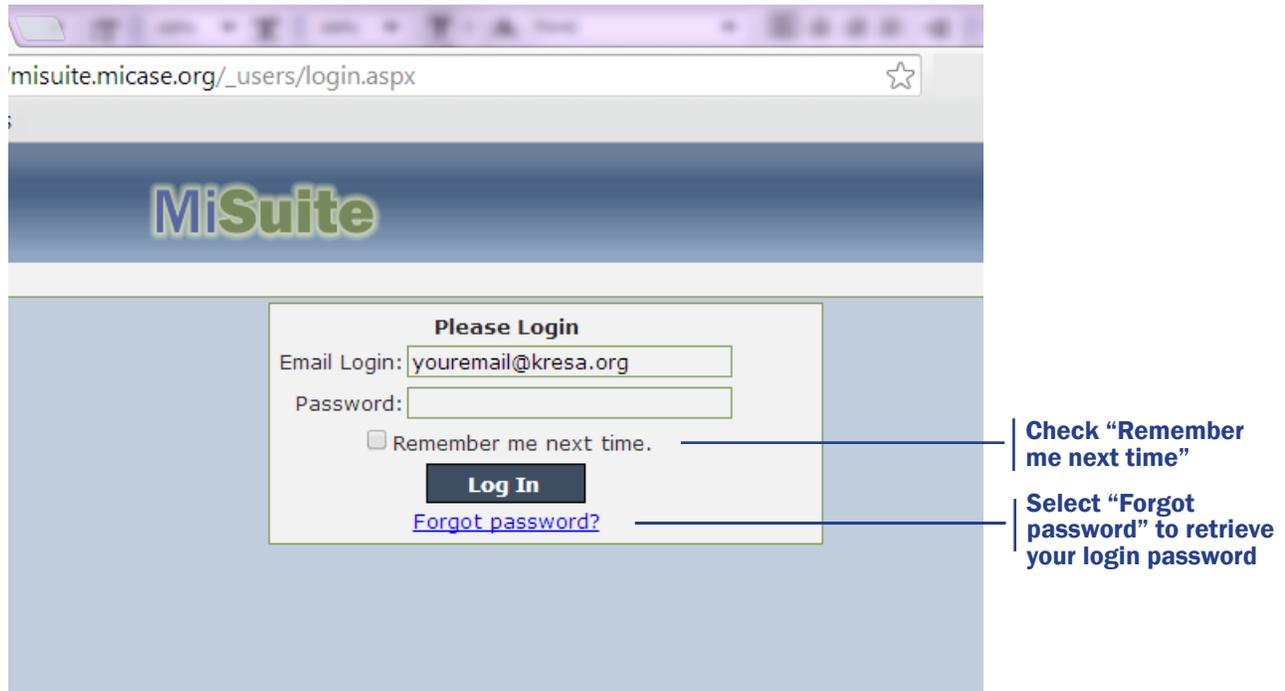


FOR EMPLOYEE USE

MiSuite Quick Step Guide

Go to: <https://misuite.micase.org>

(This link is also available on our website: kresa.org/onlineresources)



1. Login: Your email address

2. Password: Type the password associated with your MiSuite account. When logging in to MiSuite for the first time, enter the temporary password **M1CASE.B05**, and then change your password for security purposes. Next, you will be prompted to create a security question in the event you forget your password at a future date.

3. Role Function: Some employees have multiple user roles. If so, a drop-down menu will appear. Select **Employee role > Load Role** if you have this option. Your email address and role selection will show in the lower right-hand corner of your window.

Viewing Employee Information

Once logged in, you'll see your employee information screen. Please make sure all the information is correct.

You have access to the following tabs (pictured below): General | Address | Former Names | Employment | Benefits | Pay Stub | Evaluation | Photo

The screenshot shows the MiSuite web interface. At the top left is the Kalamazoo RESA logo with the tagline "Enhancing your school and community". In the center is the "MiSuite" logo. At the top right is the "MiCase" logo. Below the logos is a navigation bar with "Help" and "Submit Ticket" buttons, and links for "Reports", "My Account", "Manage Login", and "Logout". A secondary navigation bar contains tabs for "General", "Address", "Former Names", "Contacts", "Employment", "Benefits", "Pay Stub", "Evaluation", and "Photo". The "General" tab is selected, displaying the "Employee Name:" section. Below this, there is a field for "Active Employee | Reports To:". The form contains several input fields: "Login Name:", "Former Name:", "Suffix:", "First Name: *", "Middle Name:", "Last Name: *", "Nick Name:", "Birthday: *", "Gender: *", "SSN: *", "Employee Number: *" (with a value of 0), and "PIC:". There are also fields for "Number of District Years:", "Number of Other Years in Mich:", "Number of Years Out of State:", "Total Number of Years:", and "Total Teaching Years:". Below these are fields for "Locations:", "Organization Role:", and "Total FTE:". At the bottom, there are three checkboxes: "Include In REP" (checked), "Third Party", and "Spouse is an employee". A final checkbox reads "Do not publish contact information or share with any third-parties."

Benefits

The "Benefits" tab displays all your current Human Resources benefit elections, including dates, descriptions, levels and amounts of benefits that are both provided by Kalamazoo RESA and elective.

The *employer* cost column and *employee* cost column are defined below:

Total Subsidy Monthly Cost. This column displays the **employer** paid portion of the current benefit costs.

Total Employee Monthly Cost. This column will display the **employee** paid portion of the benefit costs. Please note that this is the monthly cost and may be affected by the number of pays per year, month, etc.

Making Changes to your Contacts

Adding New Contacts

1. Click on **Add New Record** located in the dark blue header. Type your information.

General Address Former Names **Contacts** Employment Benefits Pay St

Employee Name:
Active Employee |

Contact Information:

+ Add new record Refresh

		Contact Type	Contact Value	Listed	Emergency Notification
	<input checked="" type="checkbox"/>	Work Email		Y	Y
	<input checked="" type="checkbox"/>				
	<input checked="" type="checkbox"/>	Office Phone		Y	Y
	<input checked="" type="checkbox"/>				
	<input checked="" type="checkbox"/>	Cell Phone		Y	Y

Emergency Contact Information:

+ Add new record Refresh

		Contact Name	Contact Value	Ranking
	<input checked="" type="checkbox"/>			
	<input checked="" type="checkbox"/>			

2. Use the pencil icon to edit, the check mark to confirm a new entry, and the to delete data.

+ Add new record Refresh

	Contact Name	Contact Value	Ranking
<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>