ACCESSING THE NEW FIS STAFF PORTAL INSTRUCTIONS

To access the new FIS staff portal, use the Employee Portal link on the Staff Resources page of the District website, or copy and paste the URL below in your browser.
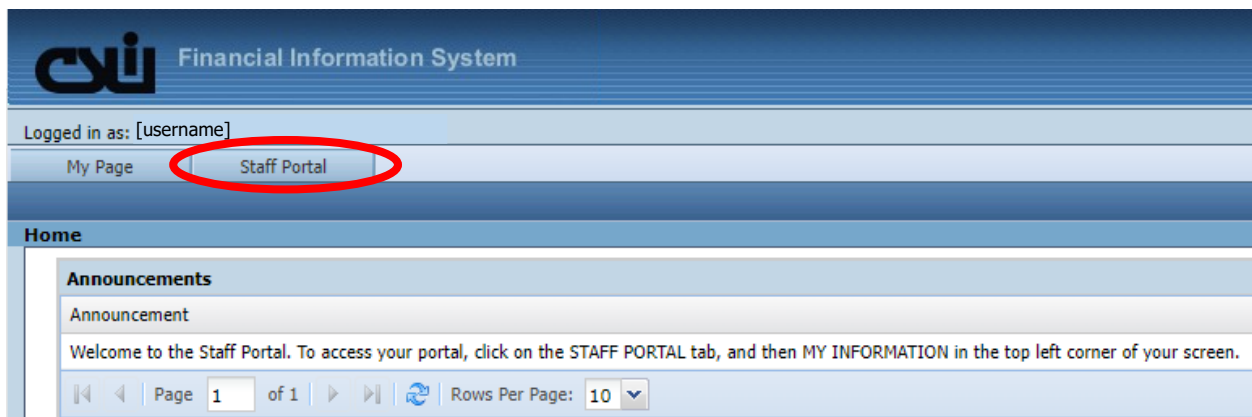

https://fis4.csiu-technology.org/AVGR

Click on the **Sign in with Google** button to access the portal. The staff portal uses your **@myagsd.net** email address and password as the login credentials. (If you have trouble logging in, please double check that you are not using your personal Gmail account credentials.)
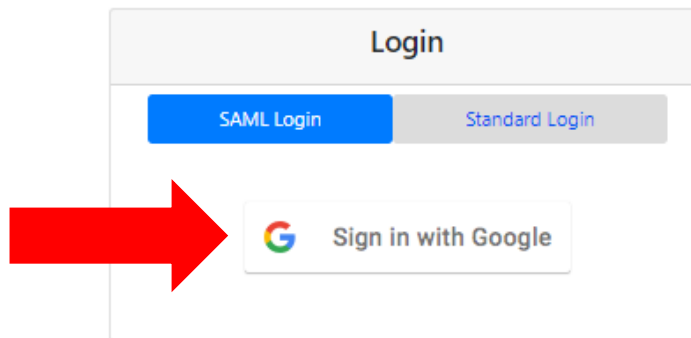
Click on the **Staff Portal** tab.

Click on the **My Information** button to see your staff demographic information, pay history, and other information in the portal.
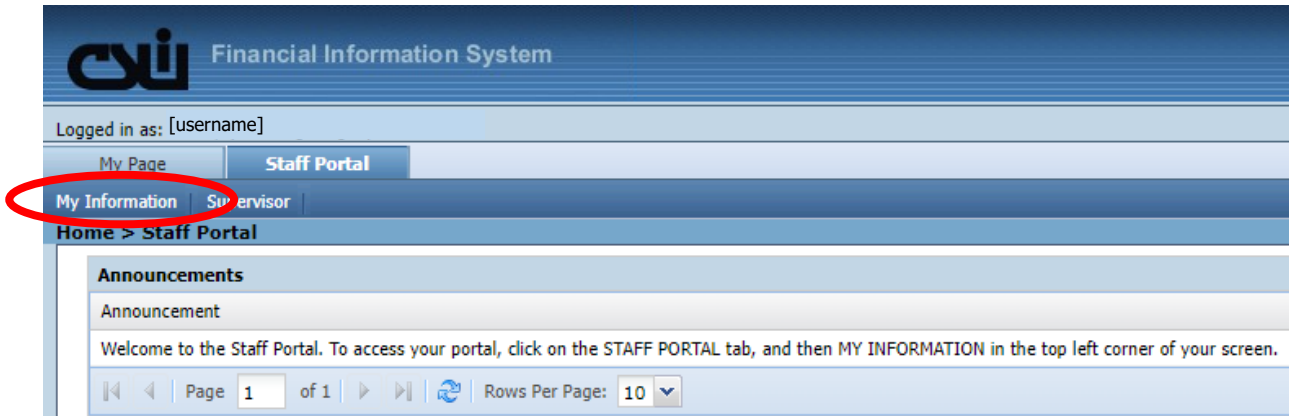
After clicking on **My Information**, a menu will display with the employee portal functions. Click on any of the links to see information in the portal.
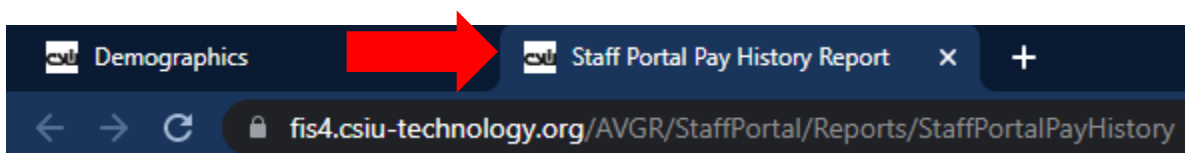

Pay Stubs and Pay History
To see your pay history and print check stubs, click on the **Pay History** link under My Information.

A new tab titled **Staff Portal Pay History Report** will open, with your pay history for the current calendar year listed. Click on the **Check #** link for a pay date to see your check stub for that pay.

To quickly see your net pay totals for all of the pay periods listed in Pay History, check the **Display Net Pay** checkbox in the top right corner of your screen. Your net pay amounts will be listed for all of the displayed pay periods.

Electronic W-2 Forms

On this screen, you have the option of receiving your W-2 electronically if you wish. Check the W-2 electronic consent box if you would like to opt-out of receiving a paper W-2 form. If you would like to continue to receive a paper copy of your W-2, leave the box unchecked.