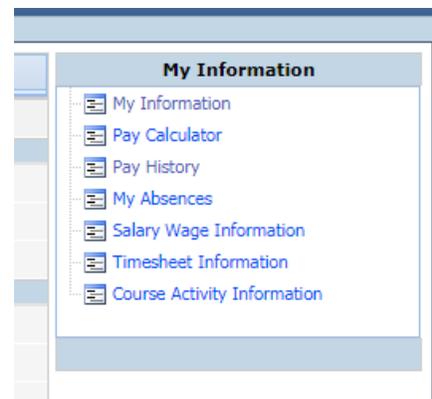Solanco School District Staff Portal

Solanco School District uses FIS (Financial Information System) as our staff information portal. Paystubs, pay history and your demographic information can be obtained from this portal. Below are the instructions for first time users and returning users.

Welcome new users. You will receive an email notification providing a website link, user name and temporary password for your first logon. If you haven't received this email, please check your junk mail. If you need assistance, please contact the business office at one of the following extensions: 3619, 3607 or 3606. Once you have successfully logged in you will be prompted to change your temporary password. (Moving forward you will be prompted every 30 days to change your password.) After you change your password click on the "S*taff Portal*" tab, this will bring up the "*My Information*" tab. Demographic information can be accessed by clicking on the blue tabs across the top of the display information. Pay stubs can be accessed from the "*My Information*" block on left or right side of the screen, click on the "*Pay History*" then click on the underlined file name beside the pay date. This will bring up your desired paystub. For more detail instructions please use the staff portal learning guide under the "*Announcements*" in the "*Staff Portal*" tab.

Returning Users. May access the Employee Portal by using the District's website at www.solanco.org. Under "*Employee Resources*" drop down menu choose "*CSIU Employee Portal*" to access. You must use Google Chrome as your internet search engine for the site to work properly. Once at the blue CSIU screen the instructions are the same as above. Please remember that you will be required to change your password every 30 days.

Tips to Remember!

Use Google Chrome as your internet search engine

Your password will need to change every 30 days

If you need assistance, please contact the business office at one of the following extensions: 3619, 3607 or 3606.