



Employee Portal User Quick Reference Guide

The Employee Portal is linked from the District's main webpage (click "Staff" at the top of the page), or can be accessed directly at: <https://eschoolbook.mca.k12.pa.us/eportal/>

Logging in to the Employee Portal for the first time

1. Click on the Employee Portal link available on the district web site.
2. Enter the assigned login and password.
 - Your username is: (last name)(first initial)(middle initial)
-example: John A. Doe → doeja
 - If you do not have a middle name listed in your personnel records, your username is will not include a middle initial.
-example: Robert Smith → smithr
 - Your password is: (last four digits of your social security number)
-example: 123-45-6789 → 6789
3. Enter a new password.
 - Passwords must be at least 8 characters in length and must contain: at least 1 uppercase, 1 lowercase and 1 numeral
-example: myPass01
 - Passwords are required to be changed every 30 days.
4. Enter a valid email address (required). This does not have to be an MCA email address.
5. Create a password question and answer to use in the event that you forget your password.
6. Click SAVE and wait for the changes to be confirmed.
7. Click one of the MESSAGE CENTER, EMPLOYEE or OTHER SITES tabs.

Message Center Tab

The Message Center displays available messages, the electronic equivalent of check stuffers. Click a message to display the full message.

Other Sites Tab

The Other Sites tab will display content relevant to employment.

Employee Tab

Click the Employee tab to display all available employee options.

Employee Tab – Pay History

1. By default, the current year displays in the Year field. As needed, select a different year from the drop down list box..
2. Click the desired Check Number. The stub for that date will display.
3. Review the check stub. You can use your browser's print feature to print the check stub.

Employee Tab – Personnel

View your personnel information. Please note that an amount of \$0.00 in the Direct Deposit section means that your entire check is deposited into the bank account. Actual dollar figures will only appear if you deposit a fixed amount into a second account.

My Account

Use the My Account link to change your Employee Portal account information. From here you can change your password, email address or security question.

Unsuccessful Login

The Employee Portal will lock your account after 5 unsuccessful login attempts. After the 4th attempt, please use the Forgot Password link to retrieve your password before your account becomes locked. If your account becomes locked please send an email to portal@mca.k12.pa.us to have it unlocked. Once unlocked, please use the forgot password function to retrieve your login information.

Forgot Password

In the event that you forget your password, please use the Forgot Password link available on the Employee Portal login screen. You will be required to enter your login name and the answer to your security question. Upon successfully doing so, your password will be emailed to the address you had previously entered into the Employee Portal.