

MiCase (Michigan Collaborative Administrative Solutions for Education) Employee Portal TIPS .. I forgot my password?

What is the Employee Portal?

The Consortium Employee Portal is a tool designed to benefit both the employee & your district. Some of the benefits are easy access to your information and in the future the ability to make changes (e.g. benefit selections, etc). For the district, the portal helps to significantly reduce costs in time, paper, printing, and delivery. As employees who work to educate others or to support those who educate, it is important that we embrace and support these cost saving efforts.

Currently the Employee Portal has available to you, the ability to view paystubs online. Over time, the portal will have additional tools available to you. Access the Employee Portal at:

<https://employee.mi-case.org>

Issues with Passwords

The Employee Portal is designed to be secure. As described in the announcement documentation – browsers must be secure and you must use a **secure password**, which includes **a minimum number of characters, upper case & lower case letters, numbers, and other characters (e.g. punctuation characters)**.

The first time you access the Employee Portal – you will need to use the Consortium Setup page to define your access information. Once you have your login & password defined, you can proceed to the login page and login.

But Secure Passwords are Hard!

Yes. That's entirely the point. They are hard to randomly guess, they are hard to set up a computer program to repetitively guess, they are meant to be hard to guess. Otherwise, why even bother having a password...

Secure Passwords ARE NOT Hard to Remember!

Whoa! Really? But, this password: **&8Xye3P** – that's hard to remember, right? Yes, it is, and we don't disagree. That's the reason that modern information technology departments no longer generate and distribute random passwords. Those kinds of passwords created all kinds of issues with people unable to remember them. The usual result of this kind of password was to write it on a sticky note and attach it to the monitor (for the world to see). Again, why bother...

Today – it's up to you to create your own password. As long as it meets the minimum criteria (noted above) – it can be anything you can remember. The Employee Portal enables you to define a password anytime you want, by using the Change Your Password menu option on the Employee menu. This page works just like the Consortium Setup page for the password. As you type your password in – it provides both text and graphical cues of what is needed.

But, I have so many passwords...

Not an excuse and is easy to fix. You could use one password for any system at work and then for your home usage you could make up two passwords; 1) for general use and 2) for banking use (more secure). This means the average person might have 3 passwords. Most people involved in I.T. probably manage anywhere from 5-10 (probably more).

The best way to remember a password is to use it several times – don't just use a tool to log yourself in automatically – force yourself to type it in. That will help you to remember it. Just like in the days of "rote learning our multiplication tables" – typing a password will help you to learn it.

OK – but how do I create a secure password...

The next page gets into that...

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How Do “I” come up with a password?

When creating secure passwords, it is fairly common to replace some characters (usually vowels, but doesn't have to be) of one or more words with a number or special character that looks like the letter. For example:

- E could be the number 3 (backwards E) – the word “weak” becomes “w3ak”
- Zero (0) fills in for letter O – the word “wood” becomes “w00d”
- Lower case L could be:
 - The number 1
 - The vertical bar | (e.g. pipe symbol for you older typers)
 - The exclamation point !
- The @ sign can replace the word ‘at’ or the letter a
- You could make smiley faces using colon and closing parentheses (shift-0) – result... :)
- If you like the 3 Stooges, you could replace Curly’s name in the password with a curly bracket { or }

In general, a couple of words that are important or familiar to you will help you to remember the password. A phrase also works if it's not too long. Example: [Where's th3 Beef!](#) or [You t@lkin' to me?](#) or [U t@lkin' to me?](#)

And yes, those phrases include spaces – that helps to increase the level of difficulty of guessing. Don't focus so much on the criteria –pick something you can remember first, then replace or add items to meet the criteria.

NOTE: using examples, such as those above, is not secure – because they will be the first passwords someone tries.

To Summarize

Secure passwords are not hard – unless you make them hard.

What do I do “IF” I forget my password?

Because sending passwords through e-mail is not secure, the Employee Portal does not use a “send me my password” option. Most banks have gone away from this step and are using other authentication techniques.

The MiCase Consortium Setup page is our way to enable you to get back into the system, if you forget your password. This page is available to you 24/7 and can be used, by you, to reset your login information as needed.

The MiCase Consortium Setup page has on-screen instructions to help guide you through the process, however, the Employee Portal menu - Support > Help has a link to the document: [Employee Portal Tips – Consortium Setup.pdf](#). Although we encourage electronic usage, you might find it helpful to print this out to follow step-by-step.

Note: this document ([Employee Portal Tips – Forgot Password.pdf](#)) is also available at the same location.

Participate in keeping the portal secure!