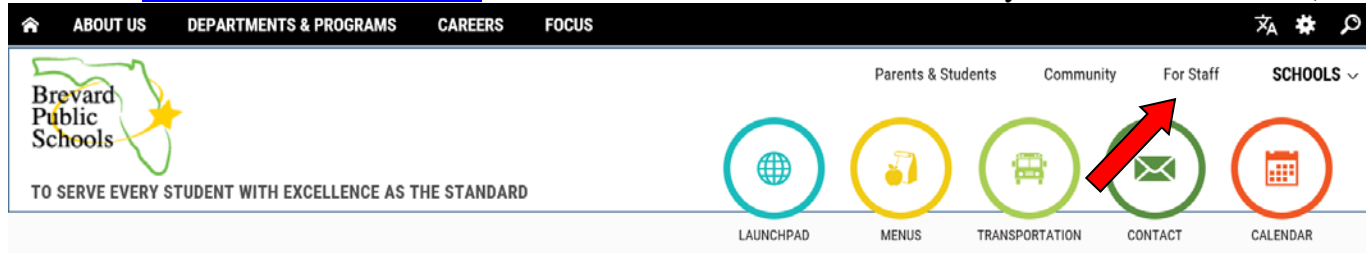


# My Information Center (MIC) Registration

1. Go to [www.brevardschools.org](http://www.brevardschools.org) - click on “for staff”, then click on My Information Center (MIC)



## For Staff Directory

B C D E F G H L M O P Q R S T W

### B

- B.E.S.T.
- Best and Brightest
- Blackboard Learn
- BPS School Contacts
- Brevard County Resource Directory

### C

- Car Reservations
- Communications Guide
- CrossPointe

### H

- Help Desk Request Forms
- Help Desk Support Panel

### L

- Leadership Team Packet (LTP)
- LEADS Calendar

### M

- Mandatory Pre-Planning Information
- Mental Health and Behavioral Request Forms
- My Information Center (MIC)

- Registration - Guardianship Affidavit - Haitian Creole
- Registration - Guardianship Affidavit - Spanish
- Registration - Guardianship Guidelines
- Registration - Power of Attorney
- Registration - Power of Attorney - Haitian Creole
- Registration - Power of Attorney - Spanish
- Registration - Power of Attorney Guidelines
- Registration - Power of Attorney Guidelines - Haitian Creole
- Registration - Power of Attorney Guidelines - Spanish
- Registration - Power of Attorney Guidelines - Spanish
- Registration - Power of Attorney Revocation

2. Click on “Step 1: Retrieve Pin”



**Log In FOR RETURNING USERS**

UserName:  [Need Help with your UserName?](#)

Password:  [Need Help with your Password?](#)

**RETRIEVE PIN FOR NEW OR FIRST TIME USERS**

For **NEW** or **FIRST TIME USERS**. You must first retrieve a **PIN** number before you can register. Please select “RETRIEVE PIN” below to continue. Please **DO NOT** attempt to register without a **PIN** number.

[Step 1 - RETRIEVE PIN](#)  
[Step 2 - REGISTER](#)

## Message Center

Pay Statements will be available on MIC (My Information Center) the day before pay day.

3. **Enter your Birth Date and Employee ID then click on “submit”.** An e-mail will be sent to your District e-mail account. If you do not have a District e-mail account, please contact x11735 to receive your pin #.



## My Information Center

Our Vision is that Brevard Public Schools will serve our community and enhance students' lives by delivering the highest quality education in a culture of dedication, collaboration and learning.



Log In

### Retrieve Pin

**Have you been assigned a School Board email account or do you have a personal email linked to your BEACON account?**

If **yes**, then enter your Birth Date and Employee Id below then press the Submit button. Your PIN will be emailed to your School Board or personal email address.

If **no**, then please contact Payroll Services at: (321) 633-1000 ext 671 to obtain a PIN number.

Birth Date:  Month  DD  (Year yyyy)

Employee Id Number:  Employee Id number is an eight digit number starting with 100xxxxx.

Please contact your school secretary or timekeeper for help with your Employee Id number.

Submit Cancel

4. **Once you have your pin#, Click on “Step 2 - Register” to create a new account.**



## My Information Center

Our Vision is that Brevard Public Schools will serve our community and enhance students' lives by delivering the highest quality education in a culture of dedication, collaboration and learning.



General Info

### Log In FOR RETURNING USERS

UserName:  [Need Help with your UserName?](#)

Password:  [Need Help with your Password?](#)

Log In

### RETRIEVE PIN FOR NEW OR FIRST TIME USERS

For **NEW** or **FIRST TIME USERS**. You must first retrieve a **PIN** number before you can register. Please select "RETRIEVE PIN" below to continue. Please **DO NOT** attempt to register without a **PIN** number.

[Step 1 - RETRIEVE PIN](#)

[Step 2 - REGISTER](#)



Message Center

Pay Statements will be available on MIC (My Information Center) the day before pay day.

**5. Enter your Employee ID then click on “submit”.**



**Register**

**Have you completed Step 1 to retrieve your pin number?**

If **yes**, then enter your Employee Id below then press the Submit button. You will then begin the Registration process.

If **no**, then complete step 1 -[Retrieve Pin](#)

Employee Id Entry	
Employee Id Number:	<input type="text"/>
<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

Employee Id number is an eight digit number starting with 100xxxxx. Please contact your school secretary or timekeeper for help with your Employee Id number.

**6. After completing the required fields on the registration page, click on “save”.** On this page you will create a user name and password to use when login in to MIC.



**Register**

**Employee Verification**

Employee ID:	<input type="text" value="100xxxxx"/>
Last 4 Digits of Social Security Number:	<input type="text"/>
Date of Birth:	Month <input type="text"/> / DD <input type="text"/> / <input type="text"/> (Year yyyy)
Pin Number:	<input type="text"/>

**Account Information**

Please enter a User Name(6-10 Characters):	<input type="text"/>
Password (8-12 Letters AND Numbers):	<input type="text"/>
Confirm Password:	<input type="text"/>
Email Address:	<input type="text"/>
Verify Email Address:	<input type="text"/>

Please enter your BPS e-mail or Personal e-mail

7. **Enter User Name and Password and click on “Log In”.** After you have completed the registration process, you may log in to MIC to obtain your pay statements and other payroll information electronically.



General Info

**Log In FOR RETURNING USERS**

UserName:  [Need Help with your UserName?](#)

Password:  [Need Help with your Password?](#)

**RETRIEVE PIN FOR NEW OR FIRST TIME USERS**

For **NEW** or **FIRST TIME USERS**. You must first retrieve a **PIN** number before you can register. Please select "RETRIEVE PIN" below to continue. Please **DO NOT** attempt to register without a **PIN** number.

[Step 1 - RETRIEVE PIN](#)  
[Step 2 - REGISTER](#)

Message Center

Pay Statements will be available on MIC (My Information Center) the day before pay day.

# Other MIC Information

- **New Employees:** When you have been assigned a District e-mail address you may register as instructed above. If you do not have a District assigned e-mail address, you may contact x11735 and request your Pin #.
- **Forgot User Name and have a valid e-mail address on file:**
  - Click on “Need Help with User Name?”

**Log In FOR RETURNING USERS**

UserName:  [Need Help with your UserName?](#)

Password:  [Need Help with your Password?](#)

**RETRIEVE PIN FOR NEW OR FIRST TIME USERS**

For **NEW** or **FIRST TIME USERS**. You must first retrieve a **PIN** number before you can register. Please select "RETRIEVE PIN" below to continue. Please **DO NOT** attempt to register without a **PIN** number.

[Step 1 - RETRIEVE PIN](#)  
[Step 2 - REGISTER](#)

**Message Center**

Pay Statements will be available on MIC (My Information Center) the day before pay day.

Because of the late start of the 2014-15 school year, certain support employee groups will receive one less paycheck. Please see your site/school secretary for further information.

- Enter your Birth Date and Employee ID number, then click on “submit”. Your User Name will be e-mailed to your e-mail address on file.

**Log In**

**Need Help with your UserName**

**Birth Date:**  /  /  (Year yyyy)

**Employee Id Number:**  Employee Id number is an eight digit number starting with 100xxxxx.  
Please contact your school secretary or timekeeper for help with your Employee Id number.

- **Forgot Password and have a valid e-mail address on file:**

- Click on “Need Help with your Password?”

The screenshot shows the 'My Information Center' website header with the Brevard Public Schools logo and a 'General Info' button. Below the header, there are two main sections:

- Log In FOR RETURNING USERS:** Contains input fields for 'UserName:' and 'Password:', each with a 'Need Help with your [UserName/Password]?' link. A 'Log In' button is at the bottom.
- RETRIEVE PIN FOR NEW OR FIRST TIME USERS:** Contains instructions for new users to retrieve a PIN before registering. It includes links for 'Step 1 - RETRIEVE PIN' and 'Step 2 - REGISTER'. A red arrow points from this section to the 'Need Help with your Password?' link in the returning users section.

Below these sections is a 'Message Center' button and a message box stating: 'Pay Statements will be available on MIC (My Information Center) the day before pay day.'

- **Enter your User Name and Employee ID, then click on “submit”.** A temporary password will be generated and e-mailed to the e-mail address you have on file. Login using the temporary password provided to you. This temporary password must be changed when you log in.

This screenshot shows the 'My Information Center' website with a 'Log In' button. Below the header, the heading 'Need Help with your Password' is centered. Underneath, there is a form with the following fields:

- User Name:** An input field.
- Employee Id Number:** An input field with a note: 'Employee Id number is an eight digit number starting with 100xxxxx. Please contact your school secretary or timekeeper for help with your Employee Id number.'

At the bottom of the form are 'Submit' and 'Cancel' buttons.

- **If you do not have a valid e-mail address on MIC and you did not receive a letter with your pin #:**
  - Call x 11735 to obtain user name, temporary password, or pin #.
- **Paper checks and pay statements**
  - Paper checks will be distributed in sealed envelopes through District mail. Your pay statement will be available on MIC.