



Please refer to the following steps to verify your current job position(s) and salary. It is also important to verify your contact information is correct as we use this information for emergency contacts when required.

Questions related to your current job position(s) and salary can be sent to the HR Department. Technical questions regarding your Employee Portal access can be directed to EdTech (edtech@molineschools.org).

1. Sign into your [Employee Portal](#)
2. Click “Jobs & Benefits” on the left menu



3. Review your Job Title(s) and salary information for each position.

Moline-Coal Valley CUSD 40
Today: 08/31/2021 | [Logout](#)

Employee: ██████████ ID: ██████████
 IEIN:: 974903

CONTRACT AMOUNT	PAID TO DATE HOURS/DAY	PAYMENTS RATE/UNITS	LENGTH POSITION CONTRACT	CONTRACT START END	PAYMENTS START END
Job Title: Director of Technology					
Salary Schedule: Teacher Computed 260 Days/Computed MA + 30/Step 20					
██████████	██████████	4 out of 24	260.00	07/01/2021	07/15/2021
██████████	██████████		260.00	06/30/2022	06/30/2022
Job Title: Cell Phone Subsidy					
Salary Schedule:					
██████████	██████████	4 out of 24		07/01/2021	07/15/2021
				06/30/2022	06/30/2022

Total Compensation	██████████
Benefits & Deductions	██████████

PROFILE

LOGOUT

INFORMATION

4. To review and edit your contact information, click the “Profile” menu on the left and choose “AddPhone/Email” as well as “Emergency Contacts”.

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Employee: **Reid, Craig** ID: ██████████
 IEIN:: 974903

ADDRESS

Street 1: ██████████

Street 2: ██████████

City: ██████████

State: Illinois

ZIP: ██████████

Country: UNITED STATES OF AMERICA

PHONE TYPE	NUMBER	EXT	EMAIL
Work Phone	██████████		creid@molineschools.org
Primary Cell	██████████		
Secondary Cell			
Home Phone			

DATES

Last Physical Exam Date: ██████████

Save Clear Email

INFORMATION

Primary phone number will be used for emergency contact through Skylert

5. Click “Save” to save any changes.