

MUNICIPAL ACCOUNTING SYSTEMS (MAS) EMPLOYEE PORTAL SETUP AND USAGE INSTRUCTIONS

After account set up, you will be able to view the following using your “Employee Portal”:

- Paystub
- Tax Forms
- Purchase Requisition (only if you are responsible for requesting purchase orders)

1. To access your Employee Portal:

- To access the MAS Employee Portal: <https://ok.wengage.com/Stillwater/> or click the “Wengage MAS” icon on the Staff page of the School Website or Finance Department Page
- If you have a Stillwater Schools email or a Gmail account:
 - Click “Sign in with Google”
- If you have an Outlook, Live, or Hotmail account:
 - Click “Sign in with Microsoft”
- Your user name will be display at the top of the screen
- Set your recovery email
- Log out
- Then click, "forgot my password" and it will allow you to set a password
- You can continue to log in with Google or Microsoft, or you can log in with your user name and password
- If you have a different email domain, please email me at dburnsed@stillwaterschools.com and I will send you an activation email and temporary login information. The activation email is valid for 7 days
- Once you are logged in, please change your password and set up your account recovery email under the “Account” option

2. **IMPORTANT:** To verify that you have access to your annual employee tax forms execute the following steps as soon as possible after account set-up

3. In the employee portal application, select the tab at the top of the screen that is labeled “IRS e-consent”

- Click in the box under each statement and choose “I accept”

4. To view and print pay stubs:

- Access your Employee Portal
- Click the “Pay Info” Tab at the top of the screen
- Click in the box or on the down arrow on the right of the screen next to “Pay Period”
- Choose the Year/Month you would like to view
- Click on the black picture of the disk next to PDF to download and then print or save as needed

5. To view and print tax forms:

- Follow the steps for IRS e-consent listed above if not already completed
- Click in the box or down arrow on the right of the screen next to “Select Tax Year”
- Choose the year that you would like to view
- Click on one of the following as needed to download PDF and enable printing:
 - W-2 Copy B - To Be Filed With Employee’s Federal Tax Return (PDF)
 - W-2 Copy C - For Employee’s Records (PDF)
 - W-2 Copy 2 - To Be Filed With Employee’s State, City, or Local Income Tax Return (PDF)
 - ACA Form 1095-C, Employee Copy (PDF)