

“United Are We In Empowering Our Students”



To: Clinton Prairie School Employees

From: Clinton Prairie Corporation Office

RE: Secured Portal – Pay Stub

Clinton Prairie School Corporation uses a secured portal to house direct deposit statements and required Federal notices. Personal, tax, and absence information can also be found. Other information such as contracts, W-2s, and employee handbooks are not available at this time.

In order for you to use the secured portal, please go to the portal website by typing the following address into your browser:

<https://cpssc.k12-portal.in>

Please Note: There is an “s” at the end of http and there is no www.

When you are at the site it will say “Clinton Prairie School Corp Portal”

Create An Account – In order to do this you will click on the words “I would like to create an account”, found on the lower left side of your screen.

Complete the following questions:	Date of Birth:	MM/DD/YYYY
	Last 4 Social Security #:	XXXX
	Home Zip Code:	XXXXX
	Desired Password:	_____
	Verify Password:	_____
	Click Register	

Once you have registered the system will validate your registration information and send you an email confirmation message with further instructions.

Check Email and follow the instructions and login. Remember, your login is your email address.

Once the corporation has processed payrolls in the system, you will be able to view your direct deposit information by clicking on the “Documents” button. Choose the date of the direct deposit that you would like to view and click the download button. The portal will prompt you with a pop up box to enter a document “password” because the form is a protected document. The “password” will be the last 4 digits of your social security #. Enter your 4 digits and click “Ok”. This will allow you to view your direct deposit statement. Please be sure to logout when you are finished at the secured portal. It will say “You have successfully been logged out.”

Please Note: You are responsible for your password. Also, a helpful hint...you should “whitelist” or classify the following email address as “not spam” ssincportal@gmail.com with your email service. If you are unsure of how to do this, please contact your email provider.