

DUNELAND SCHOOL CORPORATION

To: Duneland School Employees

From: Karen Pearson, Payroll Processor

RE: How to begin using Duneland School's Secured Portal

The Duneland School Corporation has a secured payroll portal to access your payroll direct deposit statements. Also available is personal, tax, (including your W-2) and absence information. Other important information posted on the portal include: The Payroll Schedule of pay dates, the Corporation's School Year Calendar and the Holiday Schedule.

In order for you to use the secured portal please go the portal website by typing the following address into your browser: <https://duneland.k12-portal.in/>

Please note there is an "s" at the end of the http and there is not www.

When you are at the site it will say "Duneland School Corp. Portal"

You will need to 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.

You will be asked the following questions:

Date of birth: MM/DD/YYYY

Last 4 digits of your social security number: ####

Home Zip Code: #####

Desired password:

Verify password:

Then click register

Once you have registered the system will validate your registration information and send you an email confirmation message with further instructions. **You must confirm your registration in the email. Once you have confirmed your account**

you will get a message stating you have confirmed your registration and can log into the Portal.

When you receive your email, please follow the instructions and login. Remember your login is your email address. After you login 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 protected/secure. This password will be the last 4 digits of your social security number. 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, you should “whitelist” or classify the following email address as “not spam” softwaresysinc@gmail.com with your email service. If you are unsure of how to do this please contact your email provider.

If you have any questions please contact Karen Pearson @ 219-983-3600 Ext 1005 or email Karen at: kpearson@duneland.k12.in.us