



DUNELAND

SCHOOL CORPORATION

To: Duneland School Employees

From: Susan Pearson

Re: How to Begin Using the Duneland School Corporation's Secured Payroll Portal

The Duneland School Corporation has a secure payroll portal to access your payroll direct deposit statements. **You should set this up after your first direct deposit is made to your bank account.** Your personal information, absence information and tax information (including your W-2) is also available on your payroll portal. Other important information posted on the portal include: The payroll schedule of pay dates, the corporation's school year calendar and the holiday schedule.

To use the secured portal please go to 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 four 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 onto 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 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 four 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: softwaresysinc@gmail.com as "not spam" 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 Susan Pearson at (219) 983-3600 extension 1005 or email Susan at: spearson@duneland.k12.in.us.