

# GRIFFITH PUBLIC SCHOOLS

To: Our School Employees

From: Meghan Damron, HR Director

Date: October 21, 2016

RE: Secured Portal

The Griffith Public Schools is pleased to announce that its secured portal is now up and running. At this time please begin using the portal to access your direct deposit statements. Also, personal, tax, and absence information is available, however, other information such as contracts, and employee handbooks are not available at this time.

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

<https://griffith.k12-portal.in/login.php>

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 “Griffith Public Schools 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.

Now, check your email and 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” [ssincportal@gmail.com](mailto:ssincportal@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 Meghan Damron at [mdamron@griffith.k12.in.us](mailto:mdamron@griffith.k12.in.us) or Toni Loomis [tloomis@griffith.k12.in.us](mailto:tloomis@griffith.k12.in.us) .