

Employee Portal Set Up Instructions

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

<https://cab Beard.k12-portal.in>

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

The portal is also accessible via our website under the “faculty/ staff” tab.

When you are at the site it will say “Charles A Beard Memorial 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.

Now, check your email and follow the instructions and login. Remember, your login is your email address.

Once the corporation has processed a payroll for you 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 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 with your email service. If you are unsure of how to do this please contact your email provider.

If you have any questions please feel free to reach out.