MSD WASHINGTON TOWNSHIP PORTAL INSTRUCTIONS

What is the portal and why do I need to register? The portal is a service provided to our employees which allows you to view/print your pay advices, W-2 forms, federal/state tax exemptions, and leave days (if applicable). This will be the **only** means for you to obtain your paystubs and W-2s.

Here is the **link and instructions** for registering in the Portal: https://msdwt.k12-portal.in/   This link has also been added to the MSDWT main webpage under Staff Resources.

On the portal page, you will need to do the following:

1. Click the **"I would like to create an account..."** link at the bottom of the opening page of the portal. You must set up an account in the portal in order to retrieve your documents.

2. On the registration page you will need to fill in your date-of-birth in MM/DD/YYYY format, the last four digits of their SSN, the zip code that the Human Resources Department has on file for you, and finally you'll need to type the password you want and then type it in again in the "verify" field. Once you do that and click "Register" an email should be sent to your e-mail address on file with the HR and Payroll offices. A district email address will be given to full-time, permanent employees. **NOTE:** Your email address in which you used to register must always be used to log into the portal unless you give Human Resources a new email address to input into the system.

3. Then check your email (it may take a moment or 5 for the email to get there, that's just the nature of email), and you should find that you have a registration email from the website. In the email is a link that says "Click to complete your registration." When you click that, it will take you to a web-page that finishes your registration and will tell you to "click here to login to the portal." You'll click that link to go to the login page, fill in your login details (EmpEmail address, and password you just set up) and click "Login". Then you should be in the portal**.**

4. Please look around in the portal. **Some documents in the Portal, like your W-2 and Pay Advices, have an added security feature. When you click on download for one of these documents, you will be prompted to enter your password. Everyone's password is the last four digits of your Social Security number. Do not attempt to use the same password you use to gain access to the Portal.**

If you need further instruction, the district has provided two "how-to" videos. The first video will assist you with the registration process and the second one will explain how to use the portal and the different kinds of information you can find there. Just click on the link and be sure to Maximize your screen. http://pd-technology.msdwt.k12.in.us/?p=3512   **OR**   go to the district Website—Staff Resources—MSD Intranet—Tech. PD—Payroll Portal.