

# Cliffside Park School District



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## Cliffside Park Public Schools

525 Palisade Ave. • Cliffside Park, NJ 07010 • cliffsidepark.edu

SYSTEM 2000

PLEASE LOG-IN TO THE DDCLIVERY SYSTEM.

Your User ID will **ALWAYS** be your last name followed by the last 4 digits of your Social Security Number. **Example:** John Smith's User ID is: SMITH1234

**DO NOT USE LOWERCASE LETTERS. YOU MAY USE UPPERCASE, NUMBERS AND SYMBOLS.**

If 1st time using the portal, your password will be the last 4 digits of your Social Security Number. **Example:** SSN 000-00-1234 **PASSWORD IS: 1234**

**IMPORTANT:** Once you have entered into the portal you must then create your own personal password that you will always use in the future.

The System will ask for your old password. That is the last 4 digits of your social security number.

User ID:

**\*\*\*\*NOTICE: If you need to change your Federal or NJ W-4 Forms you must contact Terry Sigrist directly at extension 2314 for instructions.\*\*\*\***

**\*\*\*IT IS IMPERATIVE THAT YOU CONTACT TERRY SIGRIST DIRECTLY AT EXT. 2314 FOR INSTRUCTIONS IMMEDIATELY IF YOU ARE CHANGING YOUR DIRECT DEPOSIT BANK ACCOUNT INFORMATION. A DELAY MAY RESULT IN YOUR PAY BEING DEPOSITED TO THE WRONG BANK ACCOUNT.\*\*\***

**Any Employee change requests such as request for address changes, direct deposit, and other miscellaneous forms/timesheets may be downloaded off the [www.cliffsidepark.edu](http://www.cliffsidepark.edu) website: Faculty Portal: Downloads: Staff Downloads.**

Password:  [Forgotten Password?](#)

For assistance, contact Terry Sigrist, Payroll Secretary, at Ext. 2314.

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SYSTEM 2000

Welcome: THERESE A SIGRIST

PLEASE CHANGE YOUR PASSWORD.

Enter Old Password:

Your password must be at least six characters in length and contain at least one digit.

Enter New Password:

Confirm New Password:

### TO UTILIZE THE PAYROLL PORTAL:

**STEP 1:** Log onto our website: [www.cliffsidepark.edu](http://www.cliffsidepark.edu)

**STEP 2:** Go to (far right side of screen) - ♦ Faculty  
♦ Payroll Portal

**STEP 3:** Sign-in screen will appear

**STEP 4:** User ID is employee's last name followed by last four digits of social security number  
Password is employee's last four digits of social security number

**STEP 5:** Next screen will prompt employee to change password enter Old Password is employee's last four digits of social security number

**STEP 6:** When creating personal password use only **UPPERCASE** letters, numbers and symbols. **DO NOT USE lowercase letters**

**STEP 7:** Once in the portal employee may take the option of having the annual W-2 and 1095-C forms uploaded immediately and printed for personal use when released by Payroll Dept.

All pay stubs are available for viewing and printing

[Payroll Portal](#)

[Faculty Email Sign in](#)

[Faculty Portal](#)

[Tech. Support](#)