Initiate your Login to the Personnel Web Portal (Direct Deposit)

The Personnel Web Portal allows you access to your pay stubs, W-2s, attendance records and other related documents. To log on, go to https://hrportal.crhsd.org and follow the instructions listed below.

1. Your initial screen will look like this. The first time you log on, click the “Forgot Password” link.

2. Enter in your email address and click the “Send Reset Password Token” button.
   - If you are a regular employee, use your work email address.
   - If you are a non-regular employee (i.e., adjunct coach, substitute, home instructor), use the home email address you provided. If you have not provided a home email address, send it to Jackie Jackson at jackson@crhsd.org to set up your portal.
3. Open the email sent from “employeeportal@crhsd.org”. Click the blue button labeled “Reset your password”.

Reset your password by clicking the link below.

Someone has requested your password to be reset. Click the link below to reset your password. If you did not make this request, please contact customer support.

The link to reset your password will expire in a few hours. If the link fails to work, please get a new token by following this link: New Token

4. Enter in a password and re-enter it in to Confirm as required.

- The password must contain 7 or more characters and at least 1 upper case letter, 1 lower case letter and 1 number.

Lastly, click on the Login link in the lower right-hand side of the screen.

If you have any issues, please contact Paul Kuntz Sr. at extension 237.