

Student / Employee Portal Log-in Instructions

The TS Connect Portal will direct to you to your portal employee dashboard.

1. Go to www.trinidadstate.edu
2. Click on the **TS Connect Portal** box in the upper left corner of the website
3. Your username is your **S Number** (make sure to have your S capitalized)
4. Your **password** default is your birth date (MMDDYY)
5. You will be prompted to change your password after you first log in.
6. If you forgot your **password** or if it is invalid, click on the **I forgot my password** link (*located at the bottom middle of the page*) and answer the security question

You will have access to various types of information including your payroll information. Under the employee tab, you can access your paystubs, your timesheet, your leave balances (for full-time staff), view your direct deposit information, and even print your W-2's.

If you have any questions, please contact Krystalee Moreno 719-846-5534 or Blanca Menendez 719-846-5570.

The TSJC Support Desk (Ext. 5663) is staffed from 7:30 a.m. to noon and 1:00 p.m. to 5:00. For after-hours changing of passwords for Portal, call 1-888-800-9198.

What if Portal is Down?

If the employee portal is down for maintenance or updates, you can still access your timesheet and approve timesheets by logging directly into Self Service Banner (SSB).

Follow these instructions to log-in:

1. Go to: <https://internal.cccs.edu/>
2. Click on "Portal" (upper left corner)
3. Enter your User Name (S number using a capital S) and your password (default is birth date MMDDYY)
4. If you forgot your password or if it is invalid, click on the **Forgot Password?** link and answer the security question
5. Go to the Employee tab and access your information