



Indiana Department of Child Services CPI/CPS Portal

What is an Organization?

Organizations initiate CPI/CPS History Check requests and include, but are not limited to:

- Businesses
- Hospitals
- Community Social Organizations
- School Corporations, Public and Non-Public Schools
- Out-of-State Government Entities
- Third Party Vendors acting on behalf of another Organization

In the “CPI/CPS Portal,” Organizations are referred to as “Requesting Organizations”

Which Organizations are registered already?

Indiana School Corporations, Public and Non-Public Schools will use the “CPI/CPS Portal” as a Requesting Organization. DCS will pre-register and establish “Organization Profiles” for all of the schools identified by Indiana Department of Education. - No Registration Required! On June 4th, all Superintendents and Principals of the schools in the State of Indiana will receive a welcome email containing a link to the “MaGIK Gateway” where they will be able to create a password for access. Upon logging into the “MaGIK Gateway,” these “User Admins” will be able to “Add Users” allowing additional staff to access the “CPI/CPS Check” for their school. Each User will then receive an email to create a secure, unique password.

Existing DCS “MaGIK Gateway - KidTraks Vendors” will have direct, online access to the “CPI/CPS Portal” from the menu bar - No Registration Required! On June 4th, existing "User Admins" may establish "CPI/CPS Organization Users" directly through their corresponding "Vendor Profile."

Which Organizations are not Pre-Registered?

Non-KidTraks Vendors or Newly Formed Organizations will be required to complete a one-time registration process to become an Organization through the “CPI/CPS Organization Registration” page. Once established as an Organization, the agency will have the same functionality as other existing Requesting Organizations. A corresponding “Organization CPI/CPS Dashboard” will be made available to initiate and track requests in process.

Out of State Child Welfare Agencies will be required to complete a one-time registration process to become an Organization through the “CPI/CPS Organization Registration” page. This link will become available on June 4th. Once established as a User, the agency will have the same functionality as other existing Requesting Organizations. A corresponding “Organization CPI/CPS Dashboard” will be made available to initiate and track requests in process.