iVisions Web Portal Getting Started – Employee Registration

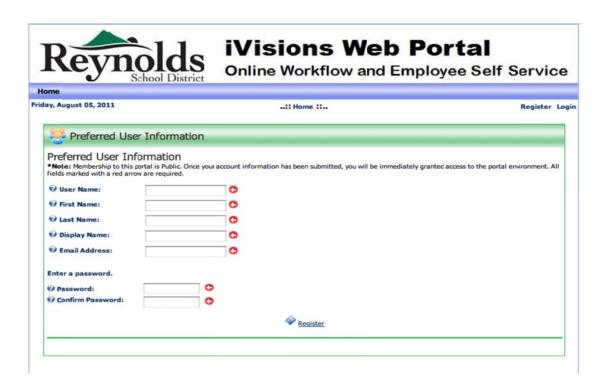
The Employee Resources part of the iVisions web portal enables you to access your personal information on file at the district and perform a number of tasks easily over the Internet.

- View and print pay history (either by pay period or calendar-to-date)
- Use the pay check calculator to see the impact of changes in deductions
- View leave history
- Request Leave Approval*
- Add beneficiary information
- View certification, education, emergency contact, and other employee-specific information
- View and edit your employee profile data
- Submit changes to tax forms and review your most recent W-2 form
- Add emergency contact information

To register and log in to iVisions:

Step 1: Log onto the iVisions website address. https://visions.nwtoolbox.org/reynolds

Step 2: Click on <u>Register</u> in the upper right corner of the screen. The following screen will appear:



^{*&}lt;u>In addition to iVisions</u>, if you are an employee who is authorized to obtain a substitute, you must also use SmartFind Express to report your absence and be able to request the substitute.

Please use your legal name as it appears on your monthly paystubs.

User Name: Your first initial and last name run together with no spaces.

Example: Robert Jones would be rjones

Display Name: First name, space, last name

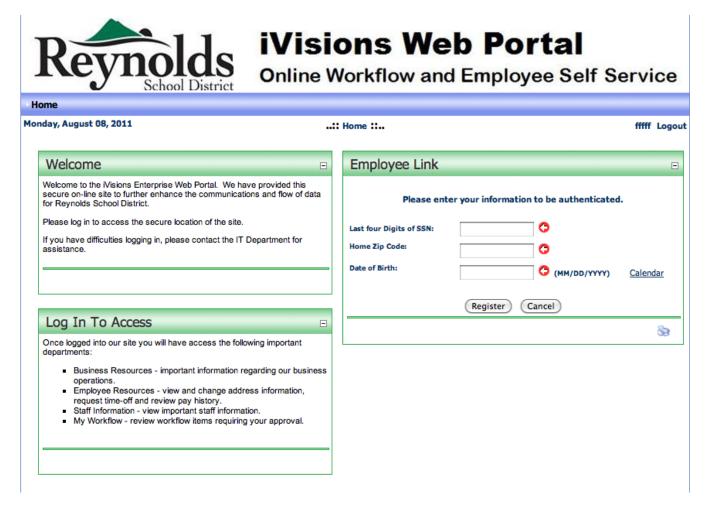
Example: Robert Jones

Email Address: This should be your district email address listed in First Class.

Example: robert jones@reynolds.k12.or.us

<u>Password:</u> It is recommended that you use upper and lower case and include numbers and symbols. Remember... make your password complex; it is your way to guard your personal information.

Step 3: Once you have filled in all of the above information, click on the Register Icon at the bottom of the screen. The following screen will appear:



Step 4: Fill in the boxes marked with the red arrows and click on the Register button at the bottom of the box.



iVisions Web Portal

Online Workflow and Employee Self Service

• Home								
Friday, August 26, 2011		:: Home ::				Tommy	Logout	
	Welcome	⊟	En	nployee Lir	nk		⊟	
	Welcome to the iVisions Enterprise Web Portal. We have provided this sec further enhance the communications and flow of data for Reynolds School Please log in to access the secure location of the site.				Is this your information?			
	If you have difficulties logging in, please contact the IT Department for assi	istance.	Nar	me: tress:	TOMMY TEST			
			City		Worcester			
	Log In To Access	-	Stat	te: Code:	MA 01606			
	Once logged into our site you will have access the following important depa		Zip	code.	01000			
	Business Resources - important information regarding our busines Employee Resources - view and change address information, requireview pay history. Staff Information - view important staff information. My Workflow - review workflow items requiring your approval.		,	Click the Link button below only if the identity shown above is yours You will not be able to change your registration later if this is not your information, only your Human Resources department will be able to re-register you. Knowingly registering with another person identity could subject you to civil and/or criminal penalties. Link Cancel				

Step 5: Verify that the information in the Employee Link section is correct and click on the Link button. If it is incorrect contact the Human Resources Department.

Step 6: You will receive an email to your district email address with your User Name and Password. Once you receive that email, log back into iVisions and click on <u>Log In</u> in the upper right hand corner of the screen. Enter the User Name and Password you initially created.

CONGRATULATIONS! You Have Now Successfully Registered on iVisions

Employee Resources

- Click on Employee Resources on the toolbar at the top of the screen.
- From here you can view the following information using the drop down menu:
 - View your pay checks (Compensation / Pay Period).
 - View your leave balances (Attendance).
 - Fill out and print a new W4 (Tax Withholding Forms).
 - View your contact information and make changes if necessary (Profile / Contact Information).
 - View your Emergency Contact information and make changes if necessary (Profile / Emergency Contacts).