

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 Register in the upper right corner of the screen.
The following screen will appear:

The screenshot shows the 'Preferred User Information' registration page. At the top left is the Reynolds School District logo. The page title is 'iVisions Web Portal Online Workflow and Employee Self Service'. A navigation bar includes 'Home', the date 'Friday, August 05, 2011', a breadcrumb trail '...: Home :...', and links for 'Register' and 'Login'. The main content area is titled 'Preferred User Information' and contains a note: 'Membership to this portal is Public. Once your account information has been submitted, you will be immediately granted access to the portal environment. All fields marked with a red arrow are required.' Below the note are five required fields: 'User Name', 'First Name', 'Last Name', 'Display Name', and 'Email Address', each with a red arrow icon. Underneath is a section for password creation: 'Enter a password.' followed by 'Password' and 'Confirm Password' fields, both with red arrow icons. A 'Register' button is located at the bottom center of the form area.

*** In addition to iVisions, 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

Password: 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:

The screenshot shows the Reynolds School District iVisions Web Portal. The header includes the Reynolds School District logo and the text "iVisions Web Portal Online Workflow and Employee Self Service". Below the header is a navigation bar with "Home" and a date "Monday, August 08, 2011". The main content area is divided into two columns. The left column contains a "Welcome" section with a message and a "Log In To Access" section with a list of departments. The right column contains an "Employee Link" section with a registration form. The form has three input fields: "Last four Digits of SSN", "Home Zip Code", and "Date of Birth". Each field has a red arrow pointing to it. Below the fields are "Register" and "Cancel" buttons. A "Calendar" link is also present next to the date field.

Reynolds School District **iVisions Web Portal**
Online Workflow and Employee Self Service

Home

Monday, August 08, 2011 ...: Home ... ffff Logout

Welcome

Welcome to the iVisions Enterprise Web Portal. We have provided this secure on-line site to further enhance the communications and flow of data for Reynolds School District.

Please log in to access the secure location of the site.

If you have difficulties logging in, please contact the IT Department for assistance.

Log In To Access

Once logged into our site you will have access the following important departments:

- Business Resources - important information regarding our business operations.
- Employee Resources - view and change address information, request time-off and review pay history.
- Staff Information - view important staff information.
- My Workflow - review workflow items requiring your approval.

Employee Link

Please enter your information to be authenticated.

Last four Digits of SSN:

Home Zip Code:

Date of Birth: (MM/DD/YYYY) [Calendar](#)

Register Cancel

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

Home

Friday, August 26, 2011 Tommy Logout

... Home ...

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Employee Link

Is this your information?

Name:

Address:

City:

State:

Zip Code:

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's identity could subject you to civil and/or criminal penalties.

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 Log In 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).