

iVisions Web Portal  
Changing Your Password

To change your password in iVisions:

Step 1: Login to the iVisions website. <https://visions.nwtoolbox.org/reynolds>

Step 2: Click once on your display name (i.e. Tommy Test), in the upper right corner of the screen next to Logout.

Reynolds School District

# iVisions Web Portal

Online Workflow and Employee Self Service

Home

Wednesday, August 10, 2011

... Home ...

Tommy Test Logout

## Manage Profile

[Manage User Credentials](#) [Manage Password](#) [Manage Profile](#) [Manage Services](#)

**User Name:** Tommy.Test

**First Name:**

**Last Name:**

**Display Name:**

**Email Address:**

[UnRegister](#) [Update](#)

Step 3: Below the Manage Profile bar, click once on Manage Password.

Step 4: Fill in the 3 boxes:

- Current Password
- New Password
- Confirm Password

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.

## Manage Profile

[Manage User Credentials](#) [Manage Password](#) [Manage Profile](#) [Manage Services](#)

**Password Last Changed:** Wednesday, August 10, 2011

**Password Expires:** Password does not Expire

### Change Password

In order to change your password, you will need to provide your current password, as well as your new password and a confirmation of your new password.

**Current Password:**   
**New Password:**   
**Confirm Password:**

 [Change Password](#)

Step 5: Click on the [Change Password](#) button at the bottom of Manage Profile page.

Congratulations! You have successfully changed your password.