Reynolds School District iVisions Employee Self Service Portal Transition Instructions
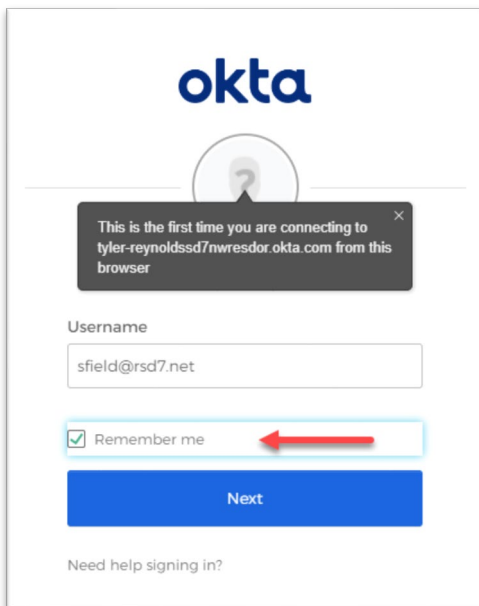## June 6, 2022

The updated Employee Access Portal will make it easier to access your personal information on file at the district and perform a number of tasks including:

- View and print pay history (either by pay period or calendar-to-date)
- Use the paycheck calculator to see the impact of changes in deductions
- View leave history
- Request Leave Approval (via the Frontline Absence Management link)
- 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

Before you are able to access the new Employee Access Portal, you will need to activate your new account. Follow the steps below to activate your Employee Access Portal account.

1. For a direct link to the new iVisions Employee Self Service Portal, bookmark the following:
   https://reynoldssd7nwresdor.tylerportico.com/tesp/employee-selfservice/

2. You will be directed to the following. Please enter your **RSD email address as your Username**.

Pro Tip: Check the "Remember me" box if you are on your own staff device to allow for ease of login later! (If you are on a shared device, do not check this box.)

3. You will then be directed through Reynolds School District Authentication page. Please enter your email address and password that you use to login to your district device.
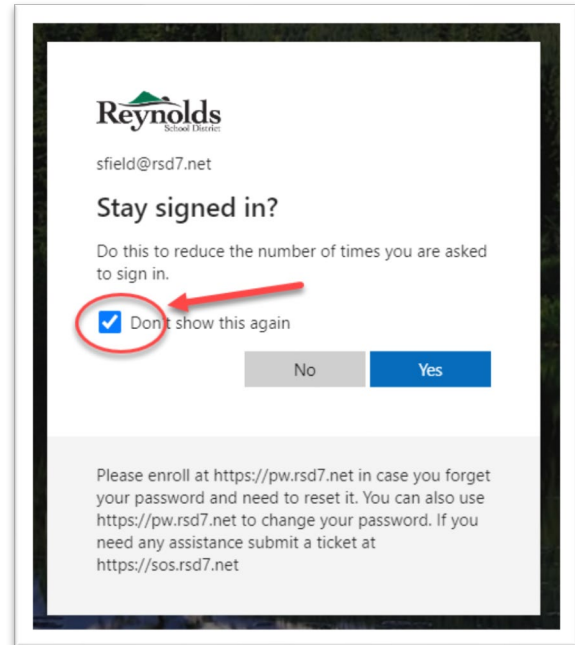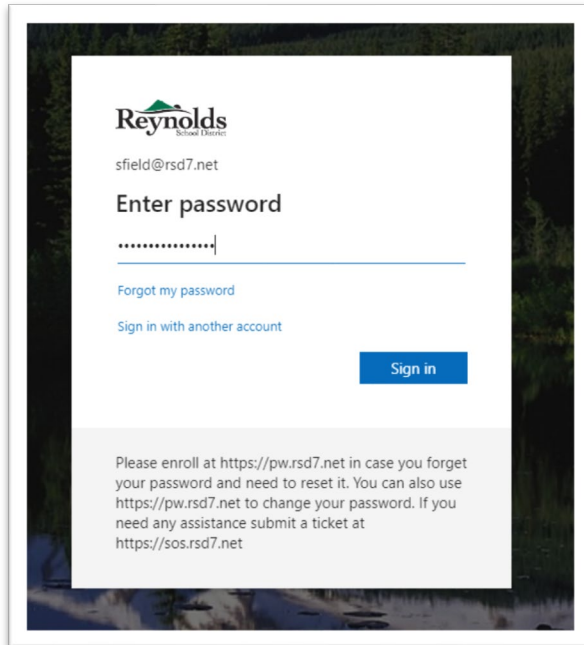
Pro Tip: Check the "Remember me" box if you are on your own staff device to allow for ease of login later! (If you are on a shared device, do not check this box.)

4. You will be directed to enter information for a first-time login to the portal. This information includes your email address, last four digits of your Social Security Number, your date of birth, and your personal zip code you currently have on file in iVisions. (DO NOT USE the school's or district's zip code unless you also live in the same zip code.)
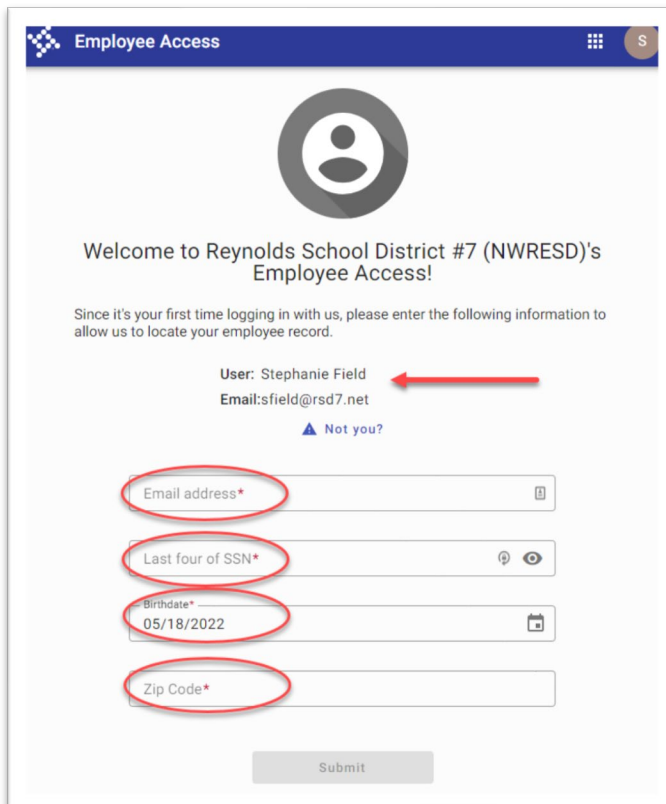

(DO NOT USE the school's or district's zip code unless you also live in the same zip code.)

Please note that the zip code MUST be entered exactly as it is in your current iVisions personal profile. If you have recently changed zip codes and have not updated your address in iVisions, please use your old zip code to login for the first time. If you need help finding out what zip code you have on file, please contact Human Capital Management for assistance.
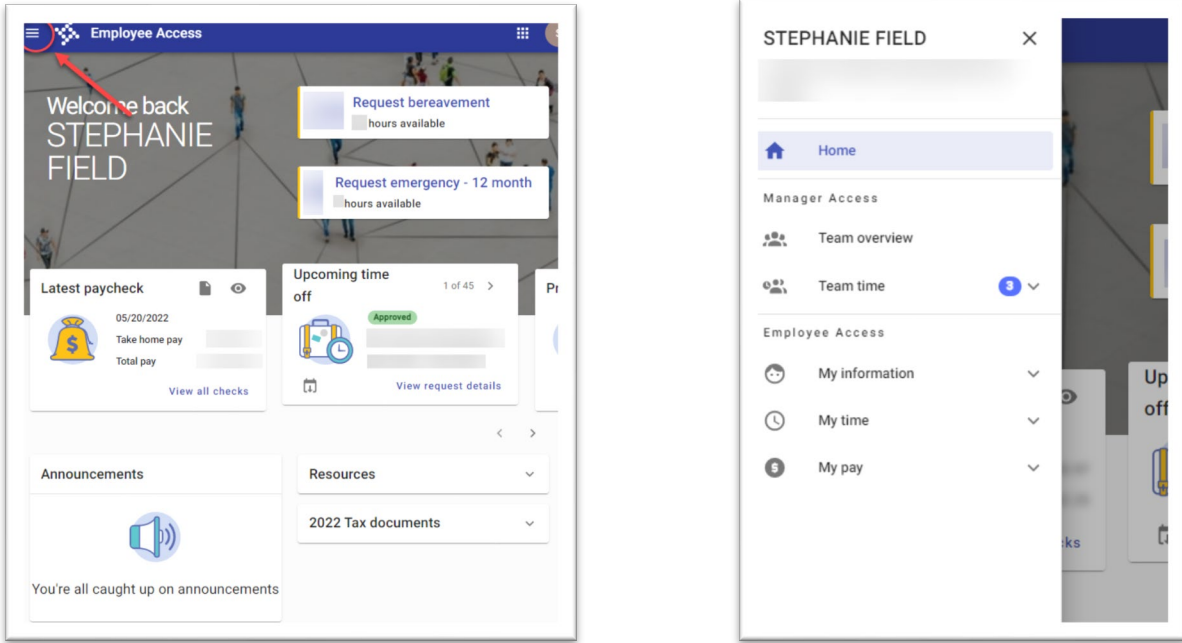
5. Your new iVisions Employee Self Service Portal will be created once you hit Submit.
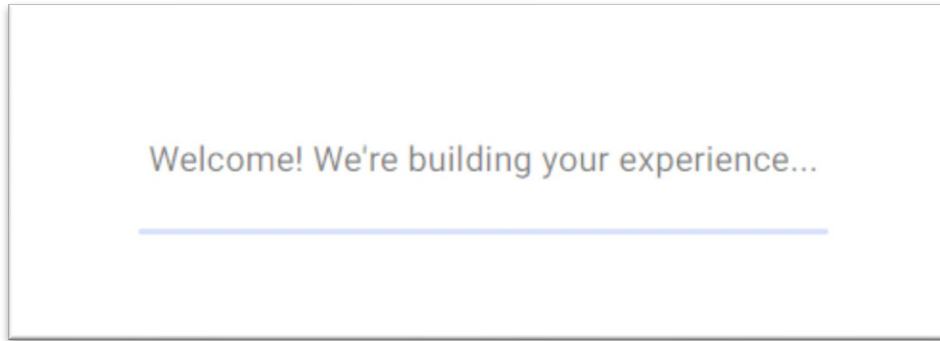
6. Once finished building your experience, you will see your new iVisions Employee Self Service Portal!
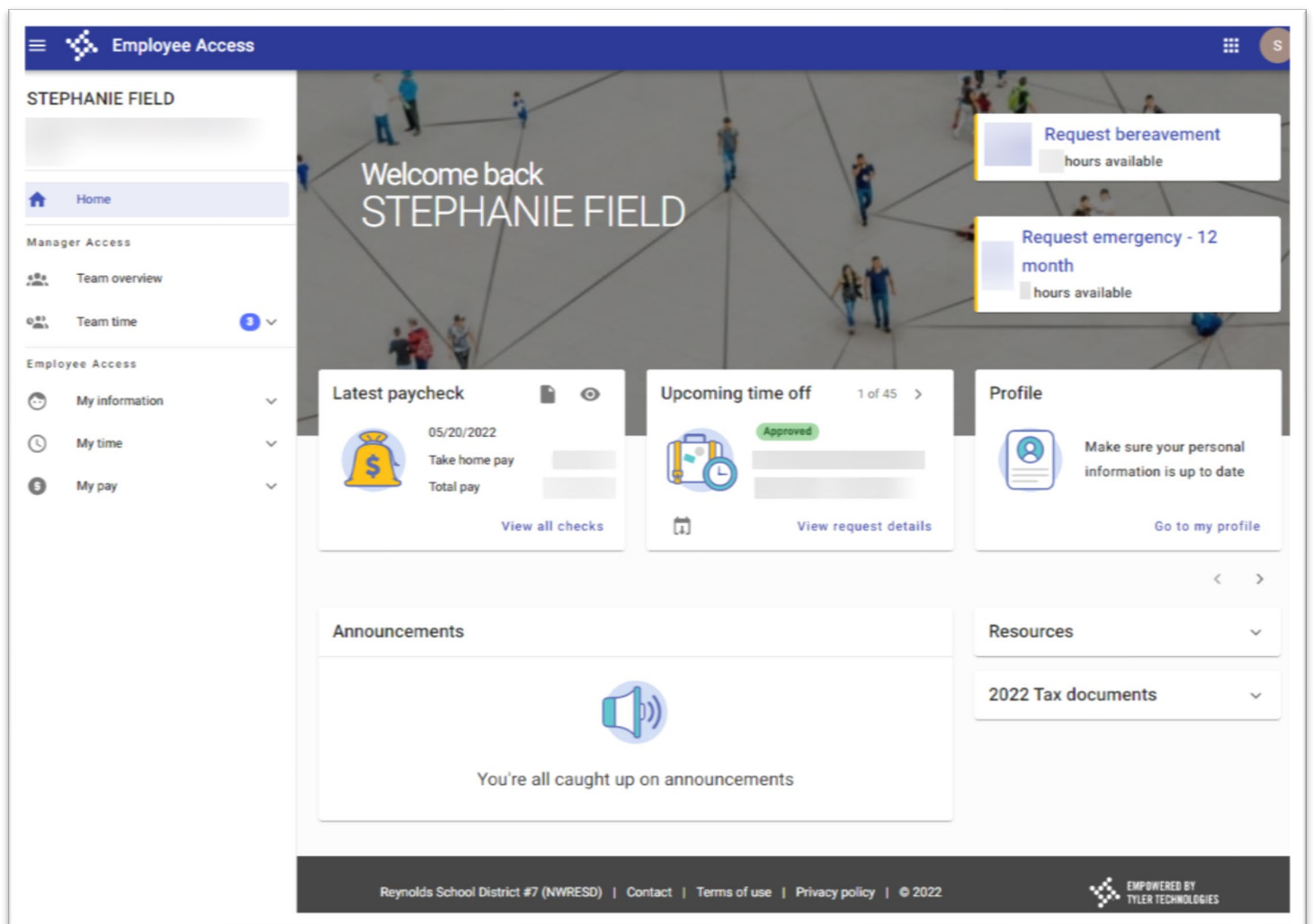
Don't see the menu on the left side? Click on the "hamburger" (three lines on top left) to expand the sidebar.

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From the portal homepage and sidebar, you can see all the information and do the tasks that you could previously do in the iVisions Employee Access portal such as see your paystubs, request leave, change your address, etc.!

7. **Looking for the iVisions Web Portal Online Workflow to create POs, ePARs, etc.?** On the homepage of the Employee Access Portal, click on the down arrow next to "Resources" on the right side. A drop-down menu will appear with a link to iVisions. Click that link to open another window to access your online workflow.
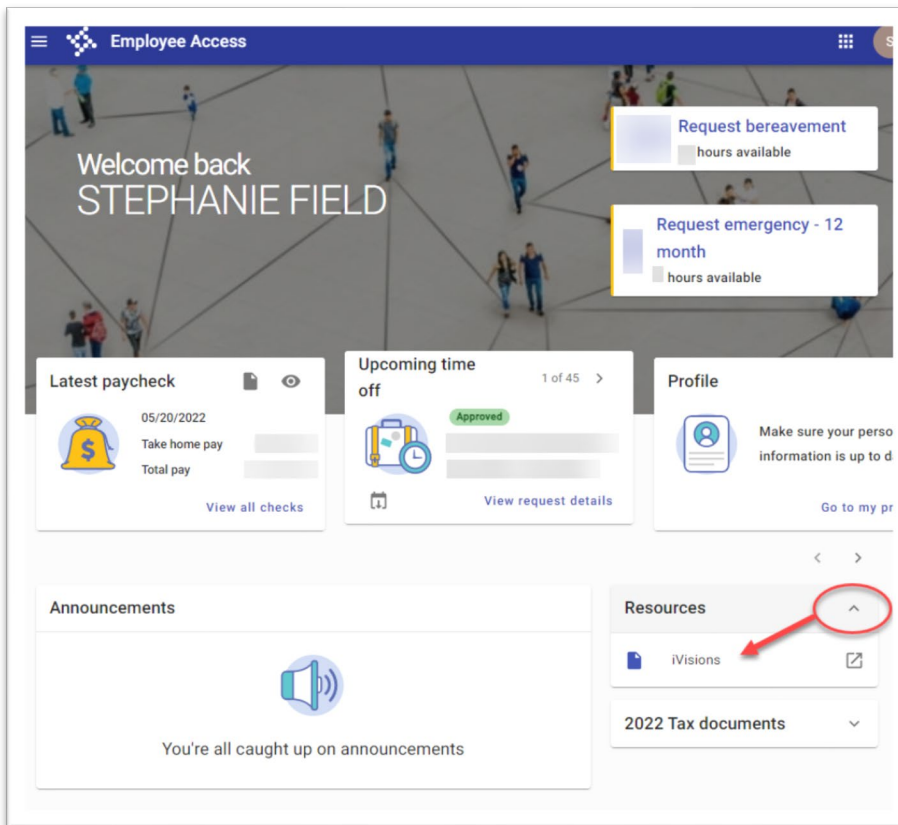
Questions or need help logging in? Please contact Human Capital Management using Let's Talk on the district website.