

Sample iVisions Employee Registration

Preferred User Information

*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.

Enter a password.

[Register](#)

Enter first name and last name all lower case letters, the same as used within your e-mail address
 Enter you capitalized first name only
 Enter you capitalized Last name only
 Enter you capitalized First and Last name. This will be your displayed name with logged in.
 Enter your complete e-mail address.
 Enter a password at least 8 characters to include at least one Capital letter, one lower case letter and a number. Be sure to record for future reference.
 Click on the "Register" button to continue.

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After you register you must answer three security questions on the bottom of the page and click register again.

Resources Available Through Employee Self Service:

Once logged into our iVisions employee self service, you will have access the following important information:

- Employee Resources - Employees can view personal employee information
 - Information Center
 - Compensation
 - Pay Period
 - Calendar Year
 - US Information
 - Attendance
 - Tax Withholding Forms
 - Profile
 - Contact Information
 - Emergency Contacts
 - Personal Information
 - Beneficiaries
 - Benefits Resource Center
 - Human Resource Center
 - Payroll Resource Center
- Teaching Resource - Staff can access a library of teaching resources
- Safety & Emergency - Staff can access safety and emergency preparedness information
- Human Resources - Managers can view staff information
- My Workflow - Workflow staff can initiate and manage budget transactions and personnel action requests.

Please enter your information to be authorized.

Last Four Digits of SSN:
 Home Zip Code:
 Date of Birth:

[Register](#) [Cancel](#)

Enter last four digits of social security number
 Enter your home 5-digit zip code
 Enter your date of birth in format: 12/25/1980
 Click on the "Register" button again to complete

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You can now navigate the IVEE district web-site.