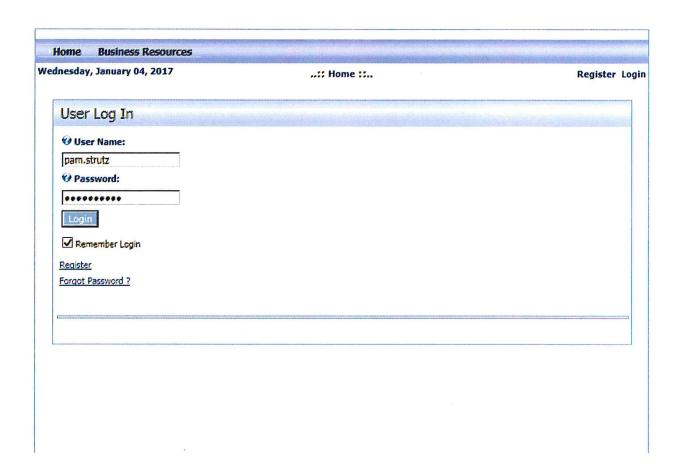
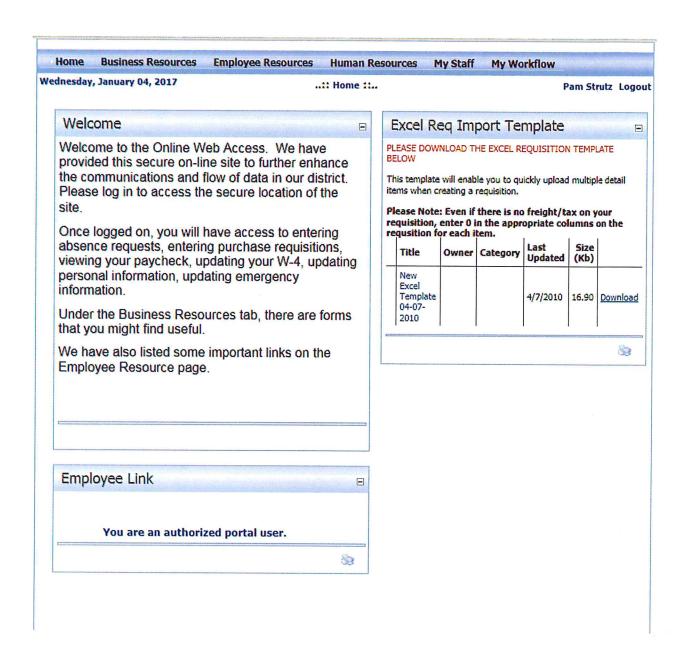


Step 1 – Open the iVision webportal site. This can be found under Staff Resources on the HSD website (located at the bottom of the list on the left side of the Staff Resources page) or use the following web address:

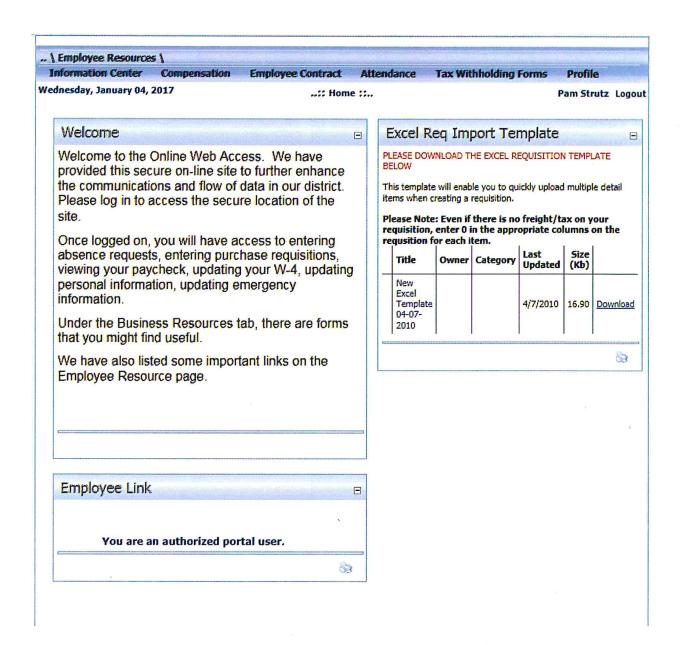
https://bis.lblesd.k12.or.us/harrisburg/Default.aspx



Step 2 – Login to your page on the iVisions Webportal. Your user name should be the same firstname.lastname used for your e-mail address. If you don't remember your password use the Forgot Password link. If you are still having trouble logging in, call the District Office at (541) 995-6626 x365.

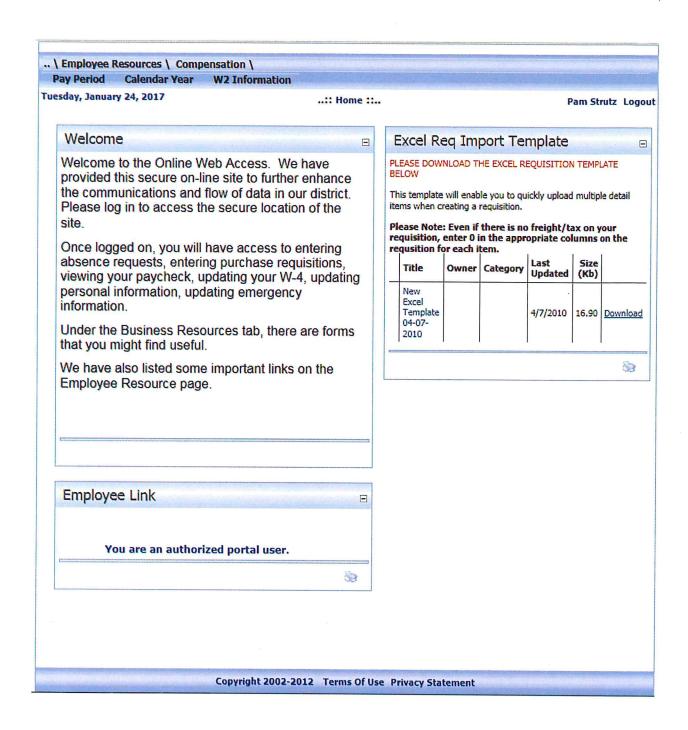


Step 3 – Choose "Employee Resources" from the menu choices at the top of the Welcome page.



Step 4 – Choose "Compensation" from the menu choices at the top of the page.

(Yes, this page looks almost like the previous page. The menu items across the top have changed.)



Step 4 – Choose one of the following options from the menu choices at the top of the page.

Pay Period – Choose "Pay Period" and then use the drop down menu at the top right of the screen to pick which monthly pay stub you wish to view and/or print

Calendar Year – Choose "Calendar Year", then type in a year (i.e. 2016) in the box beside the "Show Statement" button and click on "Show Statement" to view and/or print your year-to-date pay information

W-2 Information – choose this to view current year or past year's W-2s