



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>

[Home](#) [Business Resources](#)

Wednesday, January 04, 2017...: Home :...[Register](#) [Login](#)

User Log In

User Name:

parn.strutz

Password:

.....

Login

☒ Remember Login

[Register](#)

[Forgot Password ?](#)

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.

[Home](#) [Business Resources](#) [Employee Resources](#) [Human Resources](#) [My Staff](#) [My Workflow](#)

Wednesday, January 04, 2017...[Home](#)...[Pam Strutz](#) [Logout](#)

Welcome

Welcome to the Online Web Access. We have provided this secure on-line site to further enhance the communications and flow of data in our district. Please log in to access the secure location of the site.

Once logged on, you will have access to entering absence requests, entering purchase requisitions, viewing your paycheck, updating your W-4, updating personal information, updating emergency information.

Under the Business Resources tab, there are forms that you might find useful.

We have also listed some important links on the Employee Resource page.

Employee Link

You are an authorized portal user.

Excel Req Import Template

PLEASE DOWNLOAD THE EXCEL REQUISITION TEMPLATE BELOW

This template will enable you to quickly upload multiple detail items when creating a requisition.

Please Note: Even if there is no freight/tax on your requisition, enter 0 in the appropriate columns on the requisition for each item.

Title	Owner	Category	Last Updated	Size (Kb)	
New Excel Template 04-07-2010			4/7/2010	16.90	Download

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

.. \ Employee Resources \

Information Center

Compensation

Employee Contract

Attendance

Tax Withholding Forms

Profile

Wednesday, January 04, 2017

...: Home :...

Pam Strutz Logout

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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.)

.. \ Employee Resources \ Compensation \

Pay Period Calendar Year W2 Information

Tuesday, January 24, 2017

...: Home ...

Pam Strutz Logout

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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

