

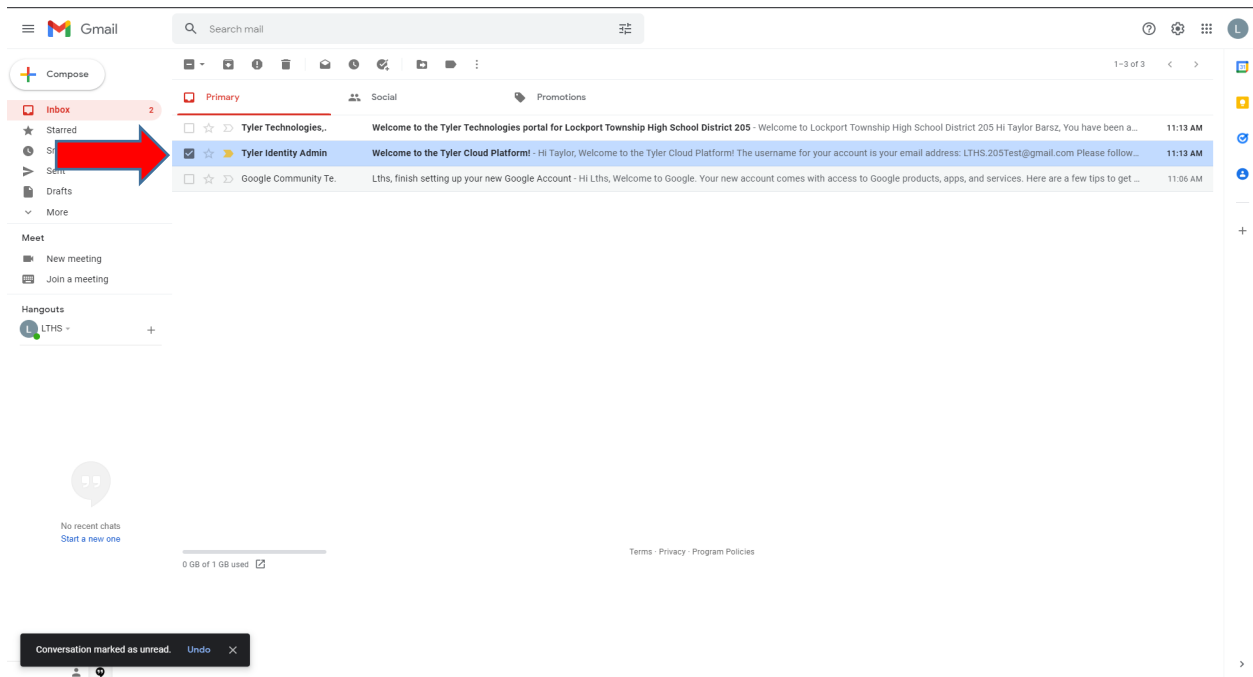
# Infinite Visions Employee Access Registration Instructions for Non Networked Staff Members

There are several time sensitive steps to register for Infinite Visions Employee Access, but once complete, you will be able to use Employee Access quickly, easily and at your convenience.

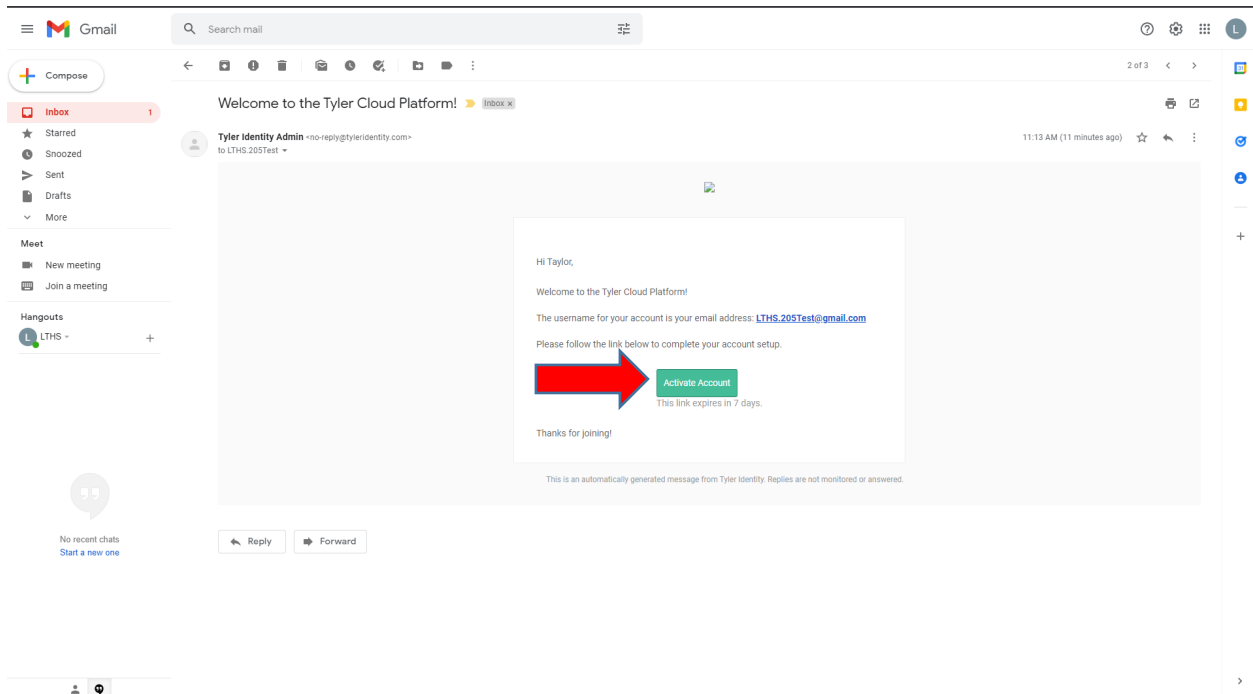
1. The first step is to reach out to a member of the Business Office when you have some time, with access to your email account and the internet. Our phone number is 815-588-8100.

You will need the following information when you call us:

- Your email address – which you will provide to the Business Office and will become your username
  - The last 4 digits of your SSN
  - Your Birthdate
  - Your home zip code
2. We will add you as a user to Employee Access and the system will generate 2 separate emails to you. It may take a few minutes for both emails to arrive. You **MUST** use these emails in the following order.
  3. **FIRST** Open the email with the subject “Welcome to the Tyler Cloud Platform!” from Tyler Identity Admin.

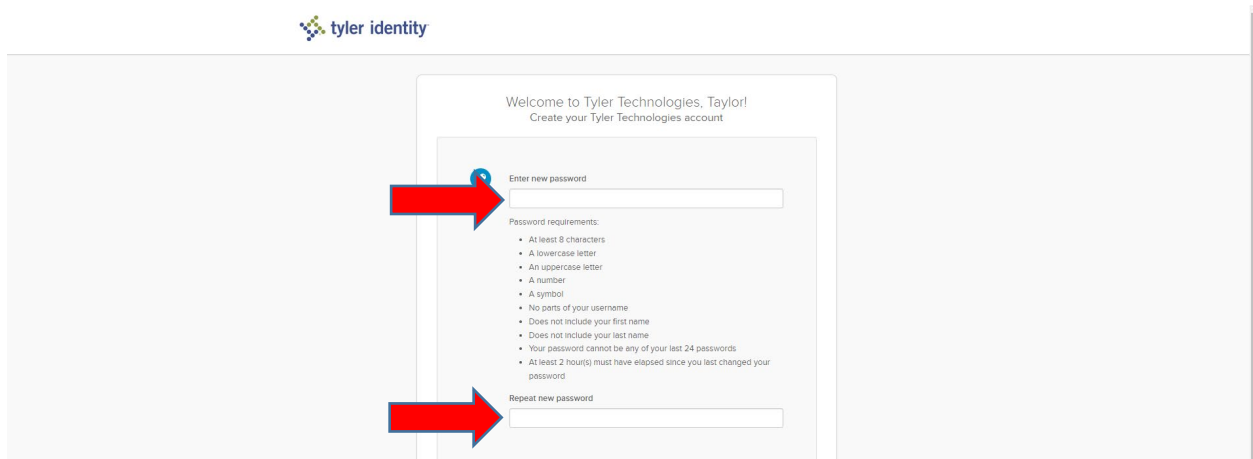


4. Click on the Activate Account push button.

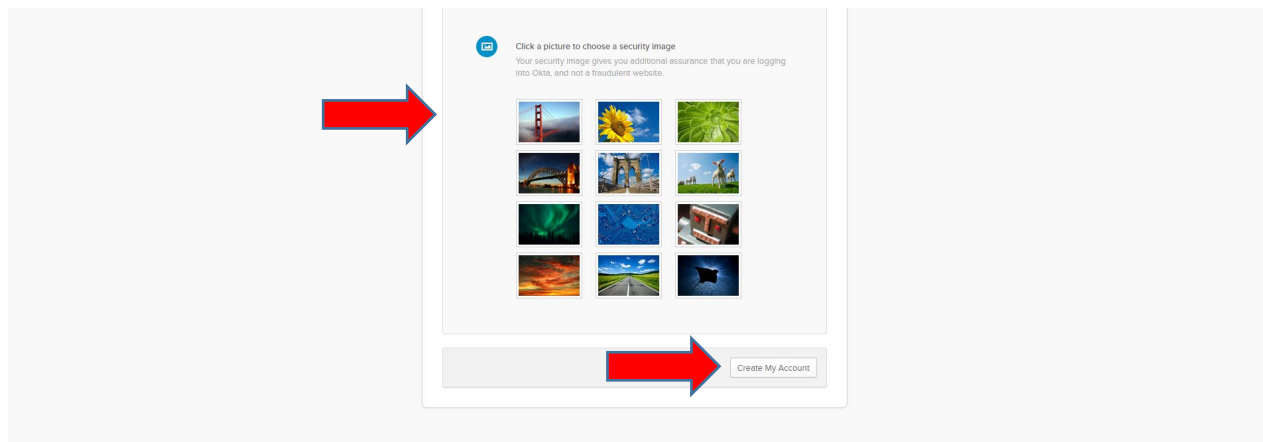


5. Depending on your email security settings, you may receive a message about this being a suspicious link. This is a necessary step, however. Please proceed.

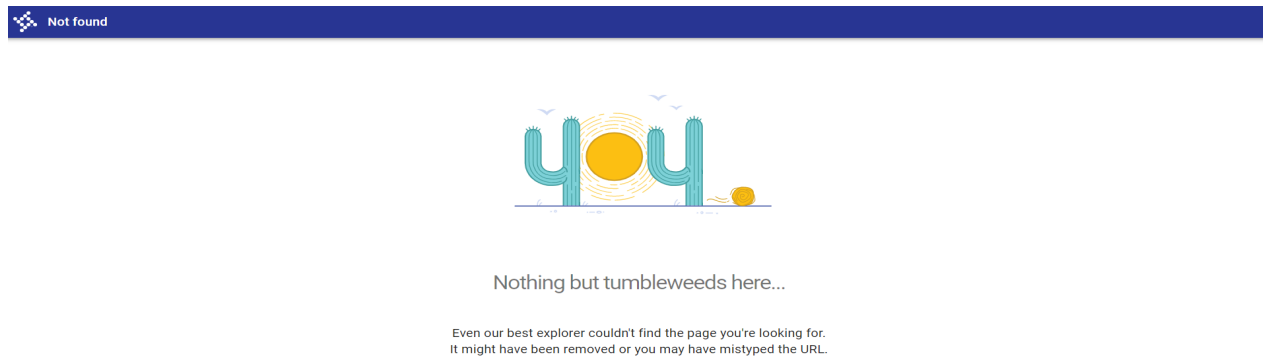
6. Create and confirm your Employee Access password, following the requirements listed on the screen.



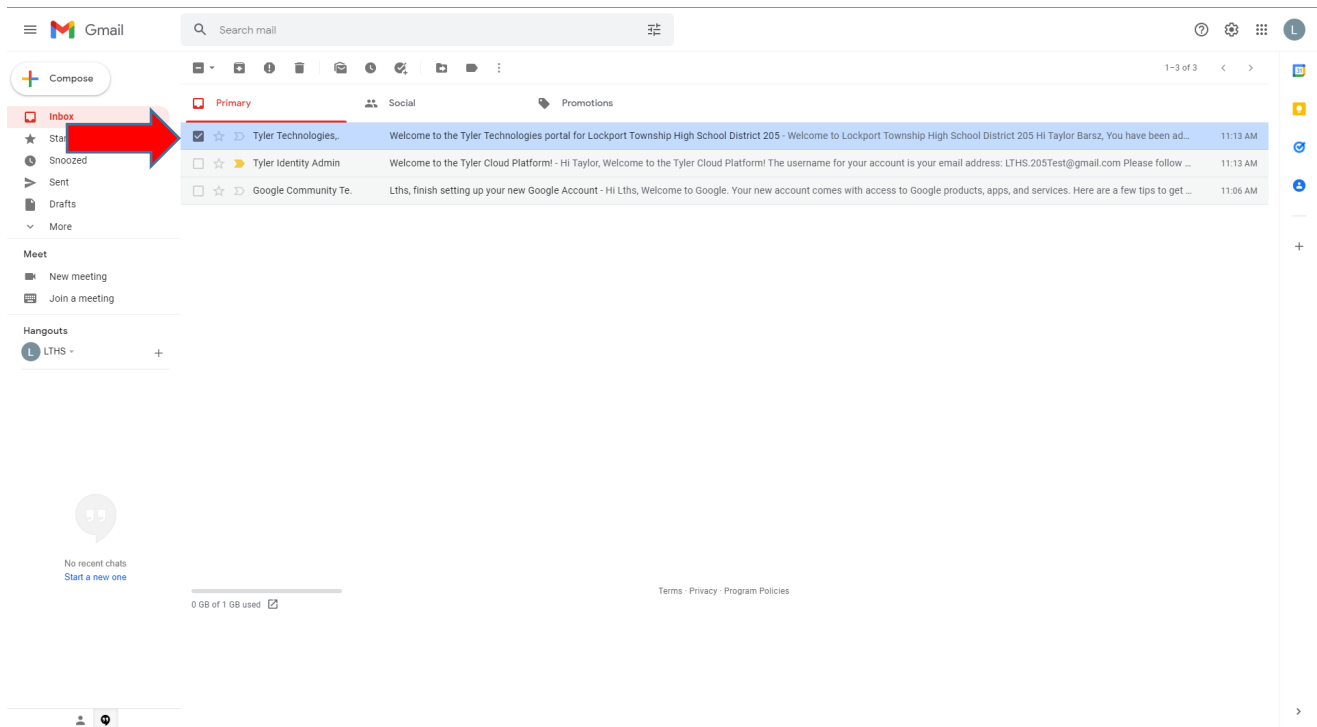
7. Select a Security Image of your choice and click on the Create My Account push button.



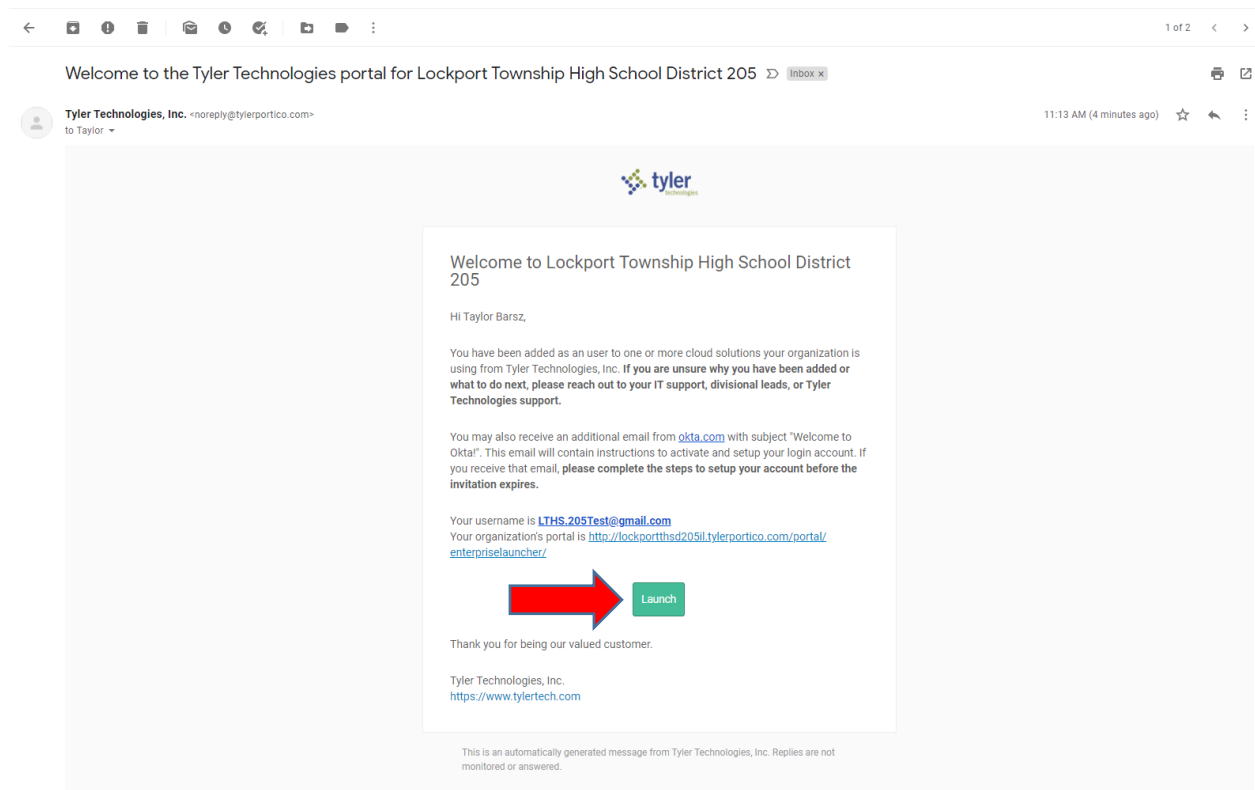
8. You will receive a “404 – Nothing but tumbleweeds here”. Disregard this screen and close this tab or window.



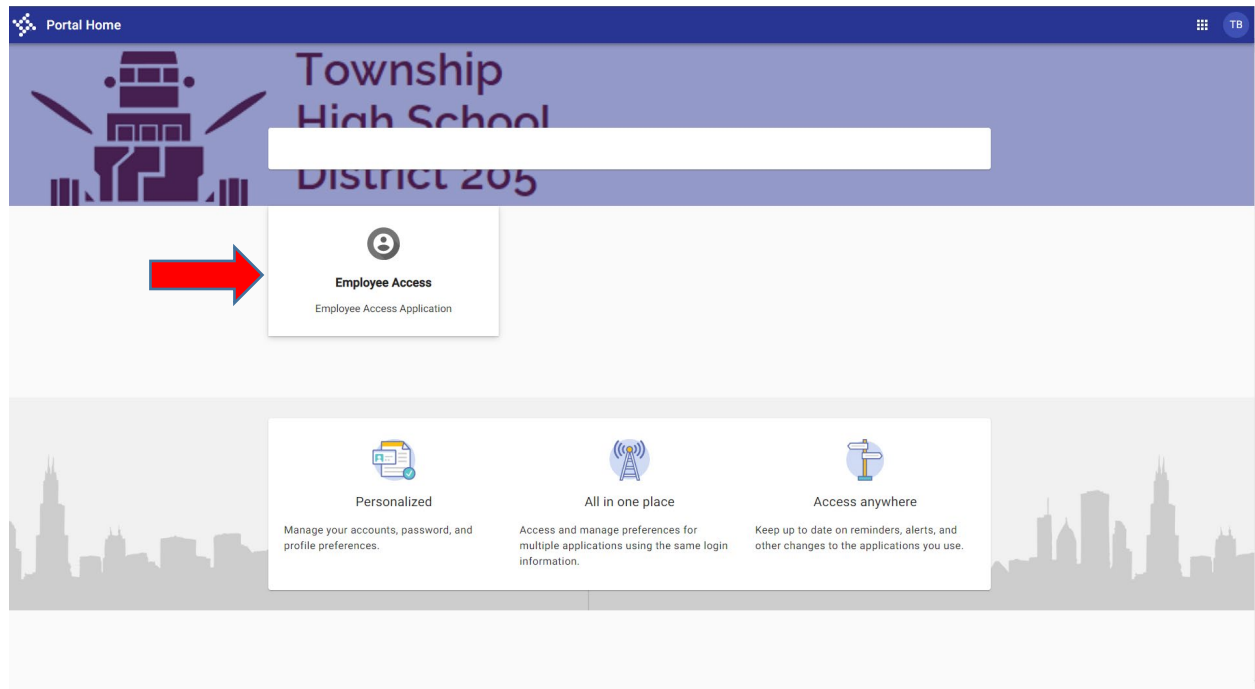
9. Please return to your email account and open the **SECOND** email with the subject “Welcome to the Tyler Technologies portal for Lockport Township High School District 205” from Tyler Technologies.



10. Click on the Launch push button.



11. Click on the Employee Access application box.



12. Complete the registration screen. This needs to match the information currently on file for you with the Personnel Department. Then click the Submit push button.

The image shows a web browser window with a dark blue header bar. On the left of the header is a logo and the text "Employee Access". On the right is a user profile icon. The main content area is light gray. At the top center is a circular icon with a person silhouette. Below it, the text reads: "Welcome to Lockport Township High School District 205's Employee Access!". Underneath is a message: "Since it's your first time logging in with us, please enter the following information to allow us to locate your employee record." Below this message, the text "User: [redacted]" and "Email: LTHS.205Test@gmail.com" is displayed. A link "Not you?" is shown below the email. The registration form consists of four input fields, each with a red arrow pointing to it from the left: "Email address\*" containing "LTHS.205Test@gmail.com", "Last four of SSN\*" containing "\*\*\*\*", "Birthdate\*" containing "12/03/1996", and "Zip Code\*" containing "60441". A blue "Submit" button is at the bottom right, with a red arrow pointing to it from the left.

Employee Access

Welcome to Lockport Township High School District  
205's Employee Access!

Since it's your first time logging in with us, please enter the following information to  
allow us to locate your employee record.

User: [redacted]  
Email: LTHS.205Test@gmail.com  
[Not you?](#)

Email address\*  
LTHS.205Test@gmail.com

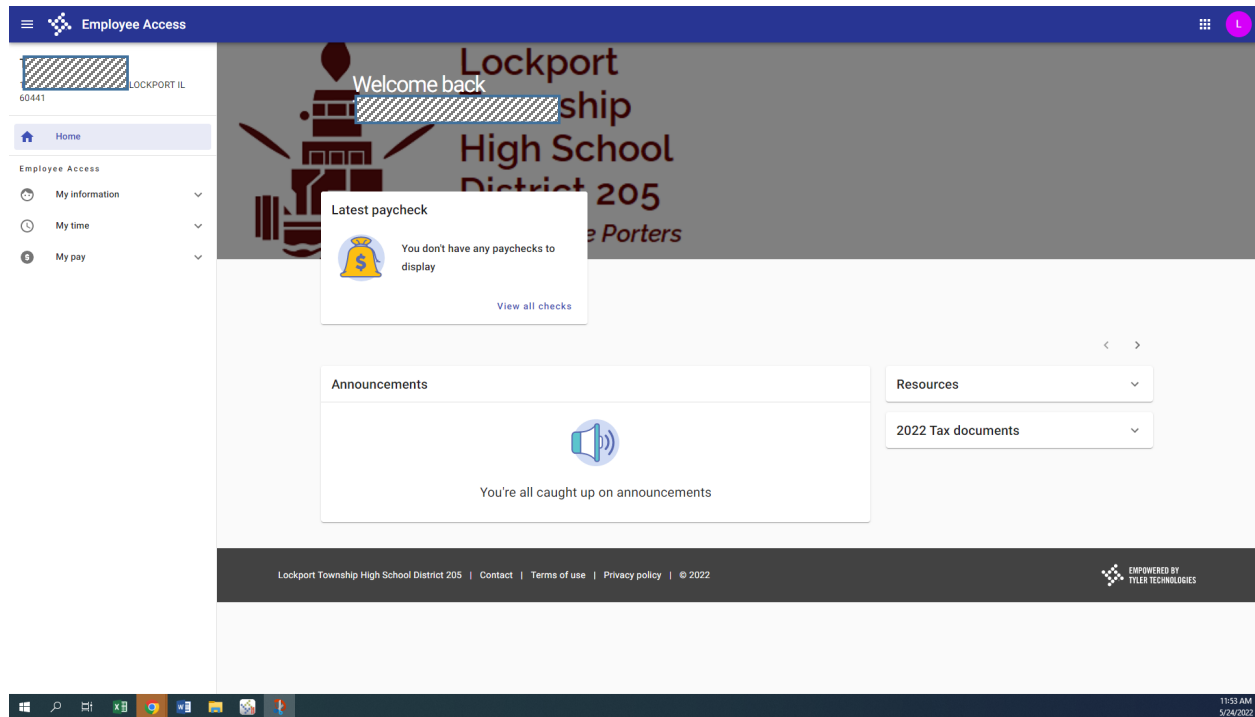
Last four of SSN\*  
\*\*\*\*

Birthdate\*  
12/03/1996

Zip Code\*  
60441

Submit

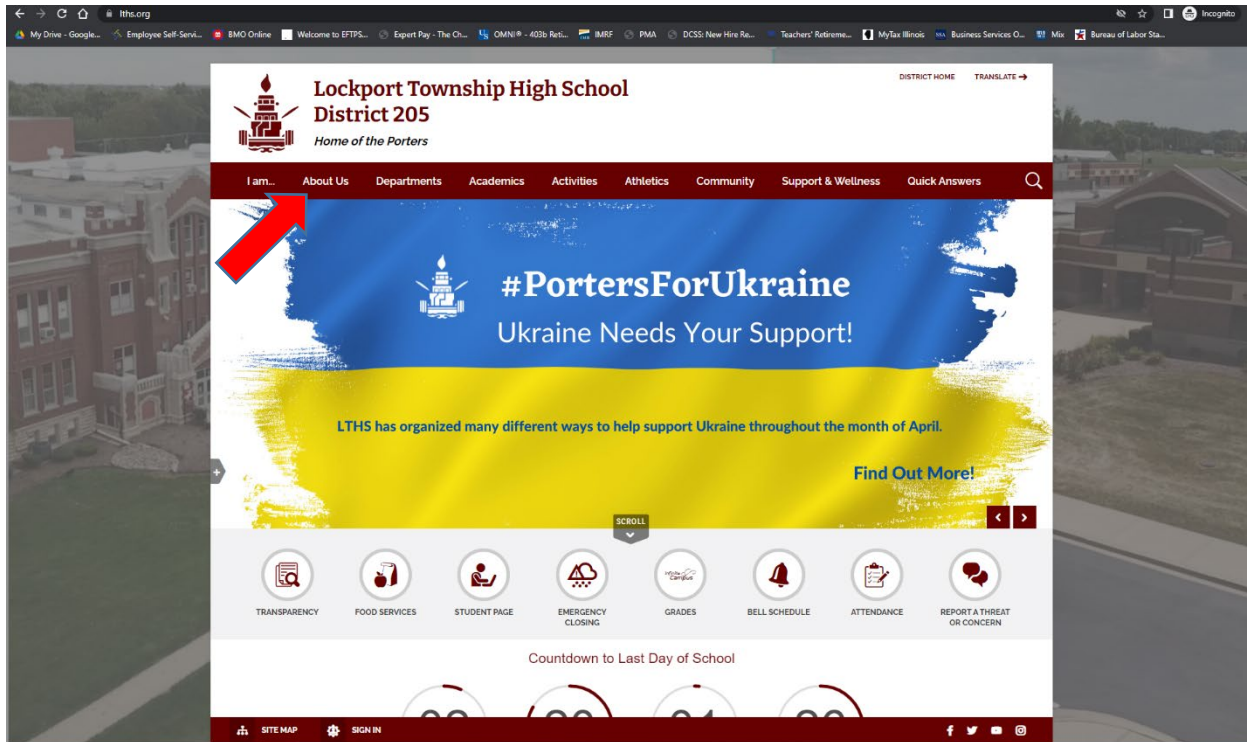
13. Welcome to Infinite Visions Employee Access! Your registration is complete. Your screen may look a little different, based on your security level. From here you will be able to perform such tasks as: review your demographic information, review and update your tax settings, view/copy/print your paystubs, and view/copy/print your W-2.



14. Going forward, you may log in to Employee Access through the custom portal address in the Welcome to the Tyler Technologies portal for Lockport Township High School District 205 email from Tyler Technologies OR you can use the link available on the [lths.org](https://lths.org) website.


To use Employee Access from the website:

1. Log onto the [lths.org](https://lths.org) website. Click on About Us.






2. Click on Business Services.



**Lockport Township High School  
District 205**  
*Home of the Porters*


DISTRICT HOME   TRANSLATE →

I am...   About Us   Departments   Academics   Activities   Athletics   Community   Support & Wellness   Quick Answers   

Administration

Board of Education

Directories

Business Services


Curriculum & Instruction

Personnel

Technology


Transparency

Public Relations




## About Us

Lockport Township High School District 205 serves approximately 4,000 students, grades 9 through 12, from the communities of Crest Hill, Fairmont, Homer Glen, Homer Township, Lockport, and Lockport Township. With boundaries covering 65 square miles, it is one of the largest school districts in Illinois. Steeped in tradition and focused on the future, the district offers a robust STEM program and 39 dual credit opportunities with area colleges.









**Central Campus**  
FRESHMAN CENTER

MORE INFO




**East Campus**  
SERVES SOPHOMORES, JUNIORS,  
AND SENIORS

MORE INFO

 SITE MAP    SIGN IN      

3. Click on Infinite Visions Employee Access(the teal tile)

[I am...](#) [About Us](#) [Departments](#) [Academics](#) [Activities](#) [Athletics](#) [Community](#) [Support & Wellness](#) [Quick Answers](#) 

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**Infinite Visions Employee Access**  
[INFINITE VISION INSTRUCTIONS](#)

## Business Services

Business Services functions as the accounting department for the Lockport Township High School. Among other things, the Business Services Department processes accounts receivable, accounts payable, payroll, and employee benefits. For any questions or concerns, please contact Business Services at 815-588-8110.





The Business staff is dedicated to meeting the educational needs of LTHS students while maintaining fiscal responsibility for all district stakeholders.

Lockport Township High School District 205 has once again earned the highest score possible (Financial Recognition) on the Illinois State Board of Education's [School District Financial Profile](#).

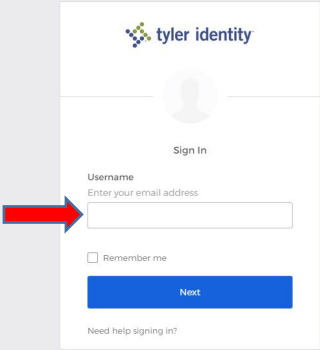


**Stefanie Croix**  
DIRECTOR OF BUSINESS SERVICES  
[scroix@lths.org](mailto:scroix@lths.org)  
(815) 588-8110

[BUSINESS STAFF DIRECTORY](#)

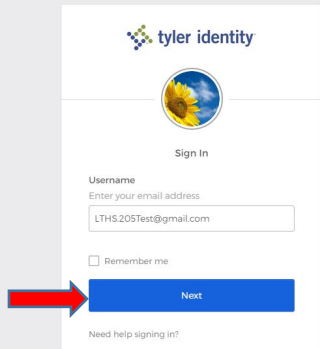
[BACK TO TOP](#) [SITE MAP](#) [SIGN IN](#)    

4. Log in with your email address.



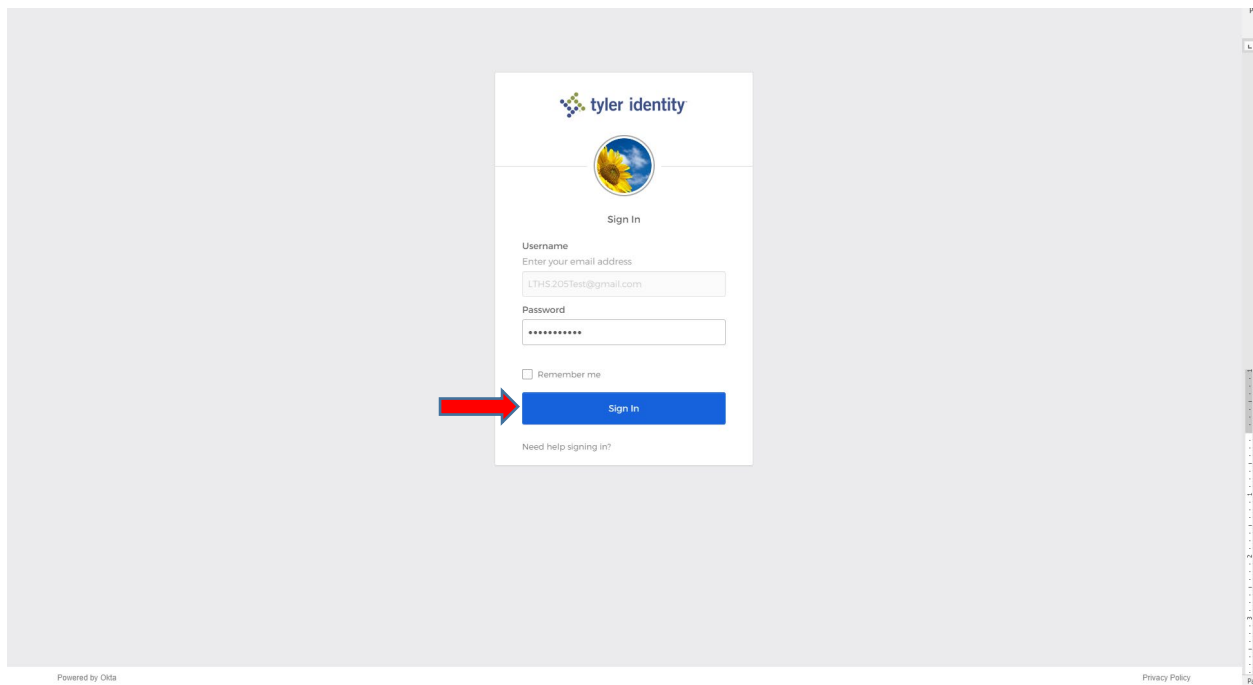
The image shows a 'tyler identity' sign-in form. At the top is the 'tyler identity' logo. Below it is a placeholder for a profile picture. The text 'Sign In' is centered. Underneath is the 'Username' label and the instruction 'Enter your email address'. A red arrow points to the text input field. Below the field is a checkbox labeled 'Remember me'. A blue 'Next' button is at the bottom of the form. At the very bottom, there is a link that says 'Need help signing in?'.

5. As a security measure, your selected image will fill in. Click on the Next push button.



This image shows the same 'tyler identity' sign-in form, but now with a profile picture of a sunflower in the circle above the 'Sign In' text. The 'Username' field now contains the email address 'LTHS205test@gmail.com'. A red arrow points to the blue 'Next' button. The footer of the page contains the text 'Powered by Okta' on the left and 'Privacy Policy' on the right.

6. Enter in your password and click the Sign In push button.



The image shows a web browser window displaying the Tyler Identity sign-in page. The page has a white background with a blue header. At the top, there is a logo for 'tyler identity' and a circular profile picture of a sunflower. Below the profile picture, the text 'Sign In' is displayed. The form includes a 'Username' field with the placeholder text 'Enter your email address' and the email address 'LTH5.205Test@gmail.com' entered. Below the username field is a 'Password' field with a masked password '\*\*\*\*\*'. A checkbox labeled 'Remember me' is located below the password field. A red arrow points to the 'Sign In' button, which is a blue rectangle with the text 'Sign In' in white. Below the button, there is a link that says 'Need help signing in?'. At the bottom of the page, there is a footer with the text 'Powered by Oita' on the left and 'Privacy Policy' on the right.

7. Depending on your computer's browser settings, you may be brought to the next screen. If you see this screen, then click on the Go to My Dashboard push button.

