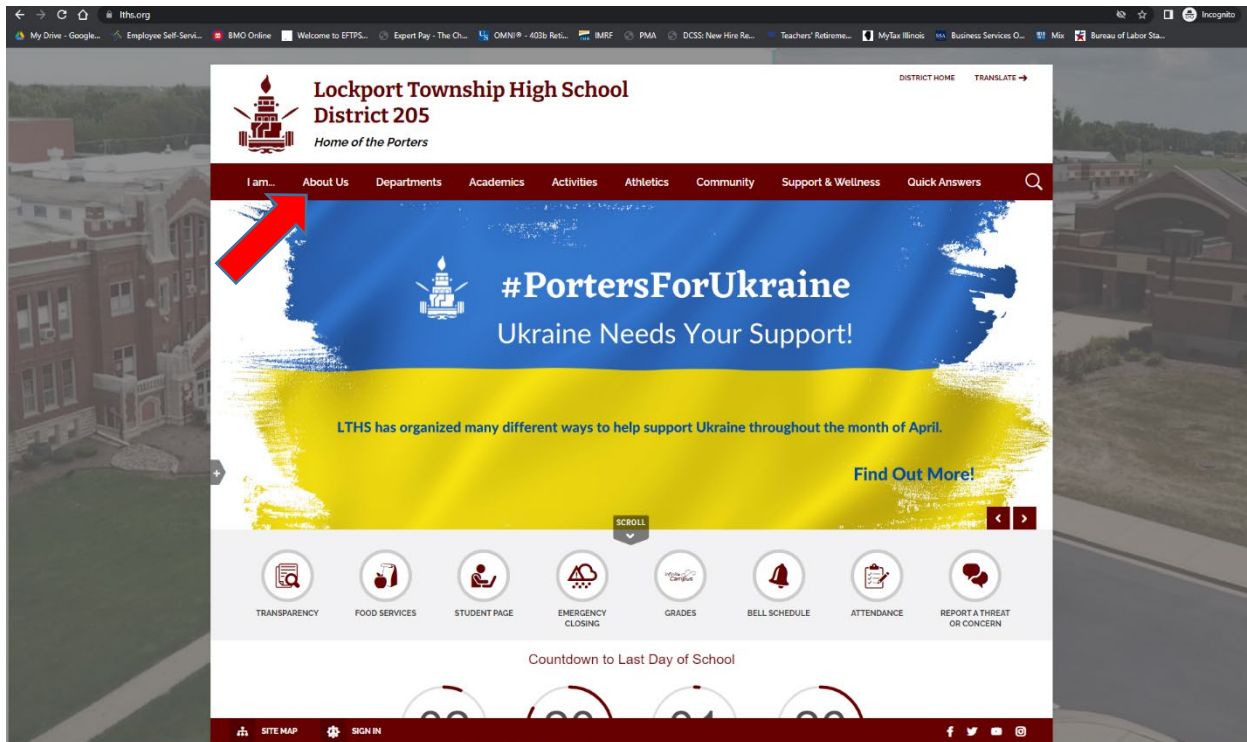



Infinite Visions Employee Access Registration Instructions for Networked Staff Members

1. Before you can register for Infinite Visions Employee Access, you must have logged in successfully to the LTHS network, in person, using a windows-based computer (not a Chromebook) at one of the campuses.
2. You are now ready to register with Employee Access. The following steps can be performed anywhere and at anytime, as long as you have successfully logged in to a computer on campus as explained above.
 - a. You will need the following information when you register:
 1. Your @lths.org email address and your network password
 2. The last 4 digits of your SSN
 3. Your Birthdate
 4. Your home zip code
3. Log onto the lths.org website. Click on About Us.




- 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    

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

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

[About Us](#) > [Business Services](#)

[Transportation](#)


[Food Services](#)

[Buildings & Grounds](#)


[Cashier](#)

[Transparency](#)

[Vendor Information](#)



[Employee Resources & Forms](#)




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](#).

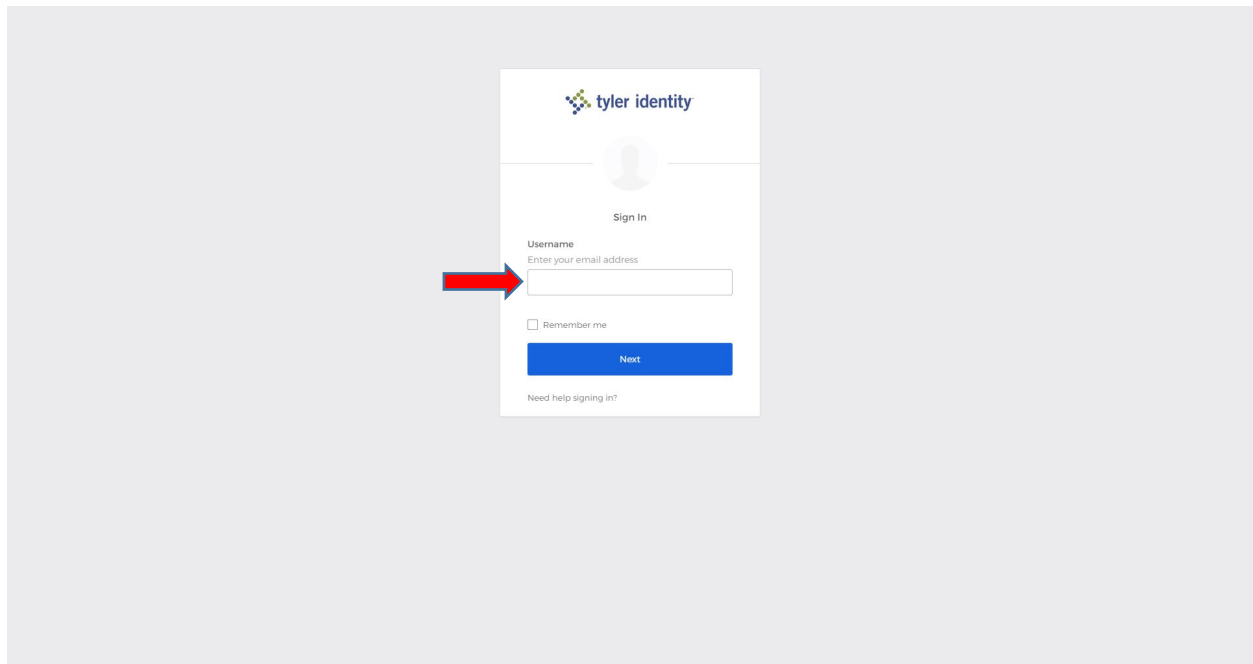


Stefanie Croix
DIRECTOR OF BUSINESS SERVICES
scroix@lths.org
(815) 588-8110

[BUSINESS STAFF DIRECTORY](#)

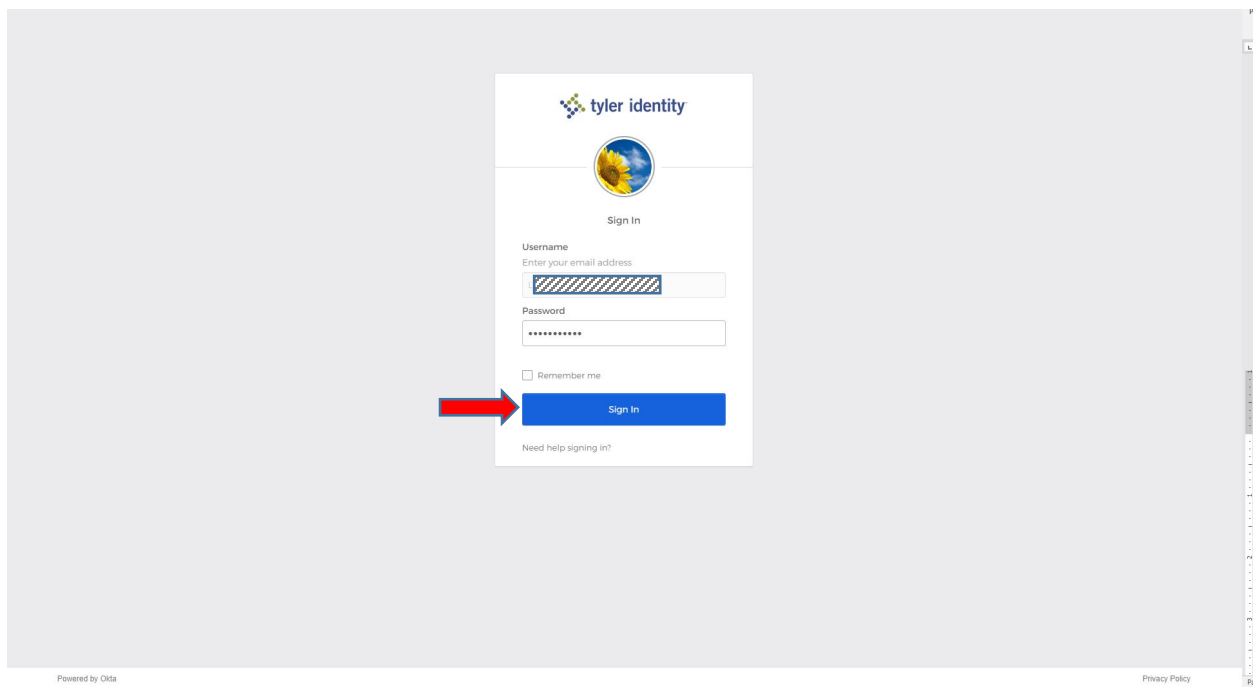
[BACK TO TOP](#) [SITE MAP](#) [SIGN IN](#)    

6. Log in with your full @lths.org email address.



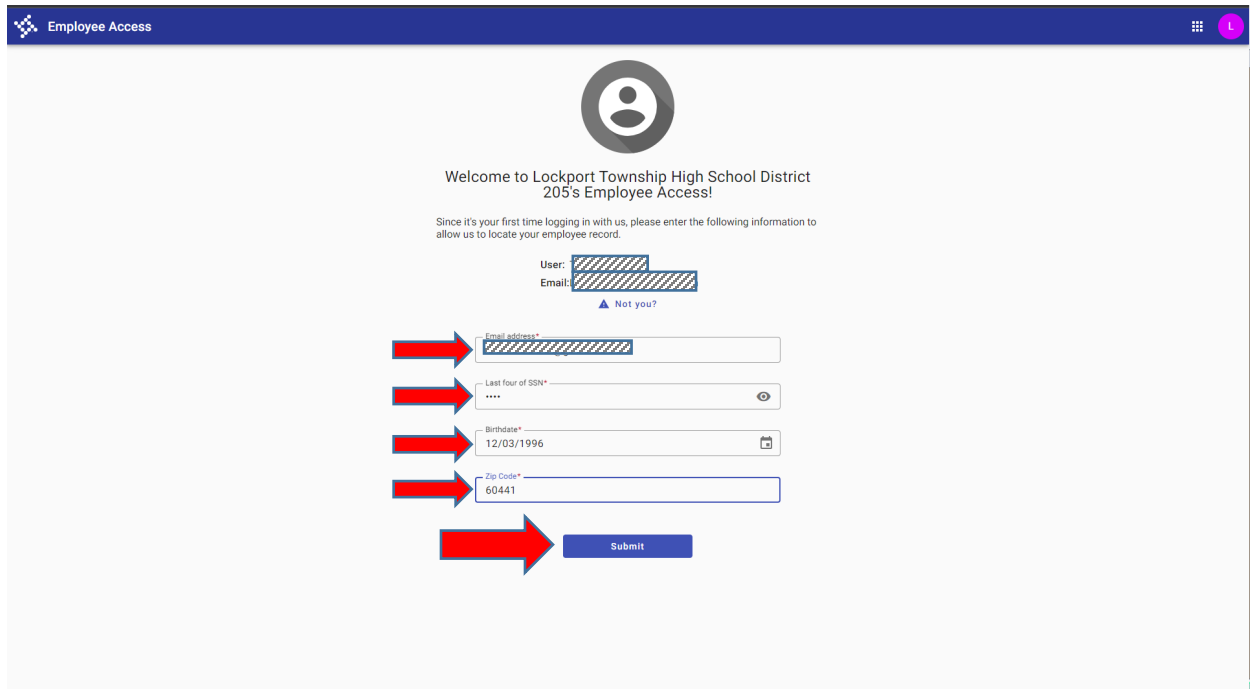
The image shows a 'tyler identity' sign-in interface. At the top is the 'tyler identity' logo. Below it is a placeholder for a profile picture. The text 'Sign In' is centered. Underneath is the 'Username' section with the prompt 'Enter your email address' and a text input field. A red arrow points to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

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



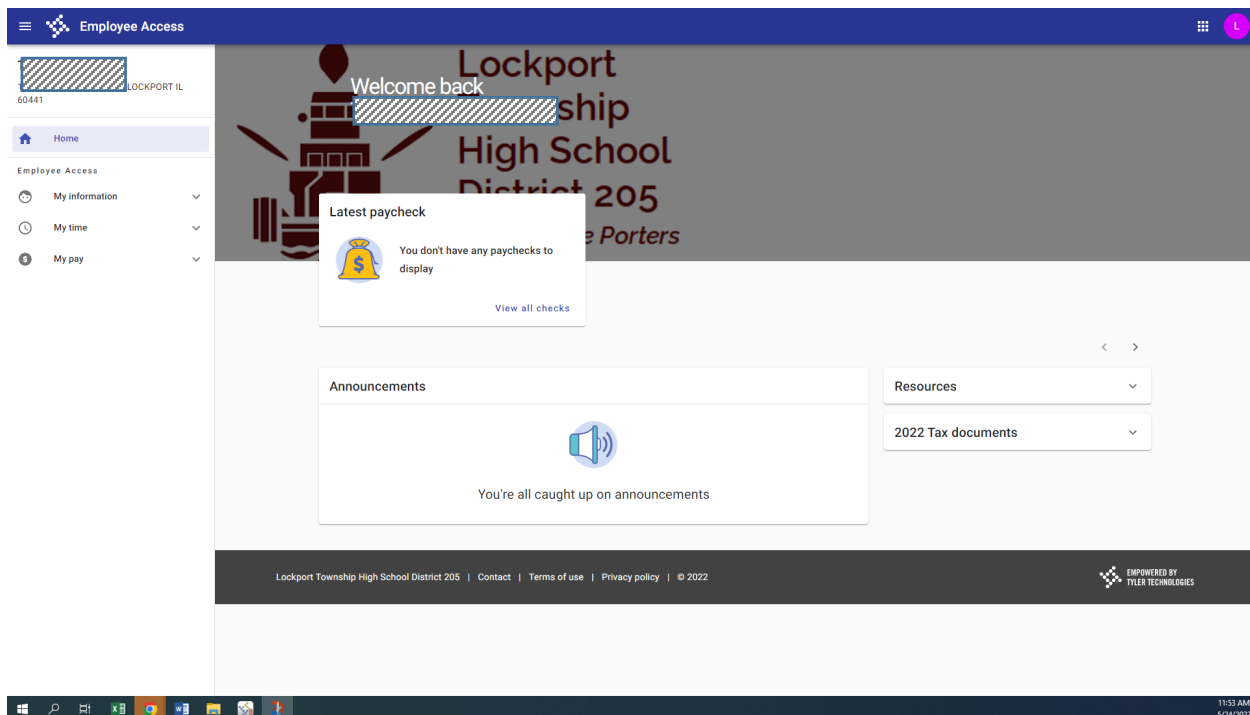
The image shows the same 'tyler identity' sign-in interface, but now with a password field. The profile picture placeholder is replaced by a circular image of a sunflower. The 'Username' section remains. Below it is the 'Password' section with the prompt 'Enter your email address' (likely a typo for 'password') and a password input field. A red arrow points to the 'Sign In' button, which is located below the password field. The 'Remember me' checkbox and the 'Need help signing in?' link are still present. The footer of the page includes 'Powered by Oita' on the left and 'Privacy Policy' on the right.

8. 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 screenshot shows the 'Employee Access' registration page for Lockport Township High School District 205. The page has a dark blue header with the 'Employee Access' logo and a user profile icon. The main content area is light gray and contains a welcome message, a registration instruction, and a form with the following fields: 'User:' (with a masked input), 'Email:' (with a masked input), 'Email address*' (with a masked input), 'Last four of SSN*' (with a masked input), 'Birthdate*' (with a date picker showing 12/03/1996), and 'Zip Code*' (with a masked input showing 60441). A 'Submit' button is at the bottom right. Red arrows point to each of these fields and the 'Submit' button. A 'Not you?' link is located below the 'Email' field.

9. 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.



The screenshot shows the 'Employee Access' dashboard after successful registration. The page has a dark blue header with the 'Employee Access' logo and a user profile icon. The main content area is light gray and contains a welcome message, a 'Latest paycheck' notification, and a 'Resources' section. The 'Latest paycheck' notification shows a masked input for the paycheck amount and a 'View all checks' link. The 'Resources' section includes a '2022 Tax documents' link. The dashboard also features a sidebar with navigation links: 'Home', 'My information', 'My time', and 'My pay'. The footer contains the Lockport Township High School District 205 logo and contact information, along with the 'EMPLOYED BY TYLER TECHNOLOGIES' logo.