



## iVisions Web Portal Registration Instructions

- In the web browser access: <https://ivisions.tylertech.com/somerton/>
- IMPORTANT: Please bookmark this web link for future use

### 1. Click Login

Home  
Tuesday, March 05, 2019

...: Home :...

Register Login

WELCOME BACK! HAVE A GREAT 2018-2019 SCHOOL YEAR!

Welcome to the iVisions Enterprise Web Portal. 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. If you have difficulties logging in, please fill out a [Work Order](#) for help.

**Log In To Access**

Once logged into our site you will have access the following important departments:

- Business Resources - important information regarding our business operations.
- Employee Resources - view and change address information, review leave balances and pay history.
- My Workflow - review workflow items requiring your approval.

**User Guide/Instructions**

User Guide  
Instructions

### 2. Enter your user name & add a password as follows:

- Enter User Name: \_\_\_\_\_ (User name will match your District email address. For example, Jane Moore's email is [jmoore@ssd11.org](mailto:jmoore@ssd11.org) User Name = **jmoore**)
- Enter your own password: \_\_\_\_\_ (could be your email password)
- Click Login

Home  
Tuesday, March 05, 2019

...: Home :...

**User Log In**

User Name:

Password:

Login

☐ Remember Login

[Register](#)  
[Forgot Password ?](#)

### 4. The system will email you a verification code.

- Notify the [HRDept@ssd11.org](mailto:HRDept@ssd11.org) that you have registered and what your username is.

- Upon the HR Department linking your account, you will be notified to log back in the Employee Portal using your verification code.

5. **Congratulations!** You have successfully logged into the iVisions web portal.

6. Review the *Employee User Guide – iVisions Web Portal* to learn about the great resources available through the Employee Web Portal including:

- Information Center for insurance links, District forms, announcements, etc.
- Pay Check Information and Pay Stubs
- Pay Check Calculator
- W2 Information
- Compensation Statements
- Attendance
- Tax Withholding Changes
- Update Address Information
- Emergency Contacts
- Personal Information

7. Please review your employee information under Employee Resources for accuracy. Changes will be updated by Payroll or Human Resources within 72 hours of submittal.

8. **IMPORTANT: All staff must enter an Emergency Contact to the portal**

Select Employee Resources>Profile>Emergency Contacts

- Click Add New Contact
- Enter required fields: Contact First Name, Last Name, and Primary Phone. In case of emergency more information may be required. Please enter Alternative Phone number, Contact's Address, and Relationship under comments
- Click Add Contact
- More than one emergency contact can be added to the portal

**If you have any issues accessing the iVisions web portal system,  
please contact Human Resources at [hrdept@ssd11.org](mailto:hrdept@ssd11.org)**