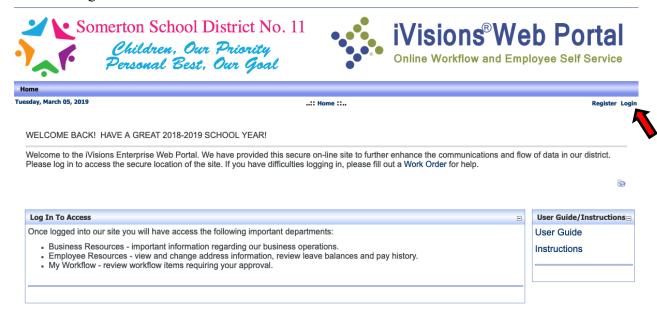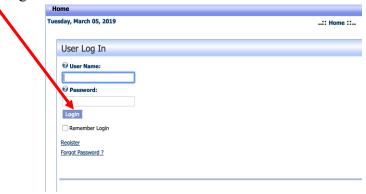# iVisions Web Portal Registration Instructions

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

1. Click Login

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   User Name = **jmoore**)
   - Enter your own password: _____ (could be your email password)
   - Click Login

4. The system will email you a verification code.

   - Notify the 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