

# Employee Portal Instructions

## Login and Linking to your Employee Record

- Go to **www.region15.org**
- Click on **Staff Icon**
- Click on **Employee Self Service Web Portal**
- Save link as a favorite.
  - **<https://ivisionsess.tylerhost.net/regionalsd15ess/>**
- On the upper right-hand side of the screen click on: **Login**
- After clicking on **Login** you will get the following screen to enter in your username and password on the left-hand side. **This would be the same login as your email login.** (Ex. First part of your email address Example bjmcgrath)

Home

Welcome to iVisions. here are some announcements:

### Login to iVisions

User Name:

Password:

Remember Login

Login

Infinite Visions version: 19.01.12

- First Time Password: **NeedNew1!**

Passwords must be at least 8 characters and contain Capital letter, Numbers and symbols (but not ? . or -)

➤ You will then be in the portal with access to the following information (for example).

Self Service	Pay/Tax Information	My Workflow
<ul style="list-style-type: none"><li>Information Center</li><li>Profile</li><li>Time Off</li><li>Contract Acceptance</li><li>Documents</li><li>Coursework</li><li>Trainings</li><li>HR Information</li><li>User Defined Forms</li></ul>	<ul style="list-style-type: none"><li>Employee Pay</li><li>Calendar Year Pay History</li><li>Employee Tax Forms</li><li>Employee W2</li><li>Direct Deposit</li></ul>	<p>If you happen to be a Workflow user you will have this link that will take you out to the iVisions Dashboard.</p>

You will see your Direct Deposit under

PAY/Tax Information

Employee Pay

As each Direct Deposit is posted to the web site , you will be able to see each pay period.