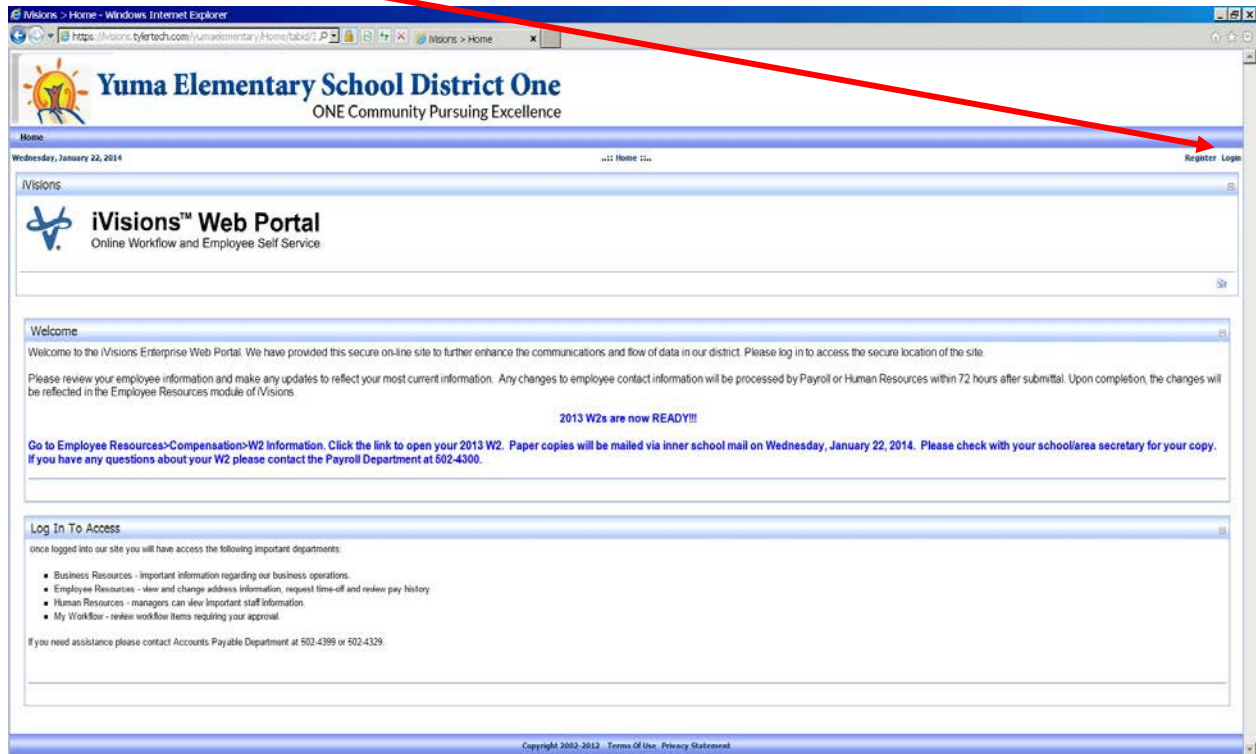
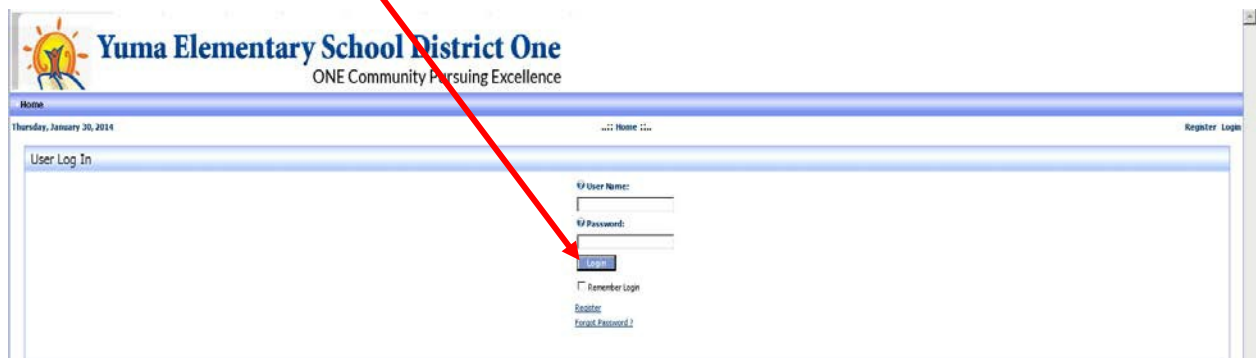


iVisions Web Portal Registration Instructions

1. In the web browser access: <https://ivisions.tylertech.com/yumaelementary/>
 - IMPORTANT: Please bookmark this web link for future use
2. Click Login




3. Enter your user name & temporary password as follows:
 - Enter User Name: _____ (User name will match your District email address. For example John Smith's email is jsmith@yuma.org User Name = **jsmith**)
 - Enter temporary password: **Welcome.123**
 - Click Login



4. The system will prompt users to change their password after their first login.

- Enter Current Password
- Enter New Password (follow password requirements listed below)
- Confirm New Password
 - The password is at least six characters long.
 - The password contains characters from at least three of the following five categories:
 - ✓ English uppercase characters (A - Z)
 - ✓ English lowercase characters (a - z)
 - ✓ Base 10 digits (0 - 9)
 - ✓ Non-alphanumeric (For example: !, \$, #, or %)
 - ✓ The password does not contain three or more characters from the user's account name.

 Please update your password before continuing.

Password Last Changed: Thursday, January 09, 2014
Password Expires: The Portal Administrator has required you to change your password, before you can log in.

Change Password

In order to change your password, you will need to provide your current password, as well as your new password and a confirmation of your new password.

Current Password:

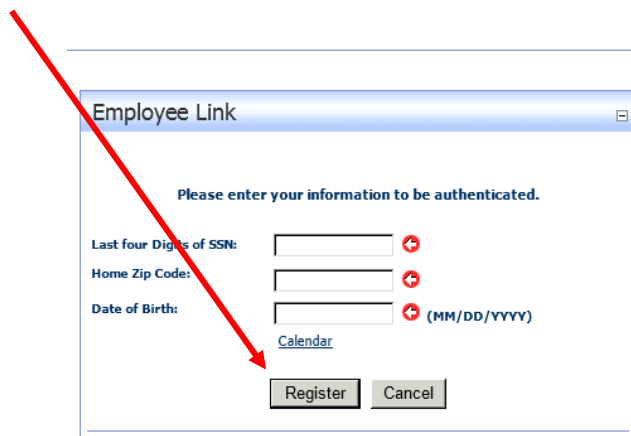
New Password:

Confirm Password:

[Change Password](#)

5. The system will ask you to verify your identification. The iVisions portal will be used by staff for employee resources.

- Enter last four digits of SSN
- Enter home zip code
- Enter date of birth (format must be 02/14/1995)
- Click Register



Employee Link

Please enter your information to be authenticated.

Last four Digits of SSN:

Home Zip Code:

Date of Birth: (MM/DD/YYYY)
[Calendar](#)

6. The system will ask - Is this your information? If information is correct, Click Link. If this is not your information click Cancel and contact Payroll Department at 502-4300.

Employee Link

Is this your information?

Name: [REDACTED]
Address: [REDACTED]
City: YUMA
State: AZ
Zip Code: 85364

Click the Link button below only if the identity shown above is yours. You will not be able to change your registration later if this is not your information, only your Human Resources department will be able to re-register you. Knowingly registering with another person's identity could subject you to civil and/or criminal penalties.

Link Cancel

7. **Congratulations!** You have successfully logged into the iVisions web portal.
8. Please view eight minute tutorial to view the tools available through the iVisions web portal: http://support.infinitevisions.com/Portals/0/iVisions_Employee%20Self%20Service%20Overview.htm (Copy and paste this link into a new web browser window if tutorial does not load)
9. Please review your employee information under Employee Resources for accuracy. Changes will be updated by Payroll or Human Resources within 72 hours of submittal.

10. 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

11. Under My Workflow menu option - Enter or approve requisitions

If you have any issues accessing the iVisions web portal system, contact the Payroll Department at 928-502-4300.