



WEB PORTAL LOGIN INSTRUCTIONS

1. GO TO:

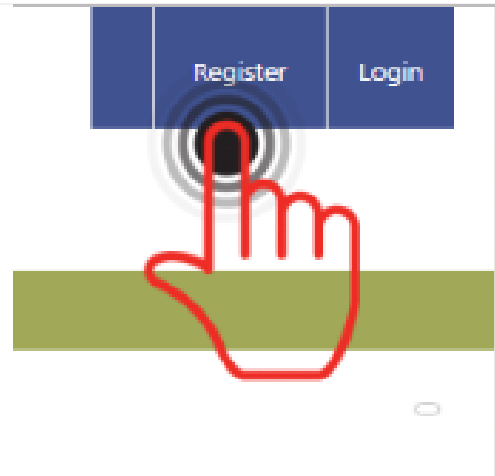
<https://visions.susd12.org/ess>

Note: Once logged into our site you will have the ability to view and manage many elements of employee information, including your employee profile, benefits enrollment, pay stubs, tax withholding information (W-4), and more. Information is available 24/7 via the secure iVisions Portal.



2. CLICK ON REGISTER

Note: To access your account on iVisions you will need to register.



3. COMPLETE REGISTRATION PAGE

Note: You will need to fill out the following required fields.

1. First Name
2. Last Name
3. User Name
4. Password:
5. Confirm Password:
6. Email
7. Confirm Email
8. Last 4 Digits of your SSN
9. Home Zip Code



10. Date of Birth

4. CLICK ON REGISTER

Note: You will need to click on register to complete the process.



5. VERIFY YOUR INFORMATION

Note: The iVisions system will attempt to find your information from the HR System if found you will need to verify and link to it.

Click on Link

Register

Is this your information?

Name:	<input type="text" value="Adelfo Huerta"/>
Address:	<input type="text" value="1182 W. Valencia"/>
City:	<input type="text" value="Tucson"/>
State:	<input type="text" value="AZ"/>
Zip Code:	<input type="text" value="85746"/>

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 result in civil and/or criminal penalties.

<input type="button" value="Link"/>	<input type="button" value="Cancel"/>
-------------------------------------	---------------------------------------

6. COMPLETE

If you see the Welcome screen you have completed the process for registering.

Note: If you lose your password Contact HR-Benefits@susd12.org

Welcome to the iVisions Employee Self Service Web Portal