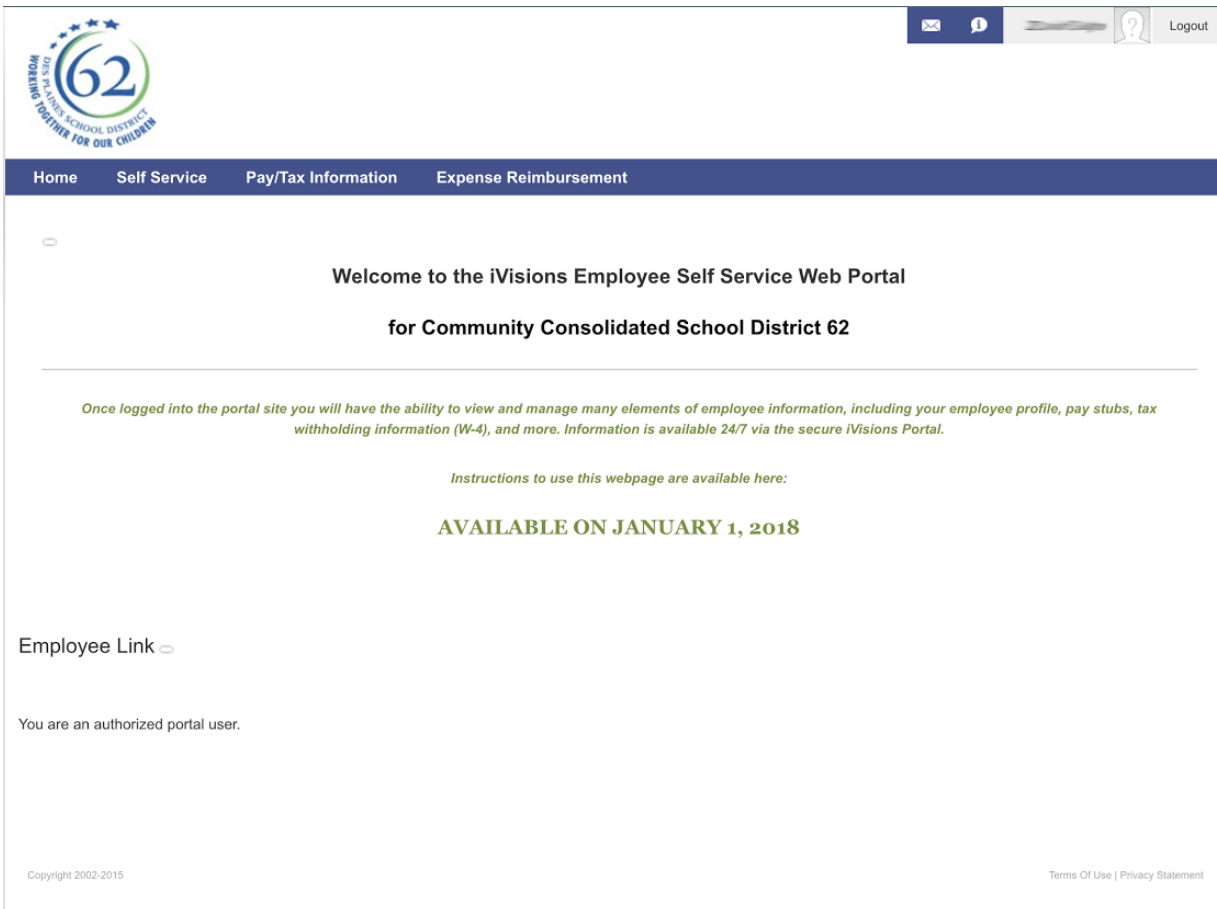


IVISIONS EMPLOYEE PORTAL

<https://ivisions.tylertech.com/desplainesESS/>

New Portal: Click the link above, and you will be taken to the page below.

Step 1 Click "Register" button in the upper right corner.



The screenshot shows the top navigation bar of the iVisions Employee Self Service Web Portal. On the left is the logo for Community Consolidated School District 62, featuring a green circle with the number 62 and the text "COMMUNITY CONSOLIDATED SCHOOL DISTRICT 62" and "WORKING TOGETHER FOR OUR CHILDREN". On the right are icons for email, a person, and a question mark, followed by a "Logout" button. Below the navigation bar is a dark blue header with the following menu items: "Home", "Self Service", "Pay/Tax Information", and "Expense Reimbursement". The main content area has a white background with a small "0" icon on the left. The text reads: "Welcome to the iVisions Employee Self Service Web Portal for Community Consolidated School District 62". Below this is a horizontal line, followed by a paragraph: "Once logged into the portal site you will have the ability to view and manage many elements of employee information, including your employee profile, pay stubs, tax withholding information (W-4), and more. Information is available 24/7 via the secure iVisions Portal." Below this is another line of text: "Instructions to use this webpage are available here:". This is followed by the text "AVAILABLE ON JANUARY 1, 2018" in green. At the bottom left, there is a section titled "Employee Link" with a small "0" icon. Below this, it says "You are an authorized portal user." At the very bottom, there is a copyright notice "Copyright 2002-2015" on the left and "Terms Of Use | Privacy Statement" on the right.

Step 2 Fill in all required data with RED exclamation points.


Step 3 Please set up your "USER NAME" as your first name initial, and then your full last name OR your full last name and then your first name initial. (ie. LHofmeister OR HofmeisterL)

Step 4 Your "Password" must contain 8 alpha characters and at least 1 number.

Step 5 Your "Email" should be your WORK email in order for the Business Office to contact you when employee information is required or changed.

Step 6 Last, complete the lower portion to confirm your identity. Click "Register" on the bottom of the page to initialize your employee portal.

[Register](#) [Login](#)



62
62ND DISTRICT SCHOOL DISTRICT
LEARNING TOGETHER FOR OUR CHILDREN

[Home](#)

Register ▾

*Note: Once your account information has been submitted, you will be immediately granted access to the portal environment. All fields marked with a red arrow are required.

First Name:	<input type="text"/>	!
Last Name:	<input type="text"/>	!
User Name:	<input type="text"/>	!
Password:	<input type="text"/>	!
Confirm Password:	<input type="text"/>	!
Email:	<input type="text"/>	!
Confirm Email:	<input type="text"/>	!

Please enter your information to be authenticated.

Last four Digits of SSN:	<input type="text"/>	!
Home Zip Code:	<input type="text"/>	!
Date of Birth:	<input type="text"/>	!

Step 7 Review your basic information. If correct, please click the "LINK" button below so that the Administration Office can update your H/R and Payroll information.

Register

Login



Home

Register

Is this your information?

Name:

Address:

City:

State:

Zip Code:

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.

Step 8 The 'Home" page has various information about files and documents that can be processed or reviewed. Some of these areas will be for future use.

Step 9 If you have further comments or questions, please contact the Administration Office.



Home	Self Service	Pay/Tax	Pay/Tax Information	Exp
	Profile Documents Trainings HR Information User Defined Forms		Employee Pay Calendar Year Pay History Total Compensation Employee Tax Forms Employee W2 Direct Deposit	



Expense Reimbursement	My Workflow	
	My Staff	