

iVisions Web Portal

Accessing the Platform

This guide is designed to provide basic user information for the iVisions Web Portal platform.



Departments

For Families

Staff

1. Go to www.Durangoschools.org, select Staff, then 9-R Connection.

Sign in to Our Website!

Please click the blue "Login with Google" button below to access 9-R Connection with your district email.



2.

Sign in with Google.

News

Employee Links

Files



3.

Select Employee Links

4.

Click on the Employee Portal Link to access the homepage.

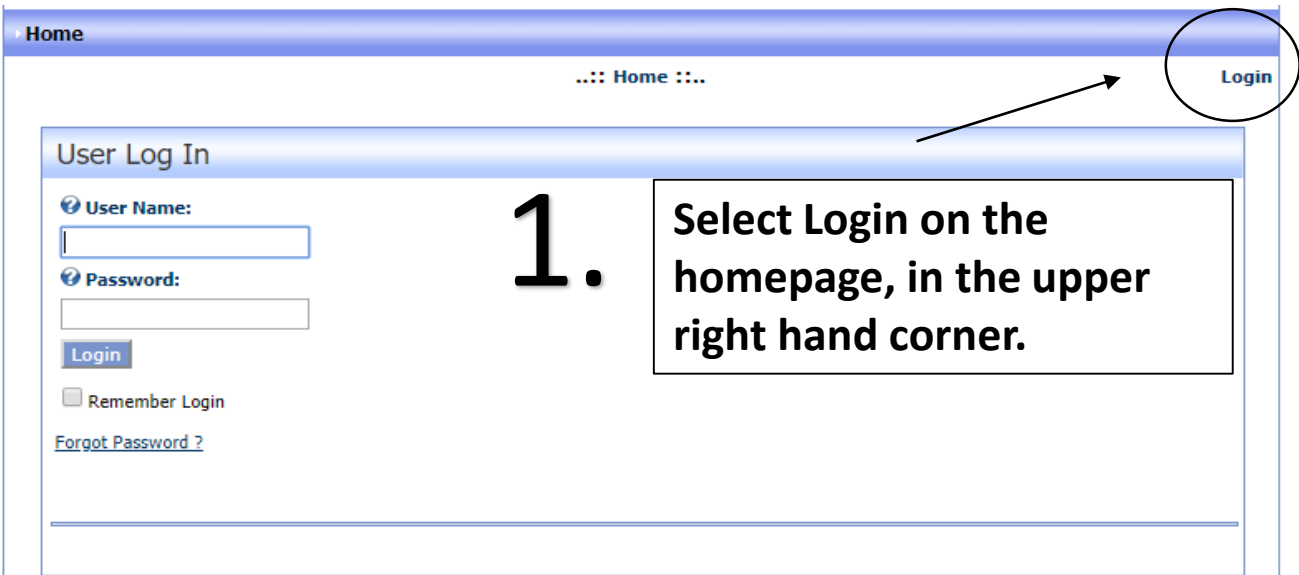
[EMPLOYEE PORTAL](#)

For help contact:
Human Resources

Senior Administrative Assistant Amy Bonilla x1438

iVisions Web Portal

Signing On



Home

...: Home ...

Login

User Log In

User Name:

Password:

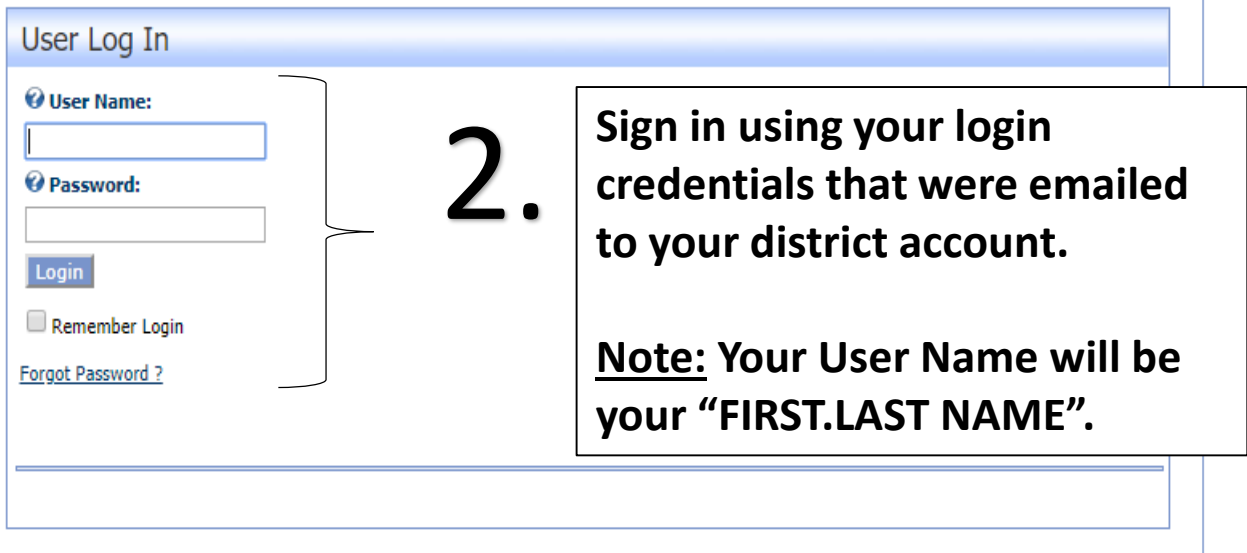
Login

Remember Login

[Forgot Password ?](#)

1. Select Login on the homepage, in the upper right hand corner.

***If this is your first time using the portal, you will need to authenticate your account; follow the prompts given to do so.**



User Log In

User Name:

Password:

Login

Remember Login

[Forgot Password ?](#)

2. Sign in using your login credentials that were emailed to your district account.

Note: Your User Name will be your "FIRST.LAST NAME".

Note: For security, please change your password upon your first login by selecting your Name, Manage Password, then Change Password to confirm.

iVisions Web Portal

Forgot Password?

Home

...: Home ...

Login

User Log In

User Name:

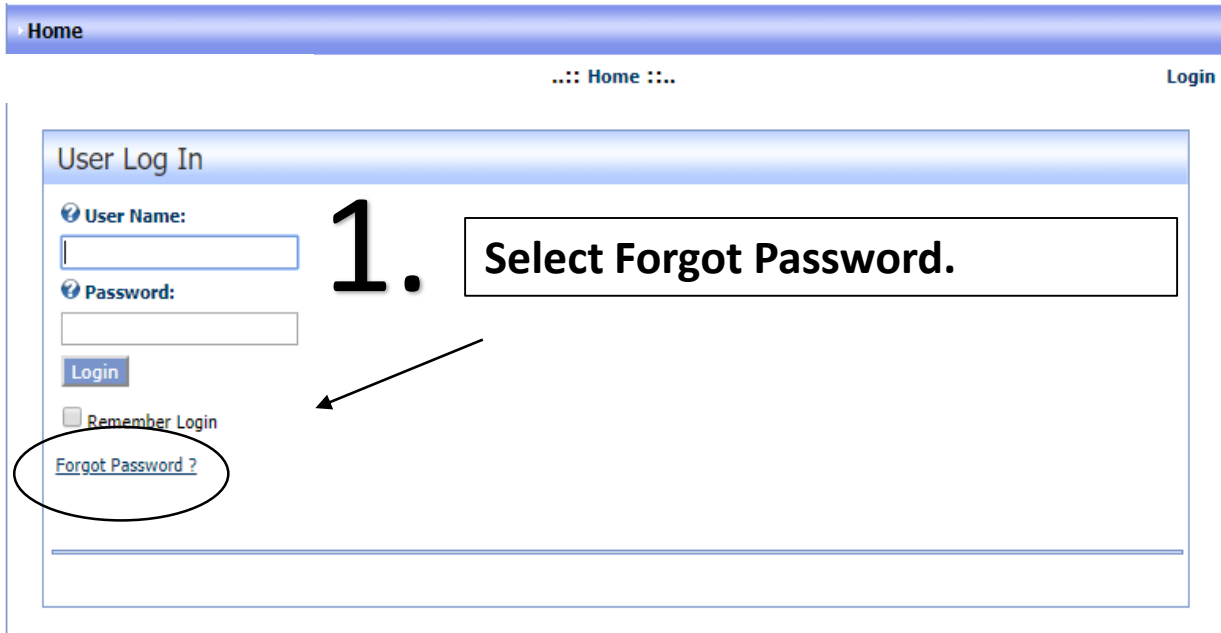
Password:

Login

Remember Login

[Forgot Password ?](#)

1. Select Forgot Password.



iVisions™ Web Portal

Online Workflow and Employee Self Service

Home

Wednesday, December 12, 2018

...: Home ...

Login

Retrieve Password

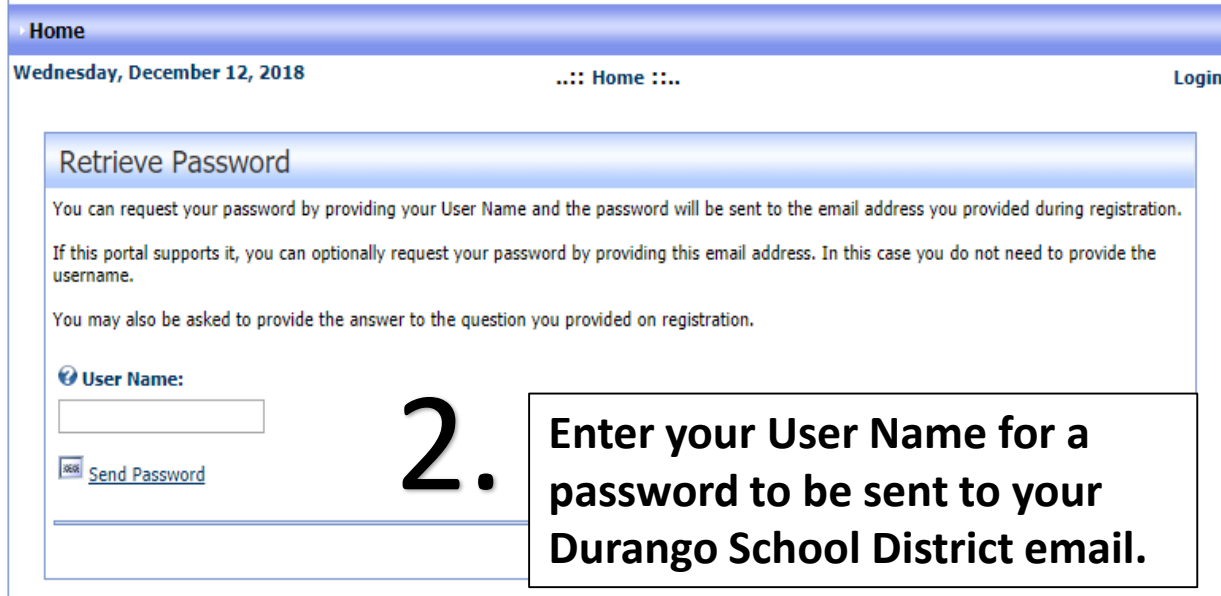
You can request your password by providing your User Name and the password will be sent to the email address you provided during registration.

If this portal supports it, you can optionally request your password by providing this email address. In this case you do not need to provide the username.

You may also be asked to provide the answer to the question you provided on registration.

User Name:

2. Enter your User Name for a password to be sent to your Durango School District email.



iVisions Web Portal

Changing Address/Phone Number

iVisions™ Web Portal
Online Workflow and Employee Self Service

Home **Employee Resources**

...: Home ...

Welcome

Welcome to the iVisions Enterprise Web Portal. We have provided this secure on-line site to further enhance the communications and flow of data in our district. Please log in to access the secure location of the site.

If you have difficulties logging in, please contact Human Resources for assistance.

Log In To Access

Once logged into our site you will have access the following important departments:

- Business Resources - important information regarding our business operations.
- Employee Resources - view and change address information, request time-off and review pay history.

Employee Link

You are an authorized portal user.

The home screen will appear after signing in.

Select the Employee Resources tab.

iVisions™ Web Portal
Online Workflow and Employee Self Service

.. \ **Employee Resources** \

Information Center Compensation Tax Withholding Forms **Profile** Contracts District Forms

2.

Select Profile, Contact Information, then Modify to enter your new information.

Actions ▾ Contact Information

Address / Email

Mailing Address

Personal Email

Set as my Preferred Email

Phone

Home Phone

Work Phone

Cell Phone

Street Address

Unlisted

Ext

Modify

iVisions Web Portal

Accessing your Pay Stub

iVisions™ Web Portal
Online Workflow and Employee Self Service

Home **Employee Resources**

...: Home ... Logout

Welcome

Welcome to the iVisions Enterprise Web Portal. We have provided this secure on-line site to further enhance the communications and flow of data in our district. Please log in to access the secure location of the site.

If you have difficulties logging in, please contact Human Resources for assistance.

Employee Link

You are an authorized portal user.

Log In To Access

Once logged into our site you will have access the following important departments:

- Business Resources - important information regarding our business operations.
- Employee Resources - view and change address information, request time-off and review pay history.
- Human Resources - managers can view important staff information.
- My Workflow - review workflow items requiring your approval.

1. The home screen will appear after signing in.
Select the Employee Resources tab.



iVisions™ Web Portal

Online Workflow and Employee Self Service

.. \ Employee Resources |

Information Center

Compensation

Tax Withholding Forms

Profile

Contracts

District Forms

*For questions regarding your paystub, please contact Jennifer Mioni at jmioni@durangoschools.org ext. 1432

iVisions Web Portal

Accessing your Letter of Intent or an Accepted Contract

Education Support Staff, Manager Tech Non-Exempt, Coaches

iVisions™ Web Portal
Online Workflow and Employee Self Service

Home **Employee Resources**

Welcome

Welcome to the iVisions Enterprise Web Portal. We have provided this secure on-line site to further enhance the communications and flow of data in our district. Please log in to access the secure location of the site.

If you have difficulties logging in, please contact Human Resources for assistance.

Employee Link

You are an authorized portal user.

1. The home screen will appear after signing in.
Select the Employee Resources tab.

Log In To Access

Once logged into our site you will have access the following important departments:

- Business Resources - important information regarding our business operations.
- Employee Resources - view and change address information, request time-off and review pay history.
- Human Resources - managers can view important staff information.
- My Workflow - review workflow items requiring your approval.

iVisions™ Web Portal
Online Workflow and Employee Self Service

.. \ Employee Resources \

Information Center Compensation Tax Withholding Forms **Profile** Contracts District Forms

2. Select Profile.

iVisions™ Web Portal
Online Workflow and Employee Self Service

.. \ Employee Resources \ Profile \

Contact Information Emergency Contacts Personal Information **Documents**

3. Select Documents to view your Letter of Intent information.

iVisions Web Portal

Signing your Contract

Licensed, Admin, SSP, Manager Tech Exempt



iVisions™ Web Portal

Online Workflow and Employee Self Service

Home **Employee Resources**

Welcome

Welcome to the iVisions Enterprise Web Portal. We have provided this secure on-line site to further enhance the communications and flow of data in our district. Please log in to access the secure location of the site.

If you have difficulties logging in, please contact Human Resources for assistance.

Employee Link

You are an authorized portal user.

Log In To Access

Once logged into our site you will have access the following important departments:

- Business Resources - important information regarding our business operations.
- Employee Resources - view and change address information, request time-off and review pay history.
- Human Resources - managers can view important staff information.
- My Workflow - review workflow items requiring your approval.

1.

The home screen will appear after signing in.

Select the Employee Resources tab.



iVisions™ Web Portal

Online Workflow and Employee Self Service

.. \ Employee Resources \

Information Center

Compensation

Tax Withholding Forms

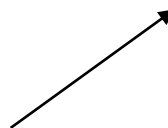
Profile

Contracts

District Forms

2.

Select Contracts to view your contract information.



iVisions Web Portal

Accessing your W2 for Existing Users



Welcome

Welcome to the iVisions Enterprise Web Portal. We have provided this secure on-line site to further enhance the communications and flow of data in our district. Please log in to access the secure location of the site.

If you have difficulties logging in, please contact Human Resources for assistance.

Employee Link

You are an authorized portal user.

Log In To Access

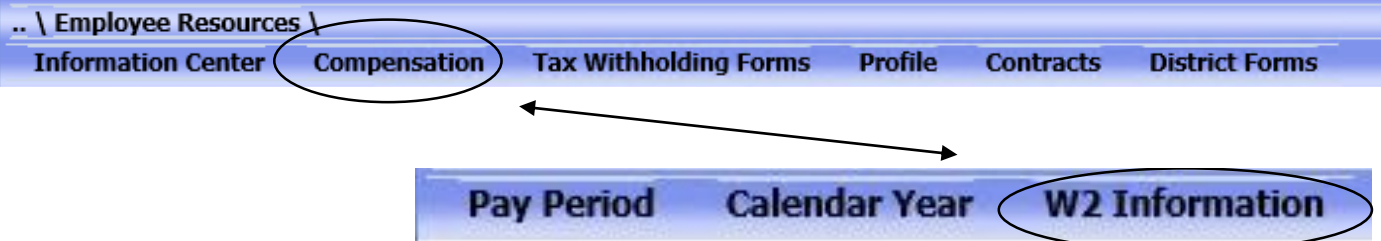
Once logged into our site you will have access the following important departments:

- Business Resources - important information regarding our business operations.
- Employee Resources - view and change address information, request time-off and review pay history.
- Human Resources - managers can view important staff information.
- My Workflow - review workflow items requiring your approval.

1.

The home screen will appear after signing in.

Select the Employee Resources tab.



2.

Then Compensation then W2 Information to view documents for any given year.