

# Welcome to iVisions Employee Self Service (ESS) Portal

## Instructions for Initial Register and Login

- Step 1) Go to: <https://visions.clackesd.k12.or.us/cesd/>  
Step 2) Click "Register" as seen in the screen shot below



- Step 3) Enter requested information. For user name, use format: firstname.lastname

### Register

\*Note: Once your account information has been submitted, you will be immediately granted access to the portal environment. Please fill out all required fields.

First Name:	<input type="text" value="Homer"/>	💡
Last Name:	<input type="text" value="Simpson"/>	💡
User Name:	<input type="text" value="homer.simpson"/>	💡
Password:	<input type="password" value="....."/>	💡
Confirm Password:	<input type="password" value="....."/>	💡
Email:	<input type="text" value="hsimpson@clackesd.k12.or.us"/>	💡
Confirm Email:	<input type="text" value="hsimpson@clackesd.k12.or.us"/>	💡

Please enter your information to be authenticated.

Last four Digits of SSN:	<input type="text" value="1234"/>	💡
Home Zip Code:	<input type="text" value="97015"/>	💡
Date of Birth:	<input type="text" value="1/1/1900"/>	📅 💡

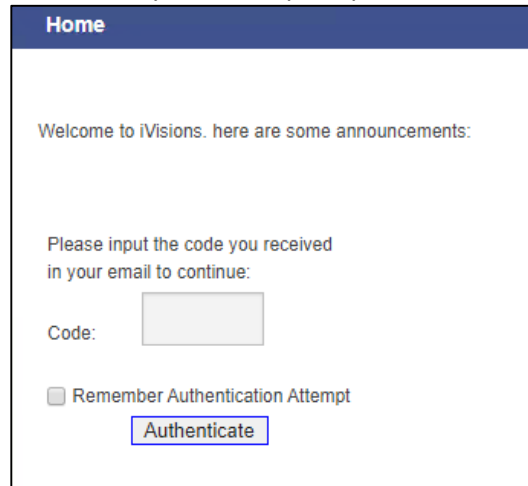
- Step 4) Click the "Register" button.

*Log in steps continued on next page*

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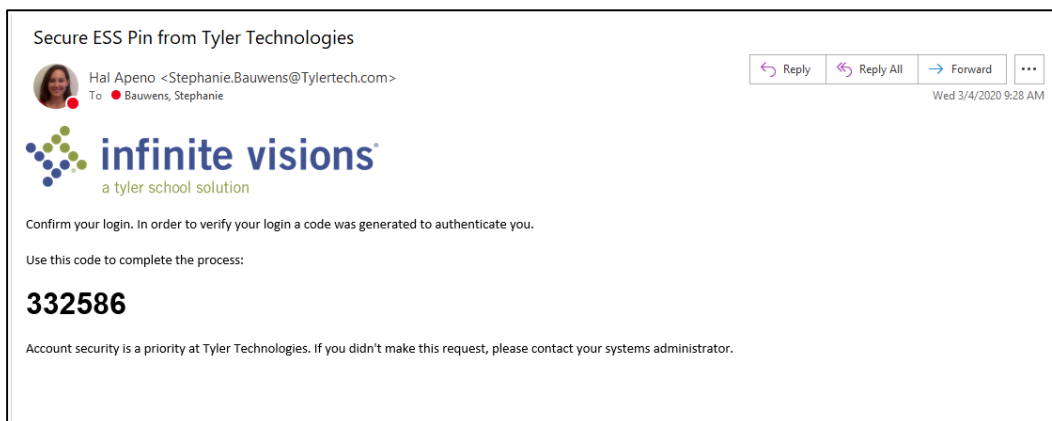
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Step 5) When you login to Employee Self Service, you will be prompted for a code that will be emailed to you.



The screenshot shows a web browser window with a dark blue header labeled "Home". Below the header, the text reads "Welcome to iVisions. here are some announcements:". Underneath, it says "Please input the code you received in your email to continue:". There is a text input field labeled "Code:" followed by a checkbox labeled "Remember Authentication Attempt". At the bottom, there is a blue button labeled "Authenticate".

Step 6) You will receive an email with a code that looks similar to this.



Step 7) Input that 6-digit code in the box and then click Authenticate.

Step 8) You may also select "Remember Authentication Attempt" which will remember your login on that computer and browser, preventing the authentication message from appearing again.

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Once you are an authorized portal user you will have access to the employee self-service portal allowing the update of personal contact information as well as access to pay period records:

### PERSONAL INFORMATION

The screenshot shows the top navigation bar with 'Home', 'Self Service', 'Pay/Tax Information', 'My Workflow', and 'Updates'. The 'Self Service' dropdown menu is open, listing options: Information Center, Profile, Time Off, Contract Acceptance, Documents, HR Information, Substitute Tracking, and User Defined Forms. A red arrow points to the 'Profile' option. A text box with a red border and shadow contains the following text: "Under the Self Service menu you will find the profile link which allows you to update your mailing address, contact phone number(s), emergency contacts, and your email address."

### PAY INFORMATION

The screenshot shows the top navigation bar with 'Home', 'Self Service', 'Pay/Tax Information', 'My Workflow', and 'Updates'. The 'Pay/Tax Information' dropdown menu is open, listing options: Employee Pay, Calendar Year Pay History, Total Compensation, Employee Tax Forms, Employee W2, Direct Deposit, and My Invoices. A red arrow points to the 'Employee Pay' option. A text box with a red border and shadow contains the following text: "The Pay/Tax Information menu allows you to access pay stubs, tax forms, and pay history."

### HR INFORMATION

The screenshot shows the top navigation bar with 'Home', 'Self Service', 'Pay/Tax Information', 'My Workflow', and 'Updates'. The 'Self Service' dropdown menu is open, listing options: Information Center, Profile, Time Off, Contract Acceptance, Documents, HR Information, Substitute Tracking, and User Defined Forms. A red arrow points to the 'HR Information' option. A text box with a red border and shadow contains the following text: "Go to the 'HR Information' option under Self Service to look up details including your seniority date and employee ID number."