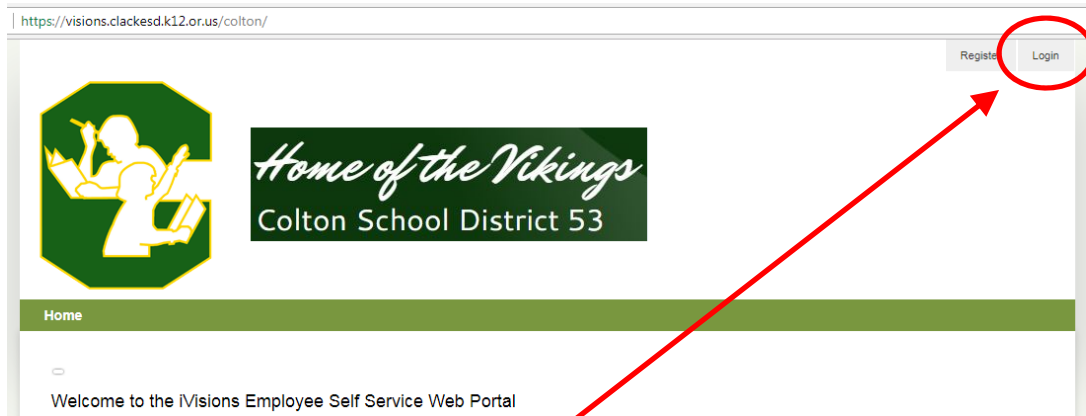


Colton Employee Self Service Portal

<https://visions.clackesd.k12.or.us/colton/>

or from the Colton website, Departments – HR/Payroll – Quick Links – Employee iVisions Portal



Passwords may need to be reset, to do this click Login in the upper right corner.

User Log In

Username:

Password:

Remember Login

Then click reset password

Input your user name and type the security code exactly as it is shown.

Your username should be the first part of your email, the part before @colton.k12.or.us

iVisions ESS > Home

If you forgot your password an email with a password reset link will be sent to your registered address. Click on the link in that email and you will be taken to a page where you can then create a new password.

User Name:

Security Code:

Enter the code shown above in the box below

If successful you should see;

iVisions ESS > Home

If the details entered were correct, you should receive a new email shortly with a link to reset your password.

You should then get an email from hr@colton.k12.or.us with a link to reset password.

Password Reset

Confirm Username: * 

New Password * 

Confirm Password: * 

You will then need to enter your username and a new password.

Once on the site you should be able to access;

Leave balances: Self Service – Time Off

Pay Checks: Pay/Tax Information – Employee Pay

Change your Address: Self Service – Profile

Change your Direct Deposit bank accounts: Pay/Tax Information – Direct Deposit

View most recent W2: Pay/Tax Information – Employee W2

Get reimbursement forms: Self Service – Information Center