


Welcome to iVisions Employee Self Service (ESS) Portal

Instructions for Initial Register and Login

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

 OREGON CITY SCHOOL DISTRICT

Register Login

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: !

Last Name: !

User Name: ! ← Please use your first.last name for User Name

Password: !

Confirm Password: !

Email: ! ← You can use a personal or district email address to access your information.

Confirm Email: !

Please enter your information to be authenticated.

Last four Digits of SSN: !

Home Zip Code: !

Date of Birth: ! ← Be sure to put in MM/DD/YYYY

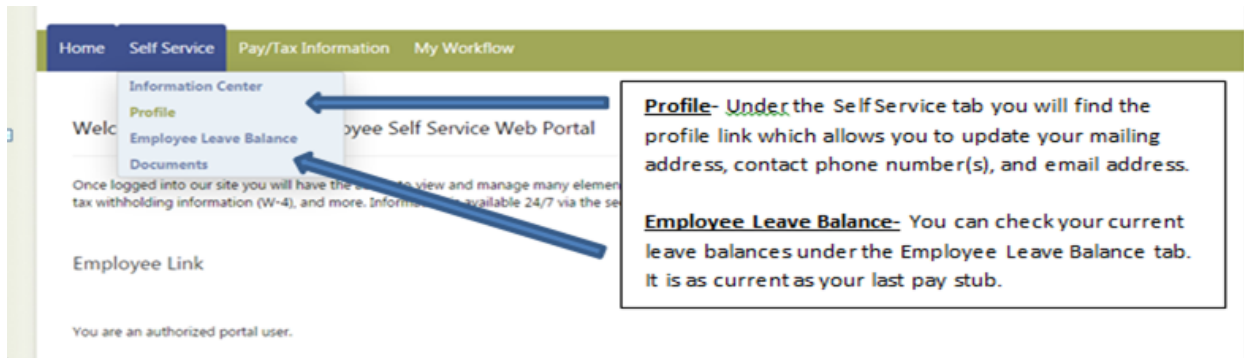
Register Cancel

Step 3) Enter requested information. All fields marked with a red exclamation are required.

Step 4) Click the "Register" button. Once your account information has been submitted, you

will be immediately granted access to the portal environment.

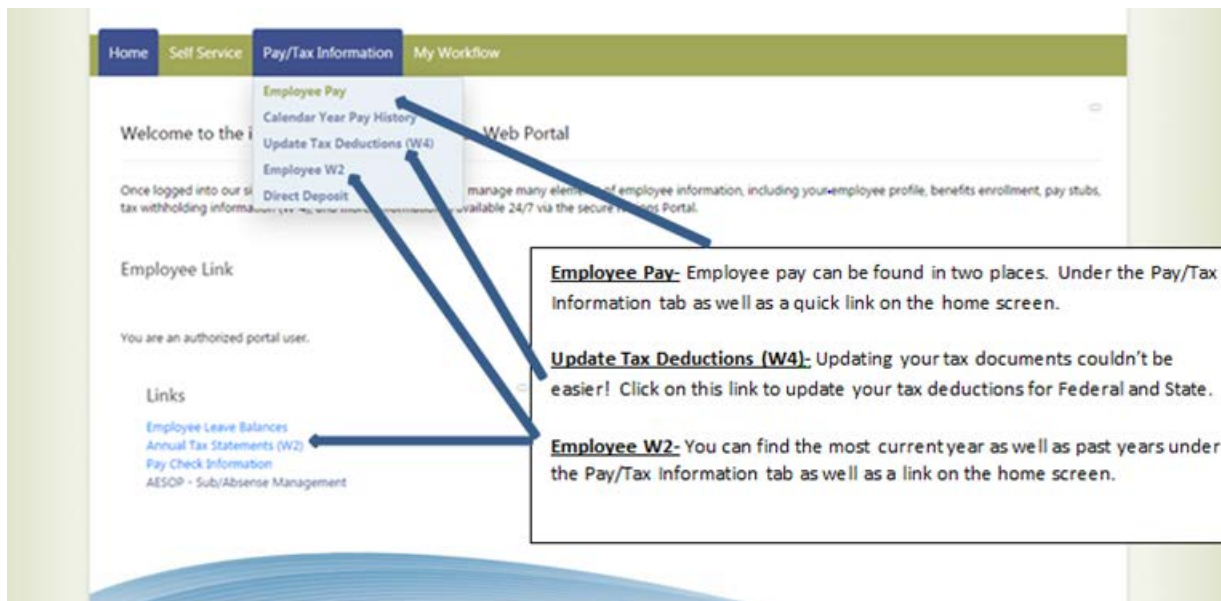
Once you are an authorized portal user you will have access to the employee self-service portal allowing the update of personal contact information as well as access to pay period records:



The screenshot shows the top navigation bar with 'Home', 'Self Service', 'Pay/Tax Information', and 'My Workflow'. The 'Self Service' dropdown menu is open, showing 'Information Center', 'Profile', 'Employee Leave Balance', and 'Documents'. Blue arrows point from the 'Profile', 'Employee Leave Balance', and 'Documents' links to a text box on the right. The text box contains the following information:

Profile- Under the Self Service tab you will find the profile link which allows you to update your mailing address, contact phone number(s), and email address.

Employee Leave Balance- You can check your current leave balances under the Employee Leave Balance tab. It is as current as your last pay stub.



The screenshot shows the top navigation bar with 'Home', 'Self Service', 'Pay/Tax Information', and 'My Workflow'. The 'Pay/Tax Information' dropdown menu is open, showing 'Employee Pay', 'Calendar Year Pay History', 'Update Tax Deductions (W4)', 'Employee W2', and 'Direct Deposit'. Blue arrows point from these links to a text box on the right. The text box contains the following information:

Employee Pay- Employee pay can be found in two places. Under the Pay/Tax Information tab as well as a quick link on the home screen.

Update Tax Deductions (W4): Updating your tax documents couldn't be easier! Click on this link to update your tax deductions for Federal and State.

Employee W2- You can find the most current year as well as past years under the Pay/Tax Information tab as well as a link on the home screen.