

IVISIONS

FIRST TIME LOG IN TO iVISIONS:

STEP 1: Launch Internet browser on the toolbar

STEP 2: in address line type - <http://ivisions.mcazschools.org/buckeyeel>

STEP 3: in Favorites drop down, on toolbar above, select Add to Favorites, then OK

STEP 4: at iVisions Home page select **Login** rather than **Register** because an account has already been created for you

STEP 5: User Name: type in **first letter of first name** and **full last name** (no spaces – not case sensitive)

STEP 6: Password: type in “**password**”. Then you will be required to change your password to something you can remember before you can log in

STEP 7: Old Password: type in “**password**”

STEP 8: New Password: Create a new password that you can remember

STEP 9: Confirm Password: retype the password you want to use

TO ACCESS PAY CHECK INFORMATION:

STEP 1: Employee Resources

STEP 2: Compensation

STEP 3: Pay Period

TO CHECK CONTACT INFORMATION:

STEP 1: Employee Resources

STEP 2: Profile

STEP 3: Contact Information, if all info is correct STOP HERE, if not proceed to STEP 4

STEP 4: Modify

STEP 5: enter last four digits of your SSN

STEP 6: Submit

STEP 7: make necessary changes

STEP 8: Submit (changes are updated in HR and will not show immediately)

TO SET UP EMERGENCY CONTACTS:

STEP 1: Employee Resources

STEP 2: Profile

STEP 3: Emergency Contacts

STEP 4: Add New Contact

STEP 5: type in Emergency Contact information

STEP 6: Add Contact