

Logging Into the iVisions Web Portal for the First Time

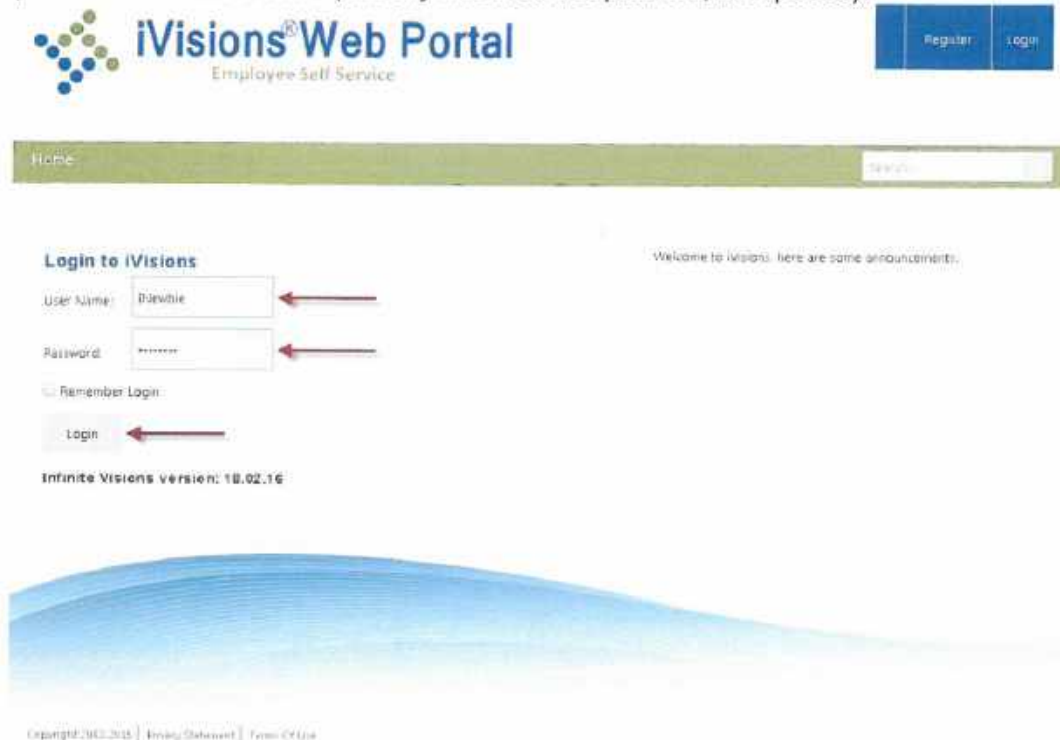
Manhattan School District #3

1) Open a web browser like Chrome. Copy or click the link: <https://ivisionsess.tylerhost.net/manhattaness>

2) When the portal opens, click on "Login" at the top right



3) On the login screen, enter your first initial and last name in the User Name field (e.g. INewbie). Your password is NeedNew1 (exactly like that... capital Ns, no spaces).



- 4) You will be asked to change your password. Passwords should contain at least an uppercase letter, a lowercase letter, and a number.



Password last Changed: Friday, August 31, 2018
Password Expires: The Portal Administrator has requested you to change your password, before you can log in.

Welcome to iVisions, here are some announcements:

Change Password

In order to change your password, you will need to provide your current password, as well as your new password and a confirmation of your new password.

Old Password:	<input type="password"/>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>
Change Password	



iVisions Two Factor Authentication

Soon you will see a new prompt when logging in to Tyler ESS. Two-factor authentication will be enabled for your security.

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

Home

Welcome to iVisions. Here are some announcements:

Please input the code you received in your email to continue:

Code:

Remember Authentication Attempt

Authenticate

2. You will receive an email with a code that looks similar to this.

Secure ESS Pin from Tyler Technologies

Hal Apelo <Stephanie.Bauwers@TylerTech.com>
To: Baument, Stephanie

infinite visions
a Tyler school solution

Confirm your login. In order to verify your login a code was generated to authenticate you.
Use this code to complete the process:

332586

Account security is a priority at Tyler Technologies. If you didn't make this request, please contact your systems administrator.

Reply Reply All Forward

Wed 11/4/2020 9:09 AM

3. Input that 6-digit code in the box and then click Authenticate.
4. You may also select "Remember Authentication Attempt" which will remember your login on that computer and browser, preventing the authentication message from appearing again.

5) Now you will be asked to provide the following information:

- The last 4 digits of your Social Security number
- Your zip code
- Your date of birth

After you enter these three pieces of information, click "Register."

The screenshot shows the iVisions Web Portal interface. At the top left is the logo with the text "iVisions® Web Portal" and "Employee Self Service" below it. To the right are buttons for "Home", "Employee", and "Logout". Below the logo is a navigation bar with links for "Home", "Self Service", "Pay/Tax Information", "Benefits", and "Expense Reimbursement", along with a search box. The main content area starts with a welcome message: "Welcome to the iVisions Employee Self Service Web Portal." This is followed by a paragraph: "Once logged into our site you will have the ability to view and manage many elements of employee information, including your employee profile, benefits enrollment, pay stubs, tax withholding information (W-4), and more. Information is available 24/7 via the secure iVisions Portal." Below this is a section titled "Employee Link" with the instruction "Please enter your information to be authenticated." A registration form is displayed with three input fields: "Last four digits of SSN:", "Home Zip Code:", and "Date of Birth:". Each field has a red information icon to its right. At the bottom of the form are "Register" and "Cancel" buttons.

6) The system will verify this against your record in the Infinite Visions database.
If the system cannot verify you, please contact your Payroll department for troubleshooting.

- 7) You will see a screen with a name and address on it. If the info on the screen is indeed yours, click on Link at the lower left of the screen.



Welcome to the iVisions Employee Self Service Web Portal

Once logged into our site you will have the ability to view and manage many elements of employee information, including your employee profile, benefits enrollment, pay stubs, tax withholding information (W-4), and more. Information is available 24/7 via the secure iVisions Portal.

Employee Link

Is this your information?

Name:	<input type="text" value="Dina Newble"/>
Address:	<input type="text" value="123 Main Street"/>
City:	<input type="text" value="Happy Jack"/>
State:	<input type="text" value="IV"/>
Zip Code:	<input type="text" value="12345"/>

Click the Link button below only if the identity shown above is yours. You will not be able to change your registration later if this is not your information, only your Human Resources department will be able to re-register you. Knowingly registering with another person's identity could subject you to civil and/or criminal penalties.



8) Congratulations! You will now be able to access this fiscal year's pay records and make any necessary changes to your contact information.

Please add two emergency contacts under Self Service | Profile.

iVisions® Web Portal
Employee Self Service

Home | **Self Service** | Pay/Tax/Information | Benefits | Expense Reimbursement

Profile
Time Off
Time Card Entry
Contact Acceptance
Documents
Trainings
HR Information
District Forms

Welcome to the Employee Self Service Web Portal. This portal provides the ability to view and manage many elements of employee information, including your employee profile, benefits enrollment, pay and more. Information is available 24/7 via the secure iVisions Portal.

You are an authorized portal user.

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