**Updating Contact Information in iVisions**

1. **Go to** [**https://ivisions.gwd50.org**](https://ivisions.gwd50.org) **and click “Login” and log in using your iVisions username and password.**
2. **Hover over “Employee Resources” -> “Profile” and click “Contact Information”. Update the information on this page with your correct contact information. Next, go back to “Employee Resources” -> “Profile” and click “Emergency Contacts.” Please update/enter the people we should contact on your behalf in the event of an emergency.**

