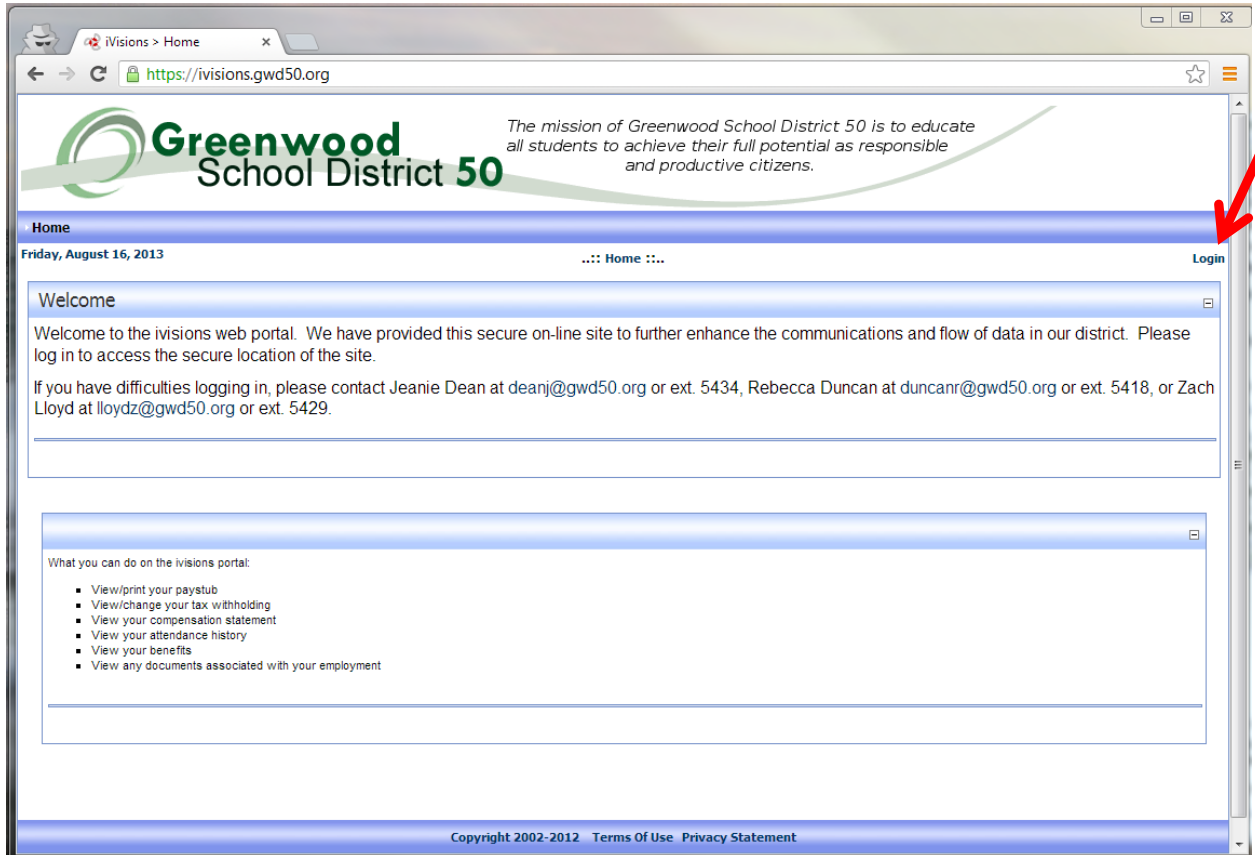


# Updating Contact Information in iVisions

1) Go to <https://ivisions.gwd50.org> and click "Login" and log in using your iVisions username and password.



The screenshot shows a web browser window displaying the iVisions portal for Greenwood School District 50. The browser's address bar shows the URL <https://ivisions.gwd50.org>. The page header includes the Greenwood School District 50 logo and the mission statement: "The mission of Greenwood School District 50 is to educate all students to achieve their full potential as responsible and productive citizens." Below the header is a blue navigation bar with the word "Home" on the left and a "Login" link on the right, which is pointed to by a red arrow. The main content area contains a "Welcome" section with a message about the secure on-line site and contact information for staff members. Below this is a section titled "What you can do on the ivisions portal:" with a list of services: View/print your paystub, View/change your tax withholding, View your compensation statement, View your attendance history, View your benefits, and View any documents associated with your employment. The footer of the page contains the text "Copyright 2002-2012 Terms Of Use Privacy Statement".

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.

The screenshot displays the iVisions user interface for Greenwood School District 50. The browser address bar shows the URL: <https://ivisions.gwd50.org/Home/tabid/36/ctl/Profile/UserID/26/Default.aspx>. The page features a navigation menu with the following items: Home, Employee Resources, Human Resources, Business Resources, My Staff, Updates, Users, About, My Workflow, and Admin. The 'Employee Resources' menu is expanded, showing options: Information Center, Compensation, Attendance, Substitute Tracking, Tax Withholding Forms, Profile, and Manage Services. The 'Profile' option is selected, and its sub-menu is open, highlighting 'Contact Information', 'Emergency Contacts', 'Personal Information', and 'Documents'. The 'Contact Information' option is highlighted with a red arrow. The user profile details for 'Zach Lloyd' are displayed, including fields for User Name, First Name, Last Name, Display Name, and Email Address. The user's activity log shows the following information:

Activity	Date
Created Date:	5/21/2010 2:17 PM
Last Login Date:	8/16/2013 2:34 PM
Last Activity Date:	8/16/2013 2:34 PM
Last Password Change:	4/3/2012 10:33 AM
Last Lock-out Date:	
User Is On Line:	<input type="checkbox"/>
Locked Out:	<input type="checkbox"/>
Authorized:	<input checked="" type="checkbox"/>
Update Password:	<input type="checkbox"/>

At the bottom of the page, there is a footer with the text: Copyright 2002-2012 Terms Of Use Privacy Statement.