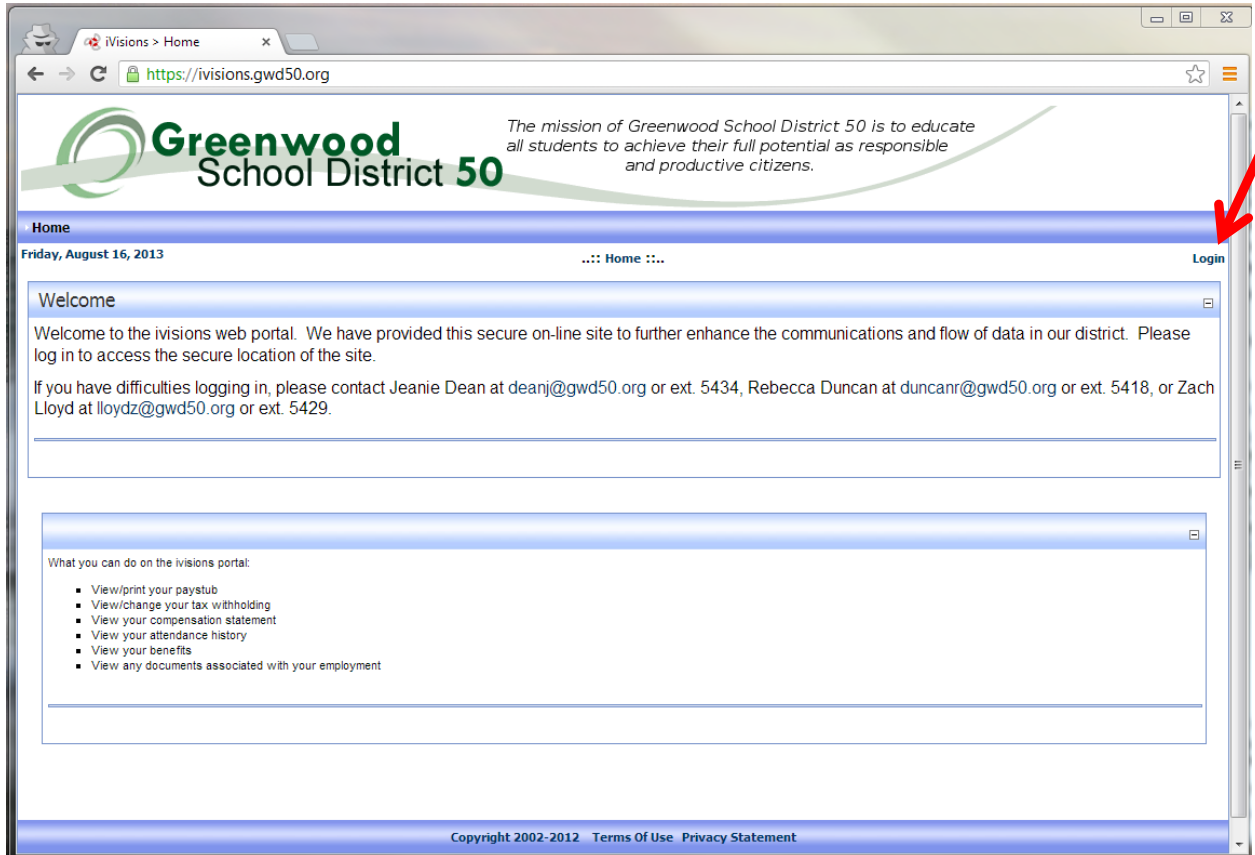


Updating Contact Information in iVisions

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 is divided into two sections. The first section, titled "Welcome", contains a message: "Welcome to the ivisions web portal. We have provided this secure on-line site to further enhance the communications and flow of data in our district. Please log in to access the secure location of the site. If you have difficulties logging in, please contact Jeanie Dean at deanj@gwd50.org or ext. 5434, Rebecca Duncan at duncanr@gwd50.org or ext. 5418, or Zach Lloyd at lloydz@gwd50.org or ext. 5429." The second section, titled "What you can do on the ivisions portal:", lists several 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". At the bottom of the page, there is a footer with 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 bar with the following items: Home, Employee Resources, Human Resources, Business Resources, My Staff, Updates, Users, About, My Workflow, and Admin. A secondary menu is open under 'Employee Resources', listing: Information Center, Compensation, Attendance, Substitute Tracking, Tax Withholding Forms, Profile, and Manage Services. The 'Profile' option is selected, and a sub-menu is open showing: Contact Information, Emergency Contacts, Personal Information, and Documents. The 'Contact Information' option is highlighted with a red arrow. The main content area displays user profile details for 'Zach Lloyd' (User ID: lloydz). The profile information includes: User Name: lloydz, First Name: Zach, Last Name: Lloyd, Display Name: Zach Lloyd, and Email Address: Lloydz@gwd50.org. To the right of the profile information, there is a list of user activity and settings: 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: (empty), User Is On Line: (checkbox), Locked Out: (checkbox), Authorized: (checkbox checked), and Update Password: (checkbox). At the bottom of the page, there is a footer with the text: Copyright 2002-2012 Terms Of Use Privacy Statement.