An Employee's Resource Guide to the iVisions Portal

An Online Web-portal to iVisions

Welcome to the guide for the employee resources section of iVisions. iVisions is a web-based front-end to our financial & personnel information system. Our central office is pleased to offer this service to our employees, which will enable you to review and even modify critical data as it relates to your employment here in our organization. This guide will take you through the steps you need to complete to register for access to the portal and then the steps you will use to review your employee-related information within the portal. We hope that you will find this tool both useful and informative.

Registering to Access the iVisions Portal:

If you have never accessed the portal in the past, you will need to first self-register to gain access to the resources the portal offers. To do so, open any browser that you use to browse the Internet (i.e. Internet Explorer or Firefox) and go to the Winooski School District website:

Click on the iVisions portal tab (right of e-mail tab).

In the top, right corner of the screen, you will see a link to "Register" next to a link for "Login". To self-register you will need to click on the "Register" link. This will bring you to a form where you will fill in some basic information about yourself including the user id and password you wish to use to access the web portal. Fill in all fields and click on the submit button.

At this point you have successfully self-registered for access to the iVisions portal. From this point forward, you will use your user id and password that you set-up in the "Register" screen to log-in to the portal. You will receive an e-mail with a verification code to finish your registration process.

Logging into iVisions:

If you have registered for access to iVisions and the central office has completed the final authorization steps for your profile, you will now have full access to the resources you need within the portal. You will first need to log-in to the portal to begin accessing those resources. To do so, open any browser that you use to browse the Internet (i.e. Internet Explorer or Firefox) and go to the Winooski School District website.

This will bring you to the main page of our iVisions portal.

In the top, right corner of the screen, you will see a link to "Log-in" to the right of the link to "Register". To log-in you will need to click on the "Log-in" link. In the next screen, you will need to enter the user id and password that you set-up for yourself when you registered for access to iVisions. Click on the submit button after putting in your id and password. If you have entered your credentials correctly, you will come to the "Welcome Page" of the portal. In the top right corner of the screen, you should see your name listed next to a "Log-out" link.