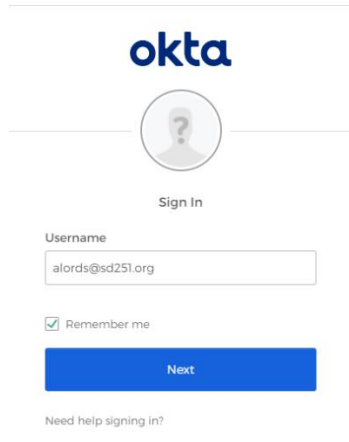


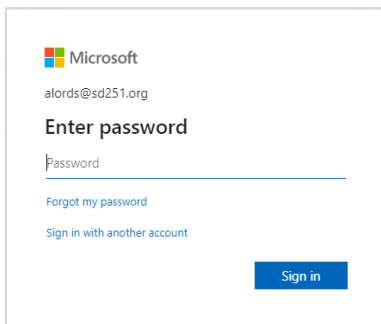
iVisiosn will now be called Employee Access. There is a link to employee access on the district website under staff resources. Link to employee access is at the bottom of the third column

You can also access Employee Access by clicking on the following link.

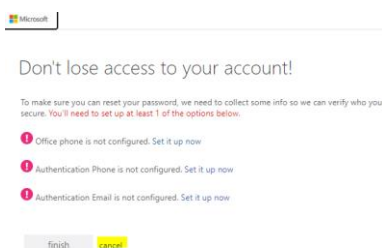
<https://jeffersonjointsd251id.tylerportico.com/tesp/employee-selfservice>

The image shows the Okta Sign In interface. At the top is the Okta logo. Below it is a circular placeholder for a user profile picture. The text "Sign In" is centered. Underneath is a "Username" label followed by a text input field containing "alords@sd251.org". Below the input field is a checked checkbox labeled "Remember me". A blue "Next" button is positioned below the checkbox. At the bottom, there is a link that says "Need help signing in?".

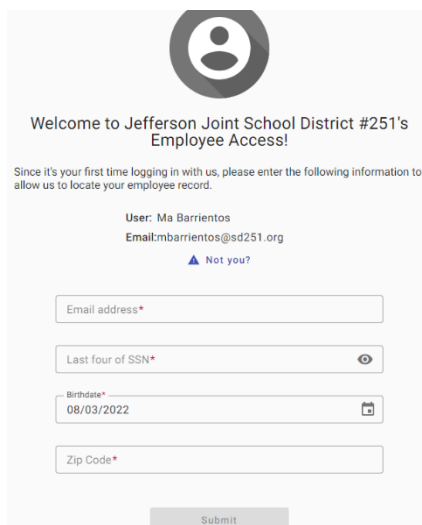
Your username will be your district email address. For example alords@sd251.org. You do have a district email even if you have never logged in.

The image shows the Microsoft Sign in interface. It features the Microsoft logo at the top left, followed by the email address "alords@sd251.org". The heading "Enter password" is centered. Below it is a "Password" label and a text input field. There are two links: "Forgot my password" and "Sign in with another account". A blue "Sign in" button is at the bottom right.

Your password is your network login- this is the password you use to logon to a computer. If you have never logged in on a district computer, your password is probably jefferson251

The image shows a Microsoft Security Check screen. It starts with the Microsoft logo and the heading "Don't lose access to your account!". A message states: "To make sure you can reset your password, we need to collect some info so we can verify who you are. You'll need to set up at least 1 of the options below." There are three items listed with red circular icons: "Office phone is not configured. Set it up now", "Authentication Phone is not configured. Set it up now", and "Authentication Email is not configured. Set it up now". At the bottom, there are two buttons: "Finish" and "Cancel".

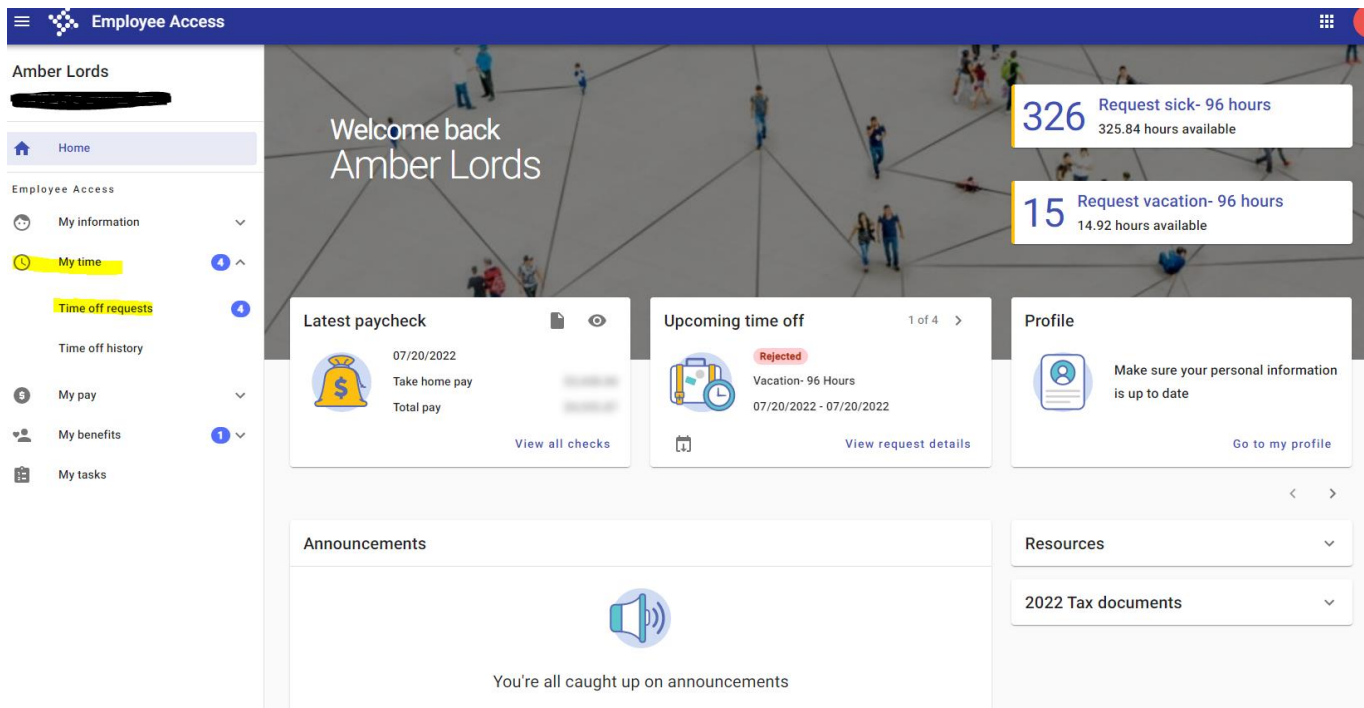
Once you are able to login, you will be asked to verify your account. You can do this if you'd like, if not you can cancel.

The image shows the "Welcome to Jefferson Joint School District #251's Employee Access!" screen. It features a circular profile icon at the top. Below it, the text "Welcome to Jefferson Joint School District #251's Employee Access!" is displayed. A message says: "Since it's your first time logging in with us, please enter the following information to allow us to locate your employee record." The user's name "User: Ma Barrientos" and email "Email: mbarrientos@sd251.org" are shown. A link "Not you?" is below. There are four input fields: "Email address*", "Last four of SSN*" (with an eye icon), "Birthdate*" (with a calendar icon showing "08/03/2022"), and "Zip Code*". A "Submit" button is at the bottom.

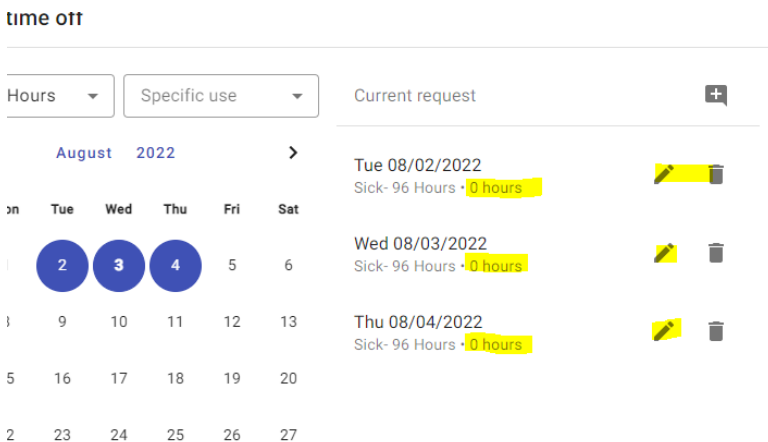
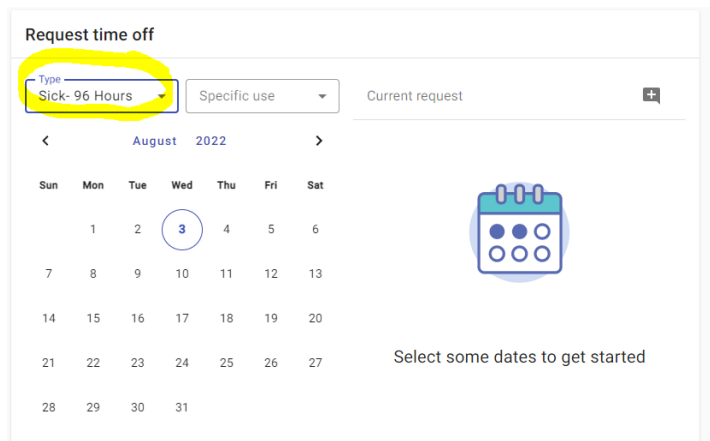
Now you will be asked to enter your email address again as well as the last 4 digits of your social security number, your date of birth, and your home zip code (this will be the zip code of whatever address we have on file for you).

Click on submit

Now employee access will open. This program will do all of the things that iVisions did before.



To enter time off, you will go to my time then time off requests as highlighted in yellow above. Choose your leave type in this drop down then select your dates from the calendar.



Selected dates will appear to the right of the calendar **with ZERO hours**. Click on the pencil next to each date to add your hours

Tuesday, August 2, 2022



08:00 - 16:00 (Sick- 96 Hours)



Make sure that the leave type is correct.

Type*
Sick- 96 Hours

Specific use

Enter the number of hours you need.

Amount*
5.25 hours

Start time*
08:00 AM

End time*
04:00 PM

Save

+ Split day

Cancel

Save

Complete these steps for each date you are requesting time for.

Click on the flag to enter your leave reason.

Type reason in the comment box that opens. Remember to include important details (i.e. Bereavement leave was taken for grandmothers funeral) when needed.

Click on add

Final step- you will click on Submit.

Request will go to your supervisor as usual for approval.

Once it is approved it is routed to Amber to post in TimeClock and deduct from your leave balance.