

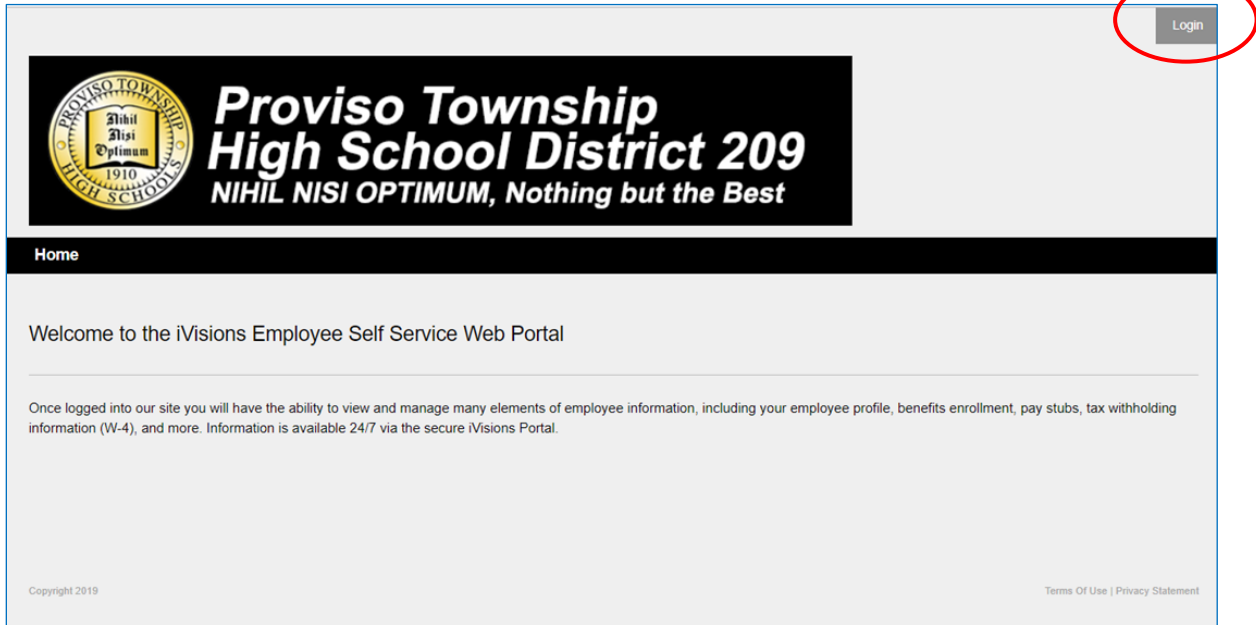
Proviso Township High Schools District 209

Logging into the Infinite Visions portal for the first time
(Employee Information for HR and Payroll)

Bookmark the following URL in your favorite browser and/or on your smartphone:

<https://tyler-pthsd209ptil.okta.com>

When the portal opens, click on “Login” at the top right of the screen:



On the login screen, enter your Proviso network login in the User Name field.

****Your User Name is your email address, EXCLUDING "@pths209org"*****

Your first-use password is NeedNew1.



You will be prompted to choose your own password. Passwords should contain at least one capital letter and one special character (a number or !@#\$%^&*())

On the next screen, you will be asked to provide the following identifying information:

- The last 4 digits of your Social Security number
- Your home zip code
- Your date of birth (MM/DD/YYYY)

Welcome to the iVisions Employee Self Service Web Portal

Once logged into our site you will have the ability to view and manage many elements of employee information, including your employee profile, benefits enrollment, pay stubs, tax withholding information (W-4), and more. Information is available 24/7 via the secure iVisions Portal.

Employee Link

Please enter your information to be authenticated.

Last four Digits of SSN: ♥

Home Zip Code: ♥

Date of Birth: 📅 ♥

After you enter these three pieces of information, click **Register**.

The system will verify this against your record in our Accounting/Payroll database.

On the next screen you should see your name and address. If the info on the screen is indeed yours, click on **Link** at the lower left of the screen.

You will now be able to access this fiscal year's pay records and *make any necessary changes to your contact information.*

Please add two emergency contacts under **Self Service | Profile**.

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Employee Link

Is this your information?

Name:

Address:

City:

State:

Zip Code:

Click the Link button below only if the identity shown above is yours. You will not be able to change your registration later if this is not your information, only your Human Resources department will be able to re-register you. Knowingly registering with another person's identity could subject you to civil and/or criminal penalties.