

## ***Infinite Visions (IV)***

### **How To Access & Setup Your Account**

The IV Portal gives employees electronic access to their HR personal and payroll information. Pay stubs, W2s, insurance and dependent coverage, beneficiaries, leave balances, forms, and much more are now available online. The District's goal is to allow employees access to update and manage their personal information online. This provides options for all employees and results in the District saving time and money while becoming more "green".

### **What you should know**

- The preferred browser for IV is Firefox; however, Internet Explorer or Google may also be used. Also, accessing IV through Citrix qualifies.
- Corrections to your personal profile (address, emergency contact and personal information), benefits and beneficiaries, can be completed by following the options noted on the respective screen. Once the changes have been submitted, you have the option to print a copy by following the directions at the top of the screen.

### **Logging on to the IV Portal**

- Open browser and go to <http://iv.svvsd.org> or in Citrix (<http://citrix.svvsd.org>), access Infinite Visions (IV) through the District Portal.
- Fill in the User and Password fields. Your user name and password are the same as your email account.

**First Time User.** If you are a first time user, you will need to set up your SVVSD email account **BEFORE** you can utilize the IV Portal.

1. Go to: <http://tech.svvsd.org/new>
2. User Name is **last name\_first name**
3. Password is **sv<7 digit employee ID>** (i.e. sv5301234)
4. Follow the on screen prompts to change your password.

**Repeat User.** If you have already set up your SVVSD email account;

1. Go to: <http://iv.svvsd.org>
2. Select Login (upper right hand corner). Use the same user name and password as your email account.

### **Navigating and Logging Off**

- To access information in IV, click the links in the **blue** bar on the top of the screen. If there are no links on the **blue** bar, please select a different web browser than the one you are using, i.e. FireFox, Internet Explorer, Google Chrome, etc.)

**Home.** Current page

#### **Employee Resources**

- Information Center
- Compensation - (*view current pay period (paystub); calendar year; W2 Information; total compensation*)
- Attendance – (*view leave balances*)
- Your Elected Benefits
- Benefits Enrollment
- Beneficiaries
- Tax Withholding Forms
- Contracts – (*view and accept employee contracts & Notice of Assignments*)
- Profile – (*view and update contact information; emergency contacts; personal information*)

**My Employee ID.** Provides your name and employee ID.

- To ensure that no one can access your personal information when you are done, be sure to log off by clicking **Logout** (upper right hand corner).