

# Infinite Visions Enterprise Web Portal

## How to get into the iVisions Enterprise Web Portal:

In your browser enter: <https://ivisions.tylertech.com/nwsburban/>

or login through the link on the NSSEO website under Staff Information



## When logging in for the first time

- Click on **Login** on the right-hand side of the page.
- Your **User Name** is your **first initial and last name**.
- Your default **Password** is **Password.123**
- You will be prompted to change your Password. Enter the Current Password Password.123 and your new password twice. Click on **Change Password**.
- You will be prompted to enter the last four digits of your Social Security Number, your Zip Code, and your Date of Birth. Then click on **Register**.
- Your Name, Address, City, State, and Zip Code will appear. If this information is accurate, click **Link**.
- The system will indicate that you are an Authorized User.
- Under **Profile**, please go in and **update your Contact Information and Emergency Contacts**.

## What you can do in the Web Portal (single click to open items):

### **Employee Resources**

- Compensation (Pay Period and Compensation Statement)
- Profile (Contact Information, Emergency Contacts, Personal Information)
- Tax Withholding Forms
- Employee Contract Approval
- Leave Plans

### **Information Center**

In this area you will find important information regarding upcoming events, links to key resources, and valuable information about your employment.