Accessing Your Employee Web Portal

1. The Employee Portal is located on the district’s website, under Online Apps.

2. Please click on iVisions Web Portal.

3. The Web Portal Login button is located at the top right corner of the screen.

4. On the following screen please enter your User Name and Password. **Hint:** your user name is usually the first part of your email address, DO NOT include @westminsterpublicschools.org. Your password is the same password you use to access your district computer or email. Click Login.

5. Once you log in, you will be able to see the following options: Home, Self Service, Benefits Resources Center, Human Resources Center, Payroll Resource Center, and more!