

EDUCATION/CREDITS – iVisions Portal

1. Log in to the iVisions portal (CCSD website; Resources; Staff; iVisoins Portal):

The screenshot shows the top of the iVisions portal. At the top right, there are buttons for "Register" and "Login". The Crook County School District logo is on the left, with the tagline "Where Students Dream, Learn, & Succeed". Below the logo is a "Home" button. The main content area says "Welcome to the Crook County School District iVisions Employee Self Service Web Portal". A paragraph of text follows, and then a blue link "CLICK HERE TO LOGIN" is highlighted with a red arrow pointing to it. At the bottom, there is a note: "For assistance with this site or user account issues, please contact:".

2. Click on My Info/Payroll; My Employment Information; My Education

The screenshot shows the navigation menu of the iVisions portal. The Crook County School District logo is at the top left. The navigation menu is a dark blue bar with white text. The items in the menu are: Home, Workflow, Staff I Supervise, Staff in My DAC, Staff at My Worksite, Substitutes, My Info / Payroll, and Benefit Information. Below this bar are "Human Resources", "Business Office", "Updates", and "Pending". A red arrow points to "My Info / Payroll". Below the navigation menu is the "My Employment Information" section. A red arrow points to "My Education" in this section. Below "My Education" is a table with columns: Degree, School, Major, Minor, Degree Date, Credits.

3. Click on My Employment Information; My Coursework – Show Credits

The screenshot shows the "My Employment Information" section of the iVisions portal. A red arrow points to "My Coursework" in the list. Below "My Coursework" is a table with columns: Course Name, Course Date, Semester, Credits, DegreeCredits, School, Hours, Date Recorded, Major, Minor.