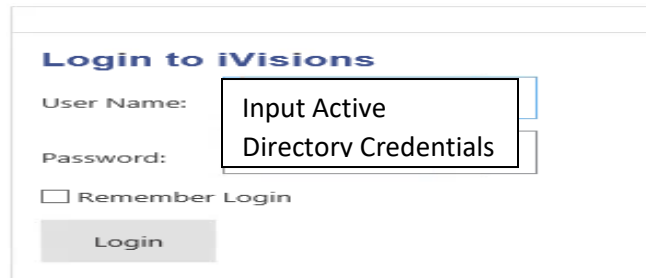
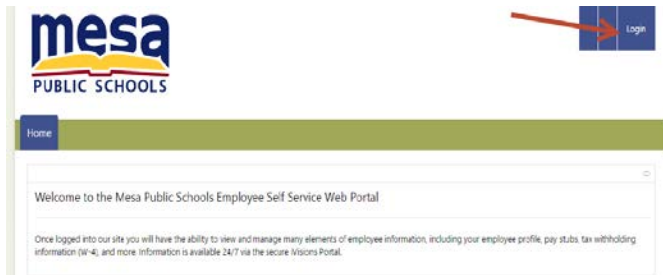


HOW TO LOGIN TO iVISIONS

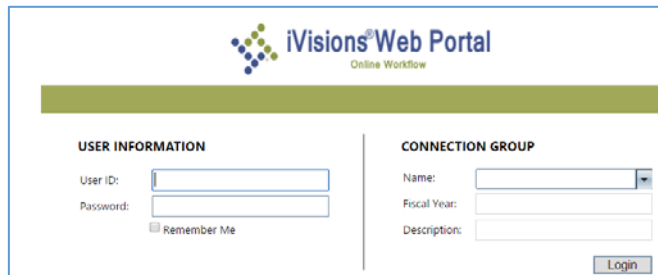
iVisions Employee Self Service Web Portal: <https://ivisions.mpsaz.org/iVisions>

*District Communication, Employee Pay, W2, Tax Forms, Contracts



iVisions Workflow: <https://ivisions.mpsaz.org/EIW/>

*General Ledger, Purchase Requisitions, Warehouse Requisitions, and Approvals





User Information = Active Directory Credentials

Connection Group = drop down will list the Fiscal Year you are logging into to.


Logging Off = "File" – "Log Off" (*not the red X)

How to Bookmark the Page:

Internet Explorer: Select the  in top right corner
"Add to Bookmarks"
Name it.

Google Chrome: Select the  in top right corner
"Bookmarks"
"Bookmark this page"

How to Create an Icon on Your Desktop: (by using Google Chrome only)

Google Chrome: Select the  in top right corner
"More Tools"
"Add to Desktop"
Name it.

The Self-Portal and Workflow logins are available from MPS Main Web page – under the Employee Resource button.