

## Infinite Visions Employee Self Service Account Registration

In order to access the IV ESS (Infinite Visions Employee Self Service) Portal you will first need to register and create an account. You can begin by going to the following link, <https://ivisionsess.tylerhost.net/ansoniapublicschoolsess/ADLogin>

Here you will find the ESS login screen. Before you can login you need to create an account. From the login screen click on the “Register” tab in the upper right corner of the screen:



You will then be taken to the following screen:

The screenshot shows the "Register" page of the Ansonia Public Schools Employee Self Service Web Portal. At the top left is the Ansonia Public Schools logo with the tagline "Families - Schools - Community Working Together". In the top right corner, there are two buttons: "Register" and "Login". Below the logo is a dark blue navigation bar with the word "Home" in white. The main content area has a heading "Register" and a note: "\*Note: Once your account information has been submitted, you will be immediately granted access to the portal environment. Please fill out all required fields." Below the note are several input fields with yellow warning icons to their right: "First Name:", "Last Name:", "User Name:", "Password:", "Confirm Password:", "Email:", and "Confirm Email:". Below these fields is a section titled "Please enter your information to be authenticated." with three input fields: "Last four Digits of SSN:", "Home Zip Code:", and "Date of Birth:". At the bottom left of this section are two buttons: "Register" and "Cancel".

Complete the form by entering all of your information. For your "User Name" make sure to use your ansonia.org email address without the @ansonia.org. Please be sure to use your ansonia.org email account for your "Email". Once you have filled in your information click the "Register" button:

Register Login

**Ansonia**  
PUBLIC SCHOOLS  
*Families - Schools - Community  
Working Together*

Home

**Register**

\*Note: Once your account information has been submitted, you will be immediately granted access to the portal environment. Please fill out all required fields.

First Name:

Last Name:

User Name:

Password:

Confirm Password:

Email:

Confirm Email:

Please enter your information to be authenticated.

Last four Digits of SSN:

Home Zip Code:

Date of Birth:

If you have entered all of your information correctly you will then be taken to the following confirmation screen:

Register Login

**Ansonia**  
PUBLIC SCHOOLS  
*Families - Schools - Community  
Working Together*

Home

**Register**

Is this your information?

Name:

Address:

City:

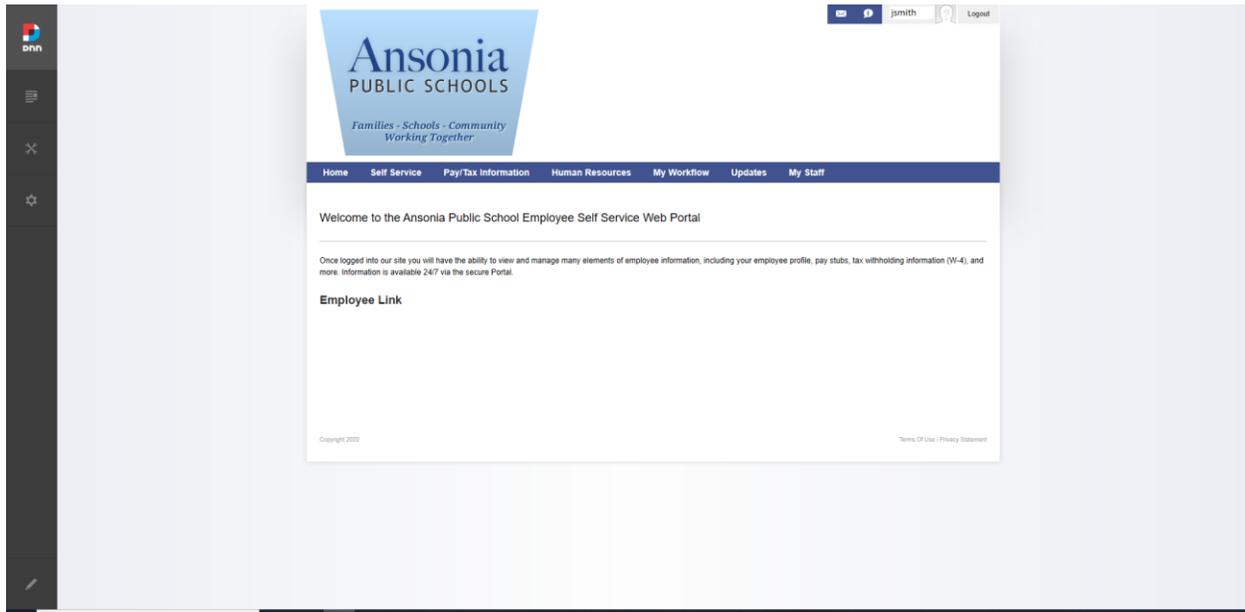
State:

Zip Code:

Click the Link button below only if the identity shown above is yours. You will not be able to change your registration later if this is not your information, only your Human Resources department will be able to re-register you. Knowingly registering with another person's identity could subject you to civil and/or criminal penalties.

Once you've confirmed the information is correct click on the "Link" button, if the information is not correct record the information and click the "Cancel" button and contact human resources so they can look into it and correct it.

Once you've successfully registered your account you can go back to the login screen and login. Once you login you will see a screen similar to this:



Your screen may vary from the one above depending on the modules you have access to. Within the Employee Self Service portal you will be able to check your pay stubs, tax info, time off balances, etc. You will also be able to request time off, record sick days, update your profile, and more.

You can access the link to the Infinite Visions Employee Self Service Portal anytime from any location, a link to the portal can be found at the [www.ansoniam.org](http://www.ansoniam.org) website under staff.