

# Accessing Employee Access Portal

August 31, 2022

# What is Employee Access?

- Online portal for employees to access key data including:
  - Pay stubs
  - W-2s
  - Leave balance
- Employees can also make changes to:
  - MA and Federal tax withholding forms
  - Direct deposit (must upload canceled check or bank letter)
  - Certain demographic information

# How to access?

1. Links are on the District website ([www.nsboro.k12.ma.us](http://www.nsboro.k12.ma.us)) under Human Resources > ***iVision Employee Web Portal***

THE PUBLIC SCHOOLS OF NORTHBOROUGH & SOUTHBOROUGH

[Home](#) » [Human Resources](#) » [Human Resources](#)



## Human Resources

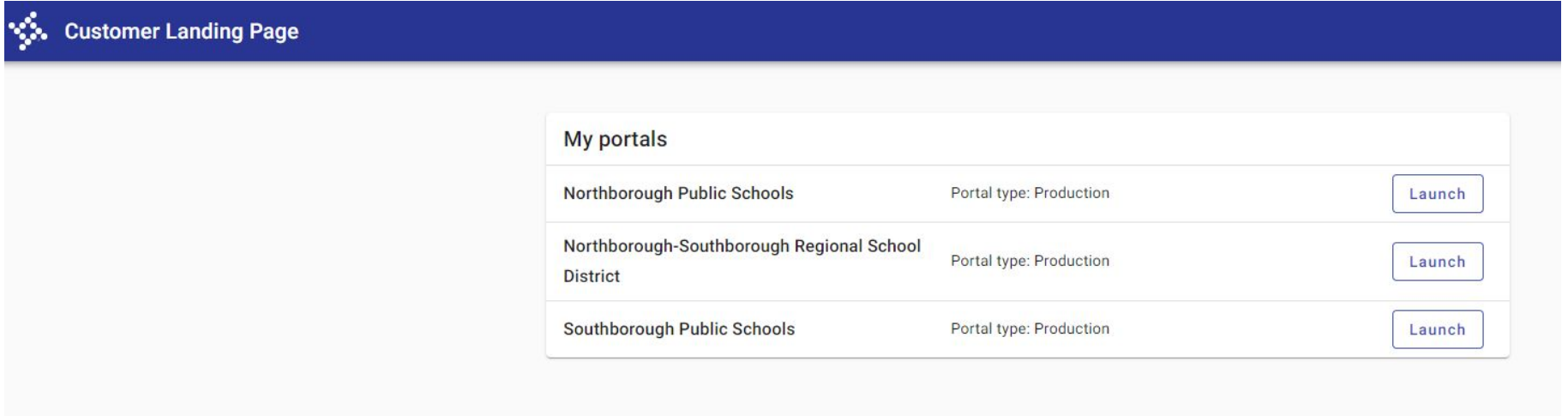
- > [Home](#)
- > [Collective Bargaining Agreements](#)
- > [Education Lane Change & Coursework Approval](#)
- > [Employee Assistance Program](#)
- > [Employee Benefits](#)
- > [Employee Discounts](#)
- > [Employment Forms](#)
- > [Employment Opportunities](#)
- > [Fingerprinting Information](#)
- > [Helpful Links](#)
- > [iVision Employee Web Portal](#)
- > [Required Postings](#)

## Employee Access Portal Landing Page

 [Employee Access - Overview for Employees](#)

*The new Employee Access portal uses the same login information as your district login. Passwords no longer need to be reset by Finance in order for staff to access their information.*

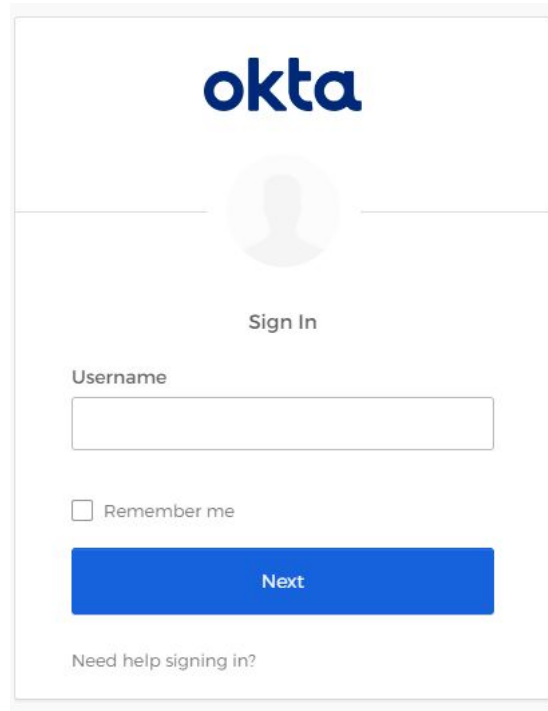
## 2. From there, you'll be redirected to:



The screenshot shows a 'Customer Landing Page' with a dark blue header. Below the header, there is a section titled 'My portals' containing a table of three portals. Each row in the table includes the portal name, the portal type (all are 'Production'), and a 'Launch' button.

My portals		
Northborough Public Schools	Portal type: Production	<a href="#">Launch</a>
Northborough-Southborough Regional School District	Portal type: Production	<a href="#">Launch</a>
Southborough Public Schools	Portal type: Production	<a href="#">Launch</a>

3. At the sign in page, enter your district issued email address (i.e. `jdoe@nsboro.k12.ma.us`)



The image shows a screenshot of the Okta sign-in page. At the top center is the Okta logo in blue. Below the logo is a circular placeholder for a user's profile picture. Underneath the placeholder is the text "Sign In". Below that is a label "Username" followed by a text input field. Under the input field is a checkbox labeled "Remember me". Below the checkbox is a blue button with the text "Next". At the bottom of the page is the text "Need help signing in?".

**okta**

Sign In


Username

Remember me


Next

Need help signing in?


## 4. Choose the district Google email account

 Sign in with Google

Choose an account from  
nsboro.k12.ma.us  
to continue to [Tyler Identity Workforce](#)

 **Rebecca Pellegrino**  
rpellegrino@nsboro.k12.ma.us

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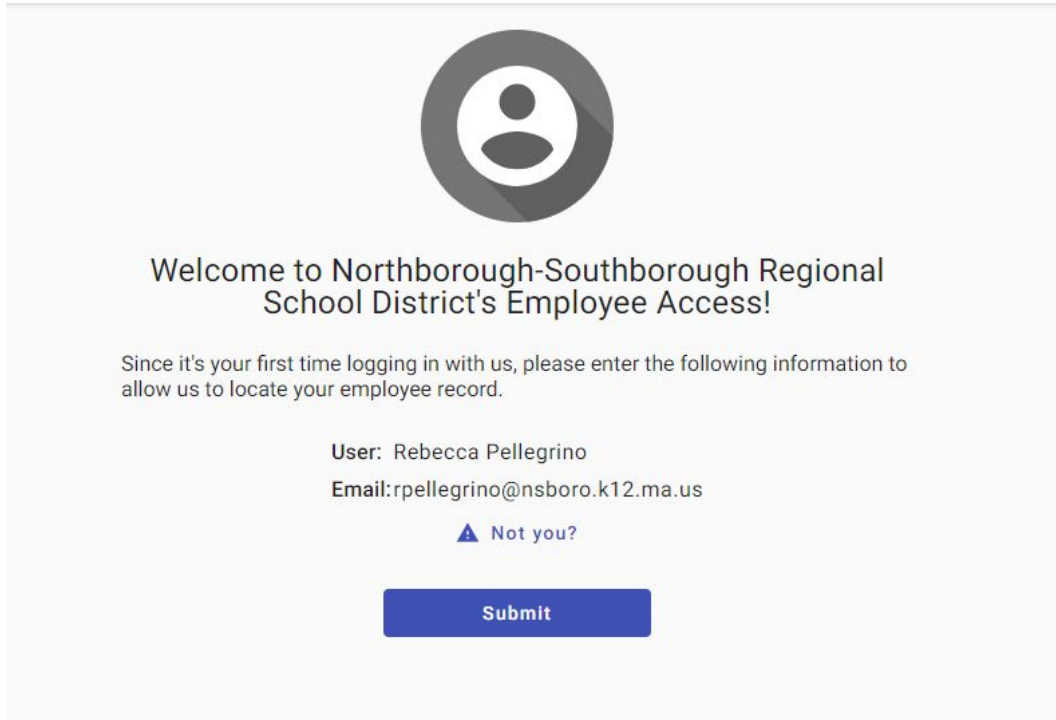
 Use another account

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To continue, Google will share your name, email address, language preference, and profile picture with Tyler Identity Workforce.

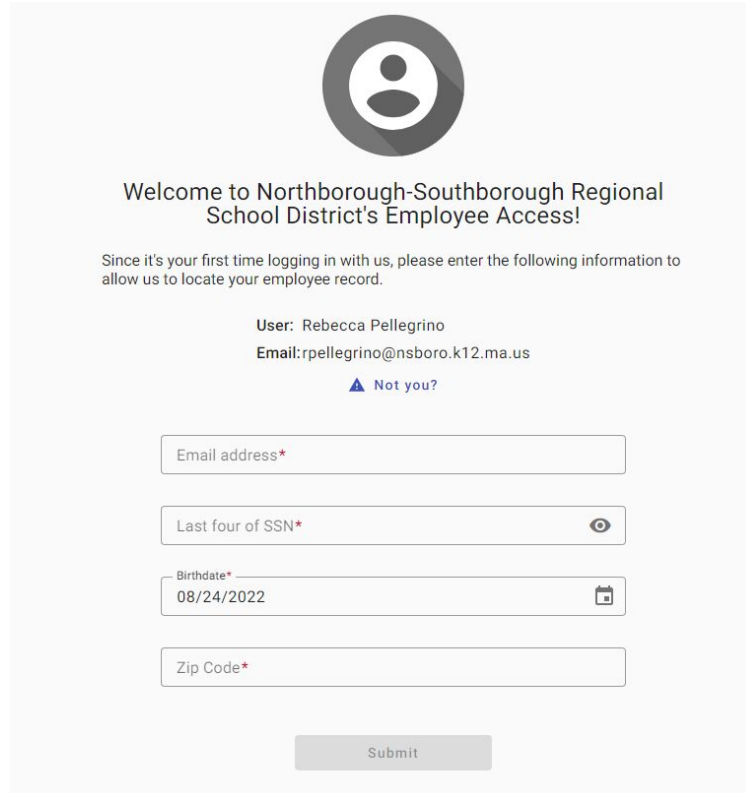
English (United States) ▾ [Help](#) [Privacy](#) [Terms](#)

5. The first time you log in you will receive the following message:



If the information is correct, select submit.

## 6. Answer the questions below and be sure to use your home zip code:



The image shows a login form for Northborough-Southborough Regional School District's Employee Access. At the top center is a circular icon representing a person. Below the icon, the text reads "Welcome to Northborough-Southborough Regional School District's Employee Access!". A message states: "Since it's your first time logging in with us, please enter the following information to allow us to locate your employee record." The form includes the following fields and text:

- User:** Rebecca Pellegrino
- Email:** rpellegrino@nsboro.k12.ma.us
- A link: [▲ Not you?](#)
- Email address\*** (input field)
- Last four of SSN\*** (input field with an eye icon for visibility toggle)
- Birthdate\*** (input field with a calendar icon, containing the value 08/24/2022)
- Zip Code\*** (input field)
- Submit** (button)



## 7. You'll then go to the portal home for Employee Access

Welcome to Southborough Public Schools



### Manage Portal

Dashboard application for tenant administrators



### Manage Users

Application for managing users



### Employee Access

Employee Access Application

# Main Dashboard

Employee Access

REBECCA PELLEGRINO

Home

Employee Access

- My information
- My pay

Welcome back  
REBECCA PELLEGRINO

Latest paycheck

07/07/2021

Take home pay

Total pay

[View all checks](#)

Announcements

You're all caught up on announcements

Resources

2022 Tax documents

# Issues or Questions

Any login issues can be sent to:

Becky Pellegrino [rpellegrino@nsboro.k12.ma.us](mailto:rpellegrino@nsboro.k12.ma.us)

Caroline Willard [cwillard@nsboro.k12.ma.us](mailto:cwillard@nsboro.k12.ma.us)

iVisions support [ivisions@nsboro.k12.ma.us](mailto:ivisions@nsboro.k12.ma.us)