

**Please NOTE:**

This information is  
intended for  
**SUSD employees.**

It applies **ONLY** to  
**SUSD employees.**

## Please Update Your iVisions Contact Information

This state of heightened public health awareness offers us an opportunity to think through what might happen should an urgent situation arise. If an emergency should occur, especially outside of our regular business hours, the District will issue communications in any one or more of the following ways:

- SUSD Email
- SUSD Website
- Robo Text to Personal Mobile Phone Number on File
- Robo Email to Personal Email on File
- Robo Call to Personal Home Phone Number on File

Please take a moment to update your contact information on file in iVisions, including verifying your home and mobile phone numbers and personal email. Detailed instructions are included with this message. To get started, [visit the EMPLOYEE tab on the District website](#) (see image below). For assistance logging in or using the iVisions application, please call the Help Desk at 480-484-4357.

It is also a good idea to make sure that you like and follow SUSD on social media to receive important updates and news. Visit [www.susd.org/Connect](http://www.susd.org/Connect) for a listing and links to all of the District's 64 official social media accounts!

If you're not on social media, don't worry! You can still follow along because each school's social media feed is featured on the front page of their website (see [www.susd.org/Connect](http://www.susd.org/Connect) for a listing of school websites) and the District social media feed is found on the bottom of the District's home page at [www.susd.org](http://www.susd.org).

Have a fun, safe and enjoyable Spring Break!

- Amy M. Bolton, MBA  
Chief Communications & Marketing Officer



Tour Our Schools



Upcoming Events

MAR CMAS Showcase Concert - Run#2352 05 6:00 PM - 8:00 PM

MAR Spring Break - No School 09 ALL DAY

MAR Spring Break - No School 10 ALL DAY

Follow Us On Twitter

Tweets by @scottstaeUSD
Scottsdale Unified School District
Read about what's happening in SUSD, including the naming of the District's next leader, in Superintendent Dr. John Kriekard's February letter to the community. bit.ly/usdfeb20letter
FEBRUARY SUPERINTENDENT LETTER JOHN KRIEKARD
Scottsdale Unified School District

Popular Links

- Bond & Capital Override
Careers
Governing Board
Map
Newsletter
News
Nutrition Services
Policies
Public Records
Register My Athlete
School Locator
School Safety
Student Code of Conduct



# How to Change Employee Contact Information in iVisions

March 5, 2020

# 1. Visit www.susd.org

HOME

OUR DISTRICT

ACADEMICS

FAMILIES

STUDENTS

COMMUNITY

EMPLOYEES

CONTACT US

TOUR



## Scottsdale Unified School District

Ensuring ALL individual learners reach their full potential.

District Home

Our Schools



Translate Language | User Options



Schools



Tax Credit



Programs



Calendar



Careers



Enrollment



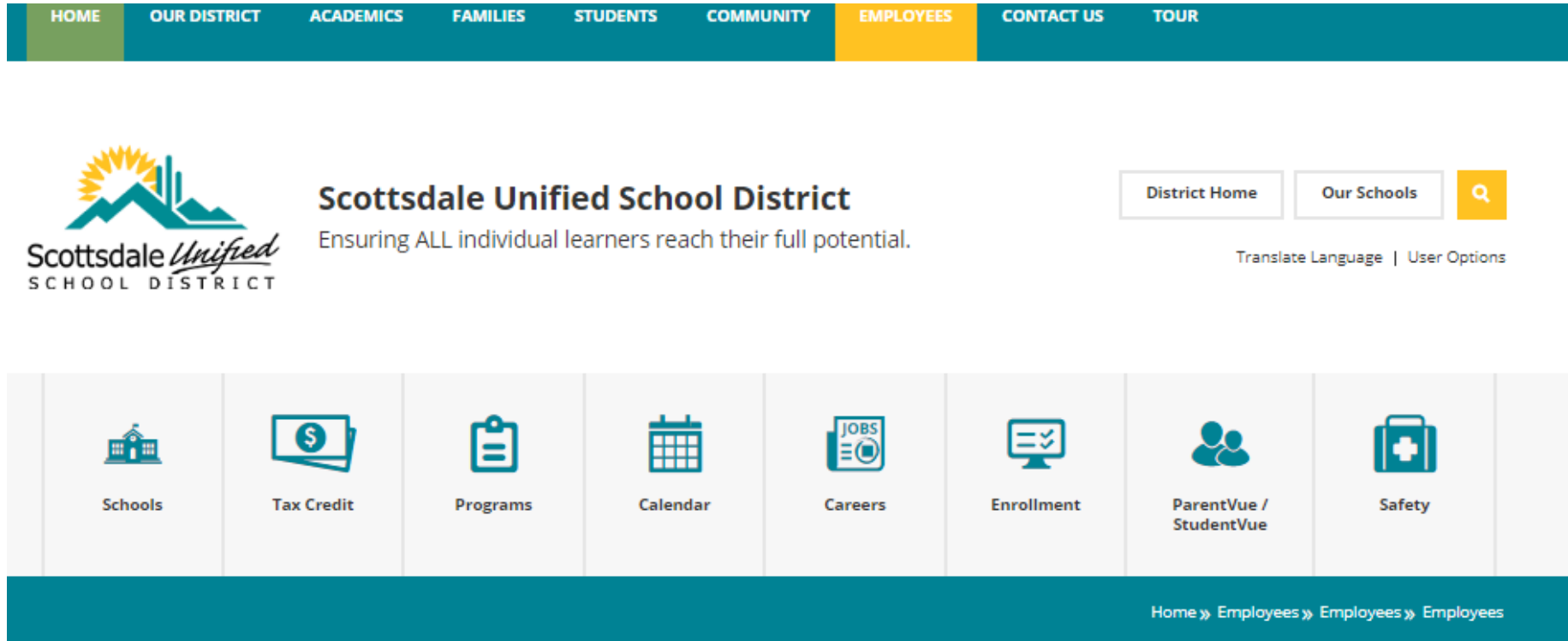
ParentVue /  
StudentVue



Safety

A row of promotional banners. From left to right: 1. A red banner with white text that says "SCHOOL YEAR ENDAR". 2. A calendar graphic for the 2020-2021 school year with the text "2020-2021 Calendario del Distrito". 3. A colorful banner for "Kinder Enrollment" featuring a bee and the text "2020-2021". 4. A banner for "Join Our Hive Today!" with a bee and the text "Scottsdale Schools are hosting open houses in March so you can tour our 19 elementary and K-8 schools, meet the Principal and get your busy little bee excited about starting kindergarten next August!". 5. A red banner with white text that says "YOU'RE INVITED! PARENT INSTITUTE For Gifted &amp; Talented Students Wednesday, March 25, 2020". 6. A photo of a smiling young girl in a red shirt.

## 2. Click on the Single Sign On Link



The screenshot shows the top navigation bar of the Scottsdale Unified School District website. The 'EMPLOYEES' tab is highlighted in yellow. Below the navigation bar is the district logo and name, followed by the tagline 'Ensuring ALL individual learners reach their full potential.' To the right, there are buttons for 'District Home', 'Our Schools', and a search icon. Below these are links for 'Translate Language' and 'User Options'. A grid of service icons is displayed, including Schools, Tax Credit, Programs, Calendar, Careers, Enrollment, ParentVue / StudentVue, and Safety. A teal breadcrumb trail at the bottom of the grid reads 'Home » Employees » Employees » Employees'.



[Single Sign On](#)

# 3. Log into the System

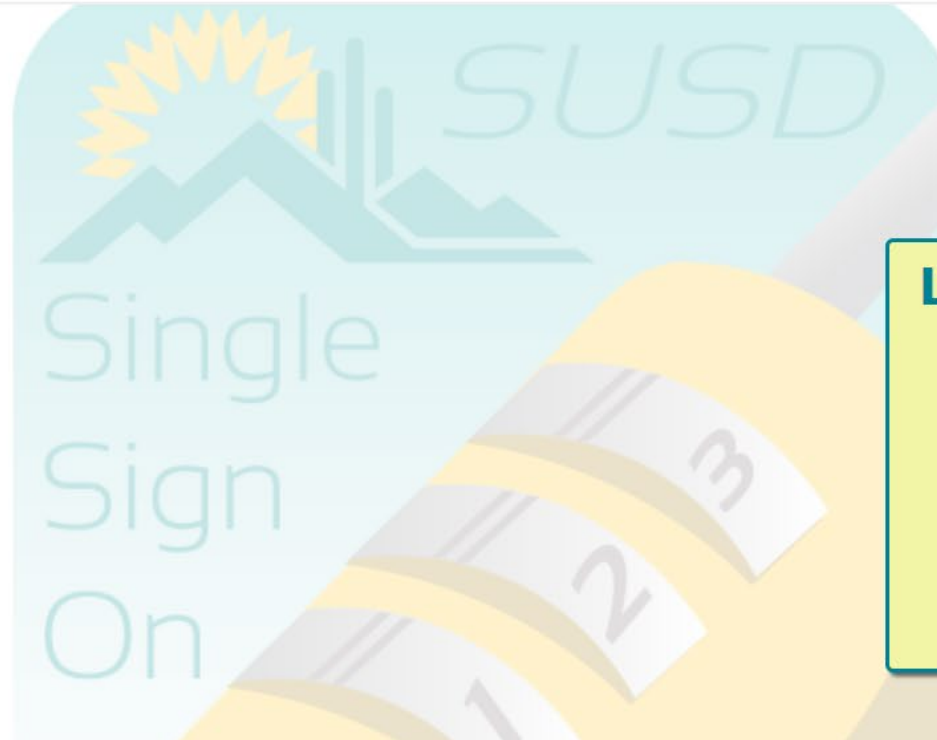


## Additional Links



### System Check

Click here to run a system check



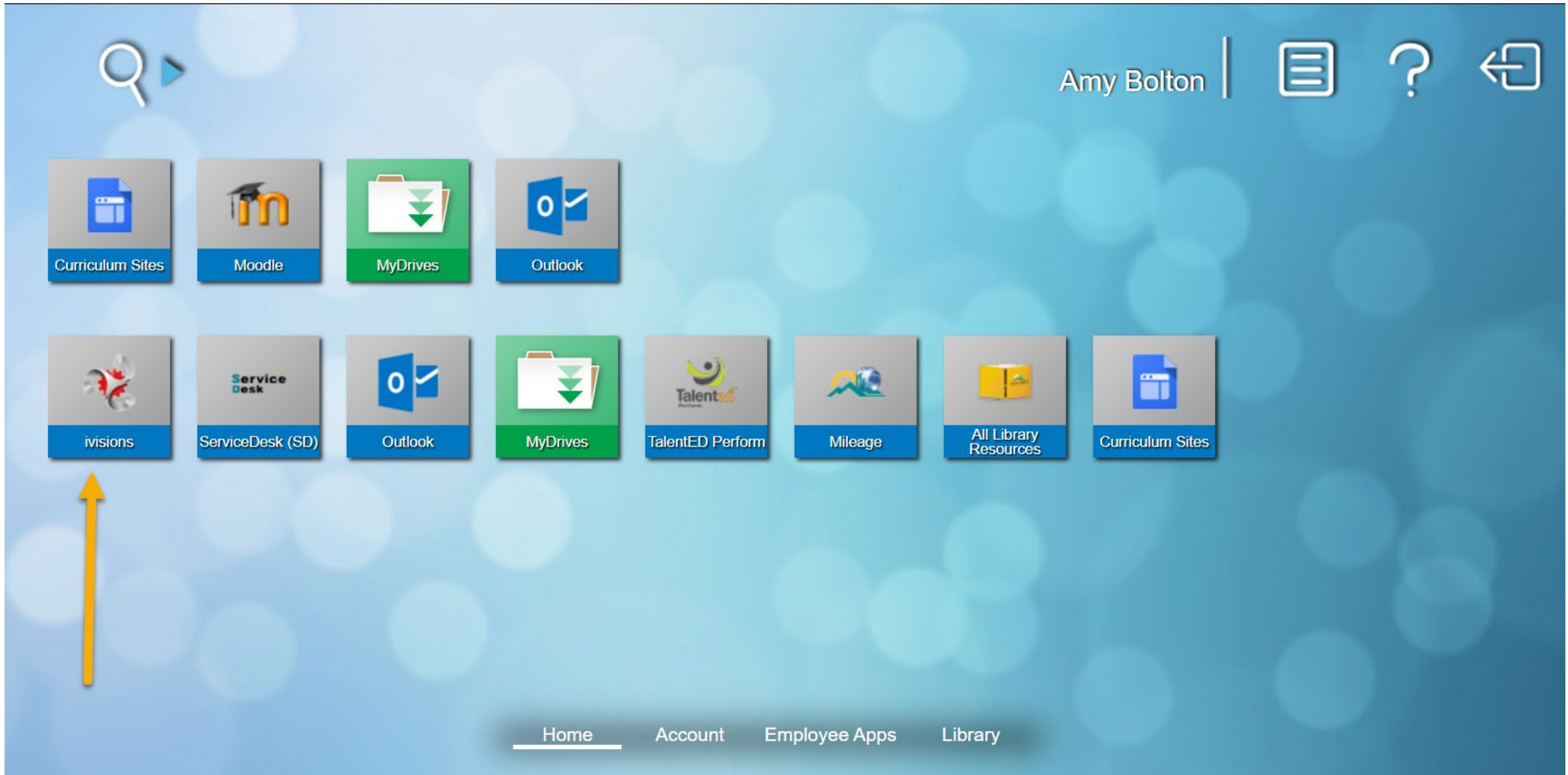
## Login

**Username**

**Password**

Log In

# 4. Select iVisions





# 5. Select Self Service, Then Profile



✉ ⓘ Amy Bolton ⓘ Logout

Home Self Service Pay/Tax Information Benefits My Workflow

Employee Link

You are an authorized portal user.

## Welcome to the Scottsdale Unified School District Employee Self Service Web Portal

iVisions Employee Self Service uses the same credentials as your SUSD email account. To log in, enter the same user name and password that you would use to log into email. Please note that login requires only your username, not your full email address.

**If you do not have an SUSD employee email account please call the Help Desk at 480-484-4357**

To ensure that you receive District communications, please use your District email address in your iVisions contact information.

For assistance logging in or using the iVisions application, please call the Help Desk at 480-484-4357

# 6. Select Self Service... Then Profile



✉ ⓘ Amy Bolton 👤 Logout

Home **Self Service** Pay/Tax Information Benefits My Workflow

- Information Center
- Profile**
- Time Off
- Contract Acceptance
- Documents
- HR Information

Street Address  
[Redacted]

Personal Email [Redacted]  Set as my Preferred Email

Phone

Home Phone [Redacted]  Unlisted

Work Phone ( ) - - Ext

Cell Phone ( ) - -

Department: District Provided Cell Phone:

Modify

# 7. Select the Modify Button



Navigation bar containing icons for mail, user information, the name "Amy Bolton", a profile icon, and a "Logout" button.

Home Self Service Pay/Tax Information Benefits My Workflow

Profile

AMY BOLTON

Address / Email

Mailing Address Street Address

Personal Email  Set as my Preferred Email

Phone

Home Phone  Unlisted

Work Phone ( ) \_-\_\_ Ext

Cell Phone

Department:

District Provided Cell Phone:

## 8. Make Necessary Updates & Submit

- Enter the Last 4 of your social security number to make changes.
- Update the MOBILE NUMBER box to be eligible to receive urgent / emergency TEXT messages.
- Update the HOME NUMBER box to be eligible to receive urgent / emergency Robo Voice Calls.
- Update your personal EMAIL ADDRESS to be eligible to receive urgent / emergency automated emails.
- Select “Submit” when you are finished.
- Changes do not take effect right away.
- To confirm the changes went through, you should see information under the “PENDING CHANGES”.
- **For assistance logging in or using the iVisions application, please call the Help Desk at 480-484-4357.**