

Then you will enter your Password. This Password will be the same password used to login to the computer. Click Sign In.



You will need to complete the set up with the following information.

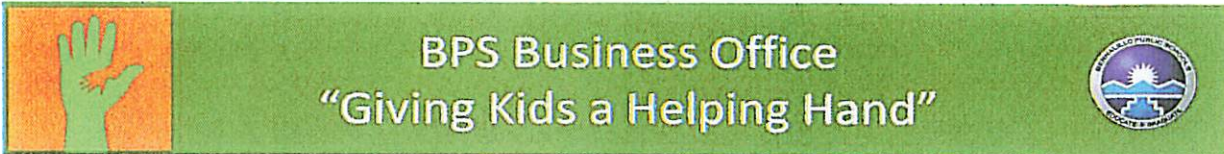
Email address\*  
Required

Last four of SSN\*  
Required

Birthdate\*  
Required

Zip Code\*

Once the setup is complete you will be taken to the Employee Portal. Here you can view your pay, print pay stubs, view employee contracts, submit and view your leave requests. If you have any questions or need assistance please see your site Bookkeeper.



## EMPLOYEE ACCESS TO IVISIONS WEB PORTAL

### DIRECTIONS TO SET UP YOUR USE NAME AND PASSWORD

Access the Bernalillo Public Schools website at [bernalillo-schools.org](http://bernalillo-schools.org). Scroll down to the bottom of page and click on red box "EMPLOYEE RESOURCES"



You will be guided to the below page. Here you will click on **Employee Portal/iVisions**

The screenshot shows the Bernalillo Public Schools website. At the top left is the BPS logo and the tagline "Achieving Excellence". At the top right are navigation links for "PowerSchool Parent Portal", "PowerSchool Teacher Portal", and "BPS". Below these is a search bar and social media icons. A breadcrumb trail reads "BERNALILLO PUBLIC SCHOOLS / EMPLOYEES / EMPLOYEE RESOURCES". The main content area is divided into two columns: "Employee Links" with icons for PowerSchool, BPS HR, iVisions, and BPS.org; and "Employee Resources" with a list of links: Employee Portal/iVisions, Bernalillo JACOBIN, Bernalillo Benefits, Human Resources, Employee Assistance Program, NEA, and NuStar Federal Credit Union. Below the resources is a section for "K-12 Pacing Guides".

You will be sent to the iVisions Portal. Here you will enter your Username. This will be the same Username you use to login to the computer. Click Next.



Sign In

Username

Remember me

Next

Forgot your password?