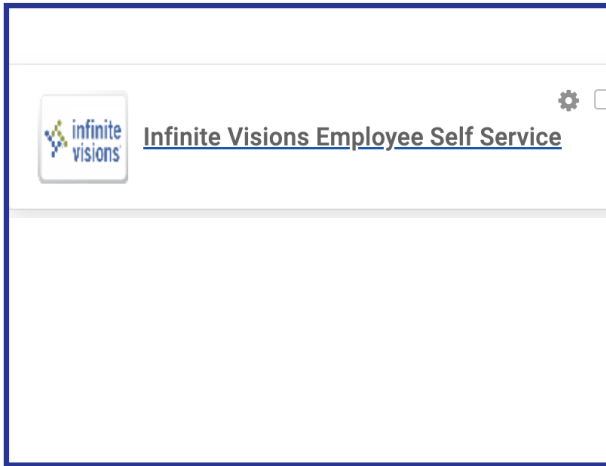


Infinite Visions Employee Access

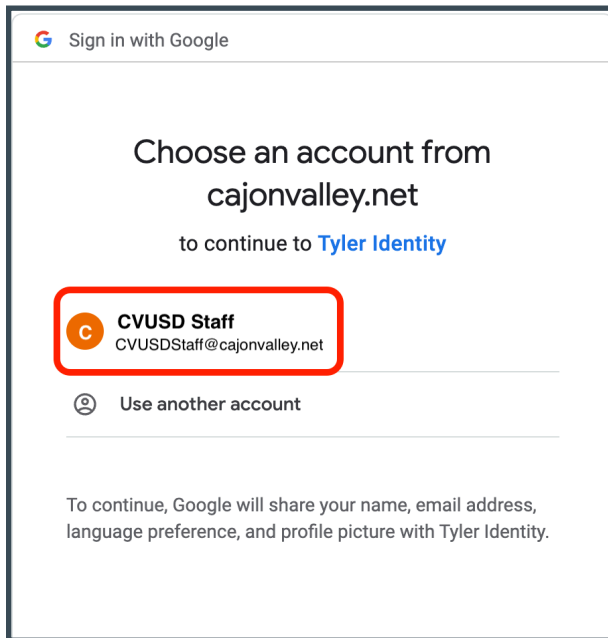
Staff instructions - How to log into Infinite Visions Employee Access



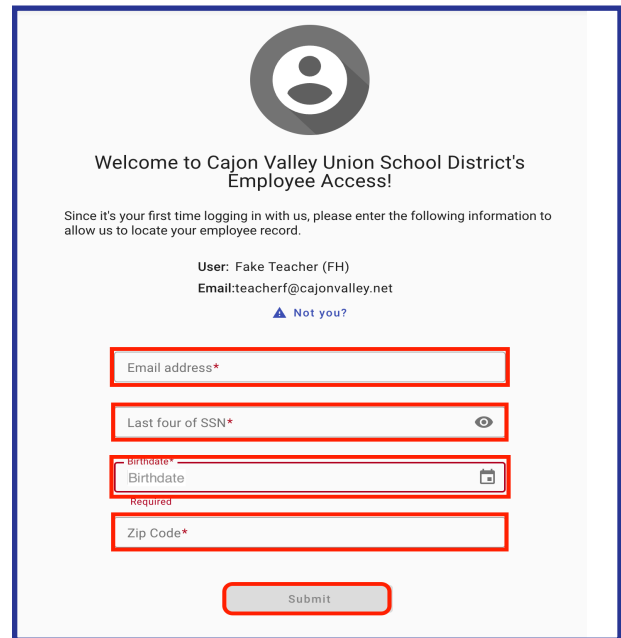
- 1 Go to HelloID and click on Infinite Visions Employee Self Services.



- 2 Type your full district email address, then click **Next**.



- 3 Sign in with Google by clicking on your district email account.

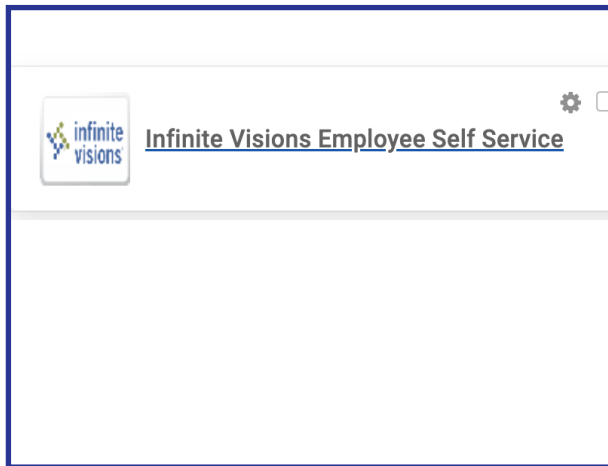


- 4 Type your email, last four of SSN, DOB, and home zip code; then click **Submit**.

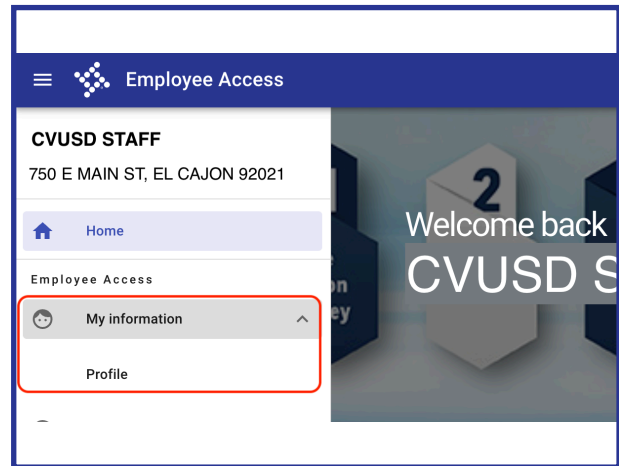
NOTE: this information is only asked the first time you visit the link

Infinite Visions Employee Access

Staff instructions - How to change your address



5 Follow steps 1-4 to log into Infinite Visions Employee Self Service.



6 On the left, click **My Information**, then click on **Profile**.

A screenshot of the "Profile" page. The page has a white background with a blue header. The "My info" tab is selected. The "My info" section contains two columns of information. The left column is titled "Personal information" and includes fields for "Name" (CVUSD STAFF) and "Employee number" (123456). The right column is titled "Contact information" and includes fields for "Mailing Address" (750 E MAIN ST, EL CAJON CA 92021), "Work Email (primary)" (cvusdstaff@cajonvalley.net), "Work Phone" ((619) 123-4569), "Cell Phone" ((619) 123-4569), and "Home Phone" ((619) 123-4569). Each field has a pencil icon to its right. The bottom section is titled "Demographics" and includes fields for "Gender" and "Primary language".

7 Click the pencil to make changes.

A screenshot of the "Edit address" form. The form has a white background with a blue header. The "Type" dropdown menu is set to "Mailing Address". The "Address line one" field contains "750 E Main St". The "Address line two" field is empty. The "City" dropdown menu is set to "El Cajon". The "State" dropdown menu is set to "California". The "Postal code" field contains "92021". At the bottom, there are three buttons: "Delete", "Cancel", and "Submit".

8 To finish, click **Submit**.