

## Infinite Visions Portal Registration Instructions

To register go to <https://ivisions.needhamma.gov/iVisions/>

### **How to Register / Create an Account (for first time users only)**

- Click **REGISTER (top right corner)**
- Enter the required information:  
**(First Name, Last Name, User Name, Password, Email Address)**
- Enter the required information to authenticate your account:  
**(Last 4 digits of SSN, Home Zip Code, Date of Birth)**
- Click **REGISTER**

Once your account information has been submitted, a screen will appear asking if this is your information.

- **If the information is correct, Click on the link button** to connect to the portal.

If your account was created successfully, the Employee Link area will indicate "you are an authorized portal user".

If you receive a message "**There is no employee that matches that information**", you need to send an email to HR/Payroll to verify SSN, Home Zip Code and Date of Birth were entered into Infinite Visions.

**School employees** send email to: [HRPayrollHelpDesk@needham.k12.ma.us](mailto:HRPayrollHelpDesk@needham.k12.ma.us)

### **Difficulty logging in?**

- Forgot User Name
- Forgot Password
- Technical issues
- Not sure you have an account

Send an email to: [IVPortalHelp@needhamma.gov](mailto:IVPortalHelp@needhamma.gov)  
Describe your situation and a member of ITC will respond shortly.

**Please do not re-register if you forgot your user name or password.**