

# District 71 Web Portal

[HTTPS://ivee.ntst.org/district71](https://ivee.ntst.org/district71)


# Home Page



web01 - Remote Desktop Connection

iVisions > Home - Windows Internet Explorer

http://localhost/District

iVisions > Home

 **Culver School**  
Niles Elementary School District 71  
IVEE PORTAL

Home

Tuesday, August 23, 2011 ... Home ... Login

**Welcome Culver School District 71 Staff**

Welcome to the iVisions Enterprise Web Portal. We have provided this secure on-line site to further enhance the communications and flow of data in our district. Please log in to access the secure location of the site. We welcome feedback on additions to the portal to ease communications and support for our staff.

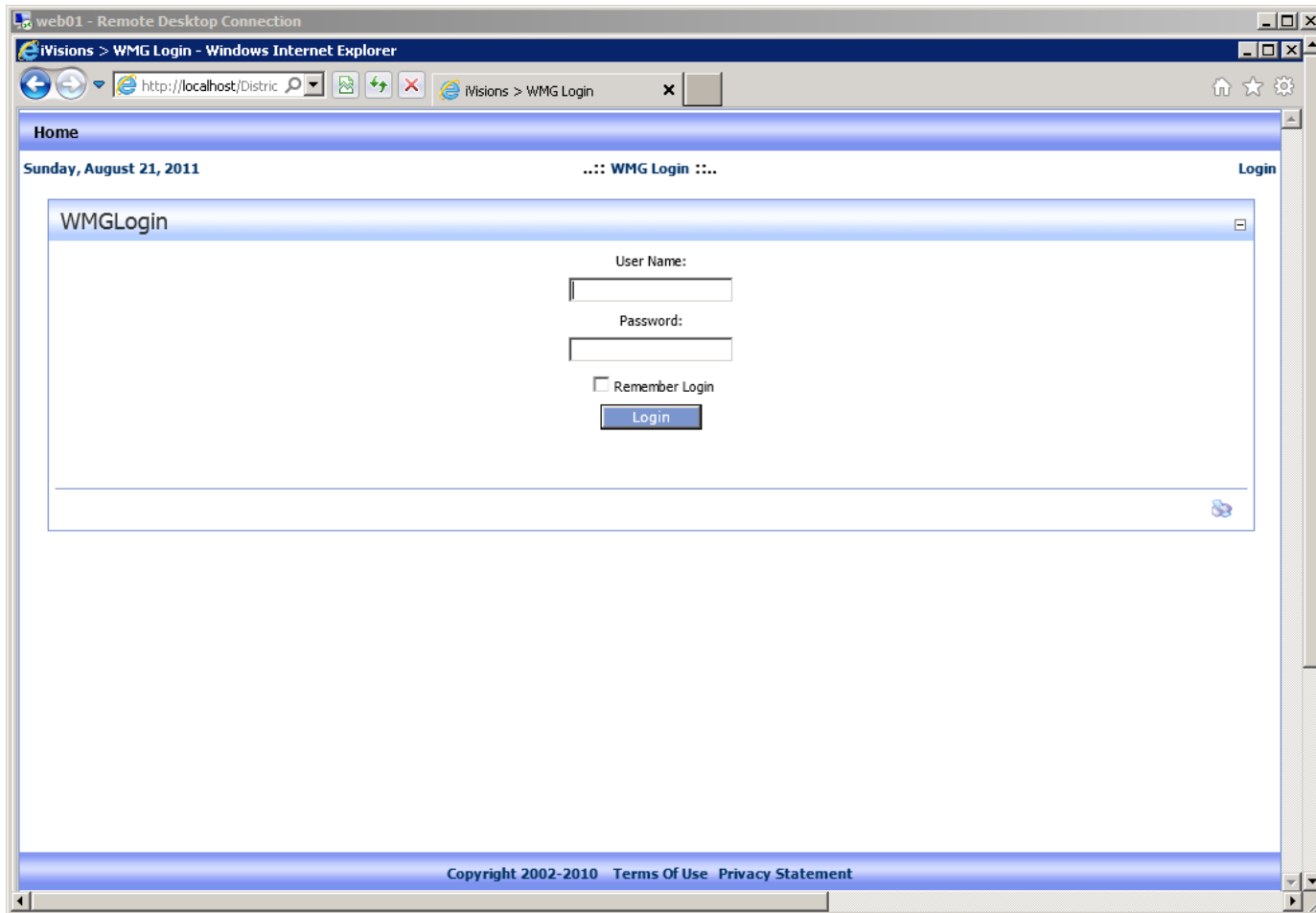
If you have difficulties logging in, please contact :  
Jon Urbanski - jurbanski@culver71.net or  
Amy Kruppe - akruppe@culver71.net for assistance.

**Log In To Access**

Once logged into our site you will have access the following important departments:

- Employee Resources - view and change address information and review pay history.
- Human Resources - managers can view important staff information.
- My Workflow - review workflow items requiring your approval.

# Enter User Name & Password to Login



The screenshot shows a Windows Internet Explorer browser window titled "web01 - Remote Desktop Connection". The address bar displays "http://localhost/District" and the page title is "iVisions > WMG Login". The page content includes a "Home" header, the date "Sunday, August 21, 2011", and a "Login" link. The main content area is titled "WMGLogin" and contains a login form with the following elements:

- User Name:
- Password:
- Remember Login
- 

At the bottom of the page, there is a footer with the text "Copyright 2002-2010 Terms Of Use Privacy Statement".

# Re-enter Password & Personal Info to Authenticate

The screenshot shows a web browser window titled "web01 - Remote Desktop Connection" with a tab for "iVisions > WMG Login - Windows Internet Explorer". The address bar shows "http://localhost/District". The page content includes a "Home" header, the date "Sunday, August 21, 2011", and a "Login" link. The main content area is titled "WMGLogin" and contains a login form with fields for "User Name:" (containing "any employee") and "Password:" (masked with dots). Below the login fields is a registration section titled "Please complete the following questions to enroll your computer." with fields for "First 2 digits of SSN:" (35), "Last 2 digits of SSN:" (91), and "Date of Birth (mm/dd/yyyy):" (02/06/1935). A "Calendar" link is present below the date field. A checkbox labeled "Don't Register this Computer" is checked and circled in red. Below the checkbox is an "Authenticate" button. The footer of the page contains "Copyright 2002-2010 Terms Of Use Privacy Statement".

User Name:  
any employee

Password:  
.....

**Please complete the following questions to enroll your computer.**

First 2 digits of SSN:  
35

Last 2 digits of SSN:  
91

Date of Birth (mm/dd/yyyy):  
02/06/1935  
[Calendar](#)

Don't Register this Computer

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# Successful Login

web01 - Remote Desktop Connection

iVisions > Home - Windows Internet Explorer

http://localhost/District

**Culver School**  
Niles Elementary School District 71  
IVEE PORTAL

Home Business Resources Employee Resources My Staff My Workflow

Tuesday, August 23, 2011 ...: Home ...

**Any Employee Logout**

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# Employee Resources >> Information Center

web01 - Remote Desktop Connection

Information Center - Windows Internet Explorer

http://localhost/District Information Center

Home Employee Resources My Staff My Workflow

Sunday, August 21, 2011 ...: Employee Resources >> Information Center ... Any Employee Logout

### Announcements

**Health Fair**  
We will be providing health screenings in the health center on June 3, 2005 from 10:00 a.m. until 3:00 p.m. Contact Mrs. Jones for more information.

**Benefits Enrollment**  
Our annual open enrollment for health care benefits is May 1 through June 15. Please make sure to complete your enrollment package and submit to the benefits department by the 15th of June.

### Welcome

Welcome to our employee resource center. In this area you will find important information regarding upcoming events, links to key resources and valuable information about your employment.

For assistance with the following areas call:

- Accounts Payable - Sylvia Hernandez, ext. 3710
- Requisitions - Joann Anderson, ext. 3900
- Payroll and Benefits - Irene Nowak, ext. 3709

### Health Care Providers

- Blue Cross Blue Shield
- Delta Dental
- United Health Care

### Document Center

Title	Owner	Category	Last Updated	Size (Kb)	
Healthcare Act	Any Admin	Benefits	4/29/2011	324.68	<a href="#">Download</a>
Healthcare Rates 2011-2012	Any Admin	Benefits	4/29/2011	209.67	<a href="#">Download</a>

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# Site Map

- Home
- Employee Resources
  - Information Center
  - Compensation
    - Pay Period
    - Calendar Year
    - W-2 Information
  - Substitute Tracking (Coming soon)
  - Tax Withholding Forms
  - Contracts
  - Profile
    - Contact Information
    - Emergency Contacts
    - Personal Information
    - Documents
- My Staff
- My Workflow

# Information Center

web01 - Remote Desktop Connection

Information Center - Windows Internet Explorer

http://localhost/District

Information Center

**Culver School**  
Niles Elementary School District 71  
IVEE PORTAL

**Culver Document**  
W2

Home Business Resources Employee Resources My Staff My Workflow

Tuesday, August 23, 2011 ...: Employee Resources » Information Center ... Any Employee Logout

**Announcements**

**2011-2012 - Friday, May 06, 2011**

Beginning 2011-2012 School Year W-2's and paystubs will be provided electronically. Please make sure that you do not save these to your desktop. It is suggested for security purposes that you save these to an exterior source.

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**Document Center**

Title	Owner	Category	Last Updated	Size (Kb)	
12 Month Vacation Days	Amy Kruppe		5/6/2011	23.55	<a href="#">Download</a>
2011-2012 School Calendar	Amy Kruppe		5/6/2011	65.51	<a href="#">Download</a>
Allied Reimbursement Forms	Amy Kruppe		6/1/2011	31.78	<a href="#">Download</a>

**Health Care Providers**

Allied Benefits  
Blue Cross Blue Shield





# Tax Withholding Forms Page

web01 - Remote Desktop Connection

Tax Withholding Forms - Windows Internet Explorer


http://localhost/District Tax Withholding Forms

 **Culver School**  
Niles Elementary School District 71  
IVEE PORTAL

 **W2**

Home Business Resources Employee Resources My Staff My Workflow

Tuesday, August 23, 2011 ...: Employee Resources >> Tax Withholding Forms ... Any Employee Logout

Actions  Tax Withholding Forms

**IL - Resident State and Work State**  
[Illinois IL-W-4 - resident](#)

**Current Elections: Basic Allowances = 0, Additional Allowances = 0, Additional Withholding = \$0.00**

**Federal Withholding Forms**  
[Federal W-4 - resident](#)  
[Federal W-4\(SP\) - resident](#)  
[Federal W-4 \(NRA\) - nonresident](#)

**Current Elections: Tax Status = 'Single', Exemptions = 0, Additional Withholding = \$0.00**



**Disclaimer:** This withholding forms process is only one of many tools available to assist you. Keep in mind that **Niles Elementary School District 71** does not give legal or tax advice. You should consult with your tax advisor to review your particular circumstances. **Niles Elementary School District 71** does not assume responsibility or liability for decisions based on use of the withholding forms process, as numerous factors can affect the actual outcome. If you have specific questions, contact your Human Resources representative. Adobe Acrobat Reader 7.0.7 or above must be installed on your computer in order to use tax forms.

# Contact Information

web01 - Remote Desktop Connection

Contact Information - Windows Internet Explorer

http://localhost/District Contact Information



Home Business Resources Employee Resources My Staff My Workflow

Tuesday, August 23, 2011 ...: Employee Resources » Profile » Contact Information ... Any Employee Logout

Actions Contact Information

First Name:  Last Name:

Employee Mailing Address:

City:  State:  Zip Code:

Employee Street Address:

City:  State:  Zip Code:

Home Phone:  Unlisted

Work Phone:  Work Ext:

Cell Phone:

Effective Date:  [Calendar](#)

Requested Changes

# Emergency Contacts


The screenshot shows a remote desktop connection to a web browser. The browser window is titled "Emergency Contacts - Windows Internet Explorer" and the address bar shows "http://localhost/District". The page header includes the Culver School logo (a bulldog) and the text "Culver School Niles Elementary School District 71 IVEE PORTAL". A navigation menu contains "Home", "Business Resources", "Employee Resources", "My Staff", and "My Workflow". The current page is "Emergency Contacts" under "Employee Resources >> Profile >> Emergency Contacts". The main content area shows "Actions > Emergency Contacts" and a message box stating "No Data Found." with an "Add New Contact" button below it. The browser window title is "web01 - Remote Desktop Connection".



# Personal Information

web01 - Remote Desktop Connection

Personal Information - Windows Internet Explorer

http://localhost/District Personal Information

 **Culver School**  
Niles Elementary School District 71  
IVEE PORTAL

Home Business Resources Employee Resources My Staff My Workflow

Tuesday, August 23, 2011 ...: Employee Resources » Profile » Personal Information ::... Any Employee Logout

Personal Information

My Certificates

My Endorsements  
My Education  
My Coursework  
My Languages  
My Dependents  
My Emergency Contacts

Certificate	Description	Date Valid	Expiration Date	Date Received


# Employee Documents



web01 - Remote Desktop Connection

Documents - Windows Internet Explorer

http://localhost/District



Documents

 **Culver School**  
Niles Elementary School District 71  
IVEE PORTAL

Home Business Resources Employee Resources My Staff My Workflow

Tuesday, August 23, 2011 ...: Employee Resources >> Profile >> Documents :... Any Employee Logout

Actions >  Employee Documents 

No Data Found.

# Purchasing Control Panel

The screenshot shows a web browser window titled "District 74 FY1112 - Windows Internet Explorer" with the URL "http://localhost/District". The application interface is titled "Control Panel" and displays the following information:

- Group:** District 74 FY1112 **FY:** 2012 **DAC:** Lincoln Hall
- Buttons:** Apply, Clear
- Filters:**
  - Req. No.: [Text Input]
  - PO. No.: [Text Input]
  - Vendor: [Dropdown Menu: All]
  - DAC: [Dropdown Menu: Lincoln Hall]
  - Project: [Dropdown Menu: All]
  - View: [Dropdown Menu: All]
- Checkbox:**  Show Paid Column

Below the filters is a table with the following columns: Req. No., Req. Date, Req. App., Vendor Name, PO No., R, and PO Dat. The table currently displays "No records to display."

At the bottom of the page, there is a footer with the text: "Copyright 2002-2010 Terms Of Use Privacy Statement"

# Adding a Requisition-Header Info

web01 - Remote Desktop Connection

District 74 FY1112 - Windows Internet Explorer

http://localhost/District 74 FY1112

Actions Edit Requisition

Group: District 74 FY1112 FY: 2012 DAC: Lincoln Hall

Close

Req. Number:

Req. Date: 8/21/2011

Vendor: (Enter text to select a vendor.)

DAC: Lincoln Hall

Ship To: Lincoln Hall

Requester:

PO Notes:

Buyer:

W9 Received

Order Via: Mail

Project: None

Date Required: 9/5/2011

Order Type: Purchase Order

Reference:

Award #:

Internal Notes:

Has Documents: No

Export To

Description	Part No.	Unit	Unit Price	Qty.	Ext. Price	Tax	Freight	Lin
No records to display.								

# Adding a Requisition-Item Details

web01 - Remote Desktop Connection

District 74 FY1112 - Windows Internet Explorer

http://localhost/District 74 FY1112

Home Employee Resources My Staff My Workflow

Sunday, August 21, 2011 ...: My Workflow > District 74 FY1112 ...: Any Employee Logout

Actions Quick Requisition Entry

Group: District 74 FY1112 FY: 2012 DAC: Lincoln Hall

Req. Number: 1357 Vendor: SCHOOL SPECIALTY DAC: Lincoln Hall

Line	Account	Grant Project	Qty	Unit	Part Number	Description	Unit
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Add More Lines

Sub Total: \$0.00 Tax: \$0.00 Freight: \$0.00 Total: \$0.00

Save Close



# Saving a Requisition

web01 - Remote Desktop Connection

District 74 FY1112 - Windows Internet Explorer

http://localhost/District 74 FY1112

**Requester:** 8th Grade Team **Award #:**

**PO Notes:**  **Internal Notes:**

**Buyer:**

W9 Received **Has Documents:** No

Export To

Description	Part No.	Unit	Unit Price	Qty.	Ext. Price	Tax	Freight	Lin
SUPPLIES - 8TH GRADE TEAM		EA	1.0000	1	\$1.00	\$0.00	\$0.10	
					\$1.00	\$0.00	\$0.10	

Submit for Approval

# Checking a Requisition's Status

The screenshot shows a web application interface for checking a requisition's status. The browser window is titled "District 74 FY1112 - Windows Internet Explorer" and the URL is "http://localhost/District...". The application has a navigation menu on the left with options like "My Workflow", "Purchasing & Payables", "Control Panel", "Print Requisitions", and "Receiving". The main content area is titled "Control Panel" and displays the following information:

Group: District 74 FY1112 FY: 2012 DAC: Lincoln Hall

Apply Clear

Req. No.: [ ] DAC: Lincoln Hall

PO. No.: [ ] Project: All

Vendor: All View: All

Show Paid Column

Export To

Req. No.	Req. Date	Req. App.	Vendor Name	PO No.	R	PO Dat
1357	08/21/2011	No	SCHOOL SPECIALTY	0	0	

A red circle highlights the scrollbar of the table, indicating that the user is checking the requisition's status.

# Entering Items Received

The screenshot shows a web browser window titled "District 74 FY1112 - Windows Internet Explorer" with the URL "http://localhost/District". The application interface includes a navigation menu with "Home", "Employee Resources", "My Staff", and "My Workflow". The current page is "Purchase Order Receiving" for "Group: District 74 FY1112 FY: 2012 DAC: Lincoln Hall". A "Receive New" button is visible. Below the button is a table with columns: PO Number, Received Date, Description, Part Number, Qty, and User. The table currently displays "No records to display."

web01 - Remote Desktop Connection

District 74 FY1112 - Windows Internet Explorer

http://localhost/District

District 74 FY1112

Home Employee Resources My Staff My Workflow

Sunday, August 21, 2011 ... My Workflow » District 74 FY1112 ... Any Employee Logout

Actions My Workflow

Purchasing & Payables

- Purchasing
- Receiving
- Purchase Order Receiving

Actions Purchase Order Receiving

Group: District 74 FY1112 FY: 2012 DAC: Lincoln Hall

Receive New

Export To

PO Number	Received Date	Description	Part Number	Qty	User
No records to display.					

# Select PO Number & Enter Quantity Received

The screenshot shows a web browser window titled "District 74 FY1112 - Windows Internet Explorer". The page content includes a navigation menu with "Home", "Employee Resources", "My Staff", and "My Workflow". The main area displays "Add Received Items" for "Group: District 74 FY1112 FY: 2012 DAC: Lincoln Hall". A red circle highlights the "PO Number" dropdown menu. Other fields include "Vendor", "Ship To", "DAC", "Requester", and "Has Documents". Below the form is a table with columns: Description, Part Number, GFA, Unit, YTD, Qty, Item Number, Case Pack, and Notes. The table is currently empty, showing "No records to display." At the bottom, there is a checkbox "Close this screen after update?" and "Save" and "Cancel" buttons.

web01 - Remote Desktop Connection

District 74 FY1112 - Windows Internet Explorer

http://localhost/District 74 FY1112

Home Employee Resources My Staff My Workflow

Sunday, August 21, 2011 ...: My Workflow > District 74 FY1112 ...: Any Employee Logout

Actions Add Received Items

Group: District 74 FY1112 FY: 2012 DAC: Lincoln Hall

PO Number: [ ] Vendor: [ ]

Ship To: [ ]

DAC: [ ]

Requester: [ ]

Has Documents:

Description	Part Number	GFA	Unit	YTD	Qty	Item Number	Case Pack	Notes
No records to display.								

Close this screen after update?

Save Cancel