

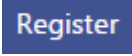
Harwood Unified Union School District

Employee Portal Instructions


Registering and Linking to your Employee Record

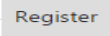

- Copy the link below into Chrome and save it as a favorite.

<https://ivisions.tylertech.com/harwoodunifiedess/>

- On the right-hand side of the screen click on: 

- Fill in the following information – “User Name” first initial Last Name

First Name:	<input type="text"/>	!
Last Name:	<input type="text"/>	!
User Name:	<input type="text"/>	!
Password:	<input type="password"/>	!
Confirm Password:	<input type="password"/>	!
Email:	<input type="text"/>	!
Confirm Email:	<input type="text"/>	!
Last four Digits of SSN:	<input type="text"/>	!
Home Zip Code:	<input type="text"/>	!
Date of Birth:	<input type="text"/>	! 

- When finished click on  (bottom, center of screen). The following screen will appear with your information. If it is correct click .

Is this your information?

Name:	Joan Davis
Address:	PO Box 112
City:	Hill
State:	NH
Zip Code:	03043

Click the Link button below only if the identity shown above is yours. You will not be able to change your registration later if this is not your information, only your Human Resources department will be able to re-register you. Knowingly registering with another person's identity could subject you to civil and/or criminal penalties.

Link	Cancel
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➤ You will then be in the portal  with access to the following information.

Self Service

- Information Center
- Profile
- Time Off
- Documents
- User Defined Forms

Pay/Tax Information

- Employee Pay
- Calendar Year Pay History
- Total Compensation
- Employee Tax Forms
- Employee W2
- Direct Deposit