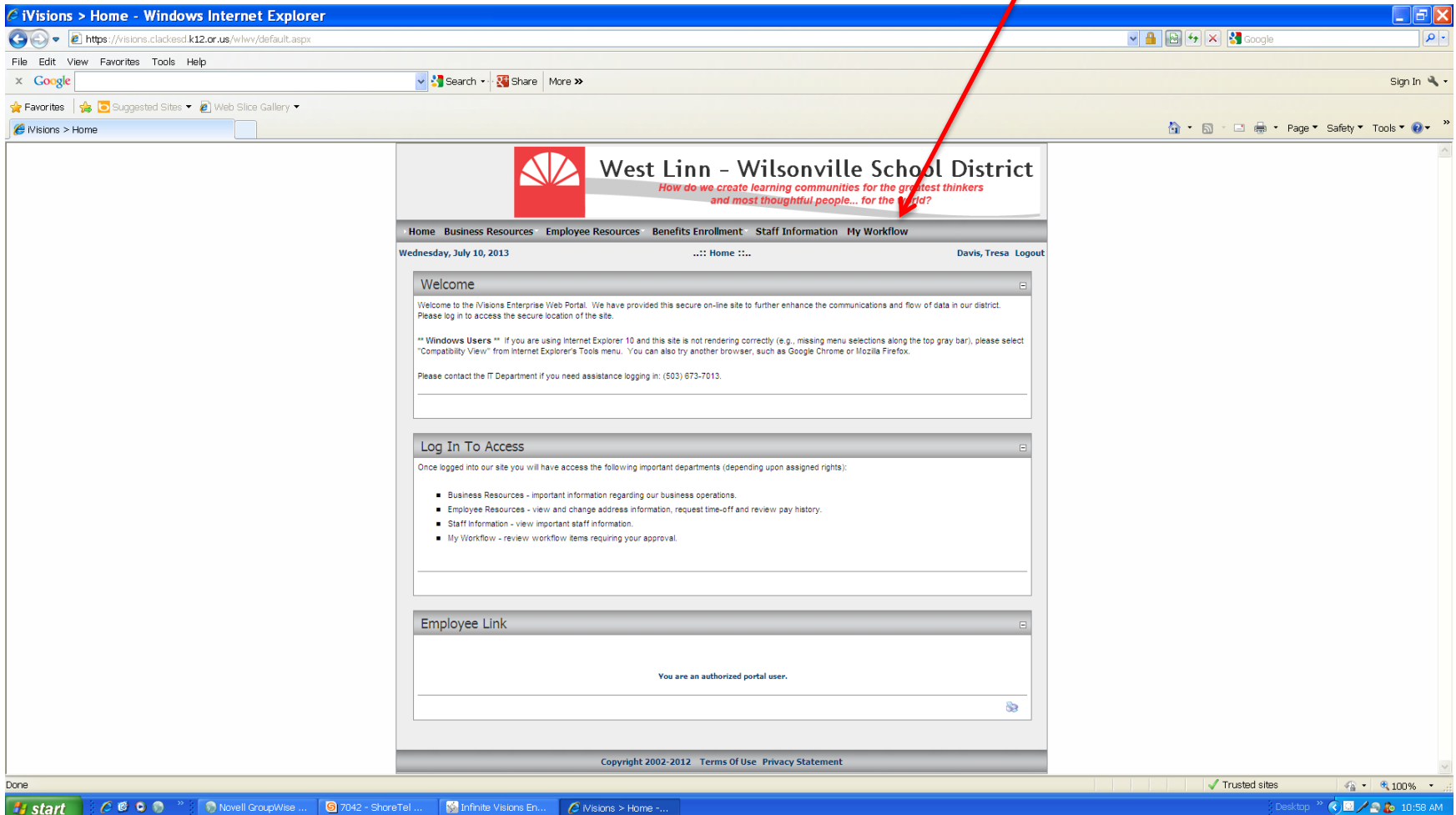


Changing Connection Groups (Fiscal Years) in iVisions

Once you have logged in, select My Workflow



The screenshot shows the iVisions web portal for West Linn - Wilsonville School District. The browser is Windows Internet Explorer. The page header includes the district logo and name, along with the tagline: "How do we create learning communities for the greatest thinkers and most thoughtful people... for the world?". The navigation menu contains the following items: Home, Business Resources, Employee Resources, Benefits Enrollment, Staff Information, and My Workflow. The current date is Wednesday, July 10, 2013, and the user is logged in as Davis, Tresa. The main content area is divided into three sections: "Welcome", "Log In To Access", and "Employee Link". The "Log In To Access" section lists the following departments accessible to the user:

- Business Resources - important information regarding our business operations.
- Employee Resources - view and change address information, request time-off and review pay history.
- Staff Information - view important staff information.
- My Workflow - review workflow items requiring your approval.

The "Employee Link" section displays the message: "You are an authorized portal user." The footer of the page contains the copyright information: "Copyright 2002-2012 Terms Of Use Privacy Statement". A red arrow points to the "My Workflow" link in the navigation menu.

To get to Fiscal Year 2013-14, choose WLWV1314

West Linn - Wilsonville School District
How do we create learning communities for the greatest thinkers and most thoughtful people... for the world?

Home Business Resources Employee Resources Benefits Enrollment Staff Information My Workflow

Wednesday, July 10, 2013 ...: My Workflow ::... Davis, Tresa Logout

User Information
User ID: Tresa.Davis

Connection Group
Name: WLWV 1213

Name	Fiscal Year	Description
WLWV 1213	2013	West Linn-Wilsonville
WLWV 1314	2014	West Linn-Wilsonville
WLWV PLAY 1213	2013	WLWV PLAY 1213

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Trusted sites 100% 11:02 AM

Click OK

The screenshot shows a Windows Internet Explorer browser window with the following details:

- Browser Title:** My Workflow - Windows Internet Explorer
- Address Bar:** https://visions.clackesd.k12.or.us/wlww/MyWorkflow/tabid/115/Default.aspx
- Navigation Bar:** File, Edit, View, Favorites, Tools, Help
- Search Bar:** Google search bar with 'Search', 'Share', and 'More >>' buttons.
- Page Header:** West Linn - Wilsonville School District logo and tagline: "How do we create learning communities for the greatest thinkers and most thoughtful people... for the world?"
- Navigation Menu:** Home, Business Resources, Employee Resources, Benefits Enrollment, Staff Information, My Workflow
- Page Content:**
 - Date: Wednesday, July 10, 2013
 - User: Davis, Tresa Logout
 - User Information:** User ID: Tresa.Davis
 - Connection Group:** Name: WLWW1314, Fiscal Year: 2014, Description: West Linn-Wilsonville. Includes an **OK** button.
- Page Footer:** Copyright 2002-2012 Terms of Use Privacy Statement

The Windows taskbar at the bottom shows the Start button, several open applications (Novell GroupWise, ShoreTel, Infinite Visions, My Workflow, Microsoft PowerPoint), and the system tray with the time 11:03 AM and 100% zoom level.

You are now in the Fiscal Year 2013-14. You will be able to tell because you will see the Group WLWV 1314 FY:2014 highlighted green

The screenshot shows a Windows Internet Explorer browser window displaying the website for West Linn - Wilsonville School District. The browser's address bar shows the URL: <https://visions.clackesd.k12.or.us/wlww/MyWorkflow/MLWV1314/tabid/145/Default.aspx>. The website header features the district's logo and the tagline: "How do we create learning communities for the greatest thinkers and most thoughtful people... for the world?". Below the header is a navigation menu with options: Home, Business Resources, Employee Resources, Benefits Enrollment, Staff Information, and My Workflow. The current date is Wednesday, July 10, 2013, and the user is logged in as Davis, Tresa. The main content area is divided into two panes. The left pane, titled "Actions - iVisions Enterprise Menu", lists various workflow categories: My Workflow (13), Attendance (12), General Ledger, Purchasing & Payables, Payroll, Human Resources, Fixed Assets, and Receivables. The right pane, titled "Actions - iVisions Enterprise Display", shows a highlighted group: "Group: WLWV 1314 FY: 2014 DAC: WLWV Administration". The background of the right pane features the InfiniteVisions Enterprise Edition logo. The browser's taskbar at the bottom shows several open applications, including Novell GroupWise, 7042 - ShoreTel, Infinite Visions En..., WLWV 1314 - Wi..., and Microsoft PowerP... The system tray indicates the time is 11:05 AM.