
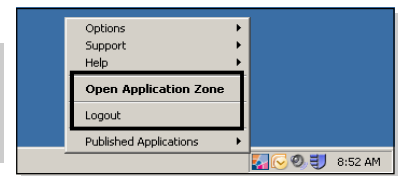


Access Employee Portal

- 1.) Go to www.vvsd.org.
- 2.) Click "Staff", then "VVSD Cloud".
NOTE: You will need to initially install the PowerTerm WebConnect client. Follow the pop-up window prompts by pressing "Ok" then "Run". You will then see this icon at the bottom of your screen. 
- 3.) Log into Cloud using your network username & password.
- 4.) In the Application Zone, double-click the Employee Portal icon.
NOTE: Right-click the icon to open the Application Zone.



To **log out** of Cloud, click the icon at the bottom-right of your screen and select "Logout".



If you need assistance accessing Cloud, contact the Helpdesk at helpdesk@vvsd.org or 815-886-2700 x222.

Create an Employee Portal Account

- 1.) Click "Create an Account" link.
- 2.) Using your employee information from your paystub or Human Resources paperwork, enter the following information:

Personal Information

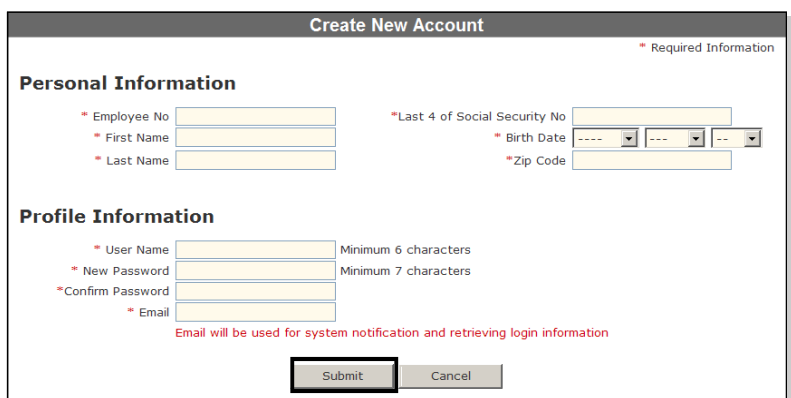
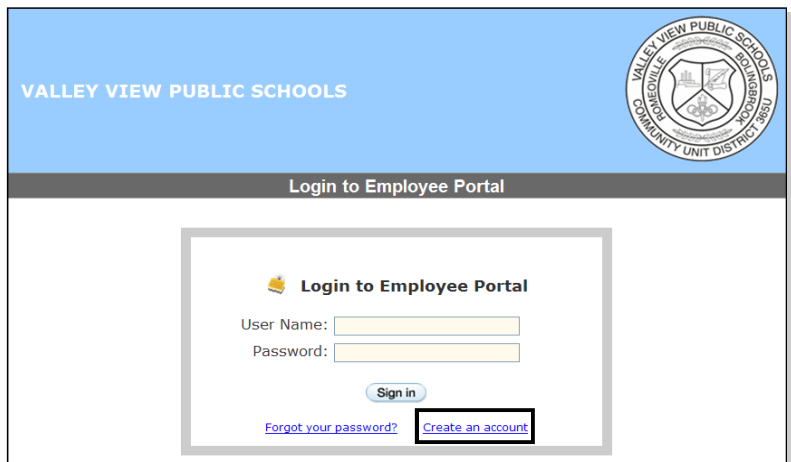
- Employee No. (EIN number)
- First Name as printed on pay check
- Last Name as printed on pay check
- Last 4 digits of Social Security No.
- Birth Date
- Zip Code (of your home address)

Create Profile Information

- Username
- New Password
- Confirm Password
- Email (can be work or personal)

- 3.) Click "Submit".

To **log out** of Employee Portal, click "Logout" at the top-right of the screen.



NOTE: Access to the Employee Portal will be available for two months following the end of service date.

If you need assistance creating an Employee Portal account, contact the Payroll department at payrollIEP@vvsd.org or 815-886-2700.