

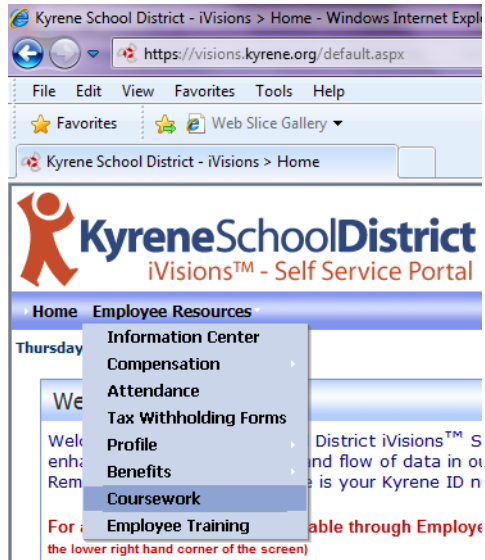
Submit Classes to Human Resources

. You will submit the transcript in iVisions so that it can be viewed by the HR department.

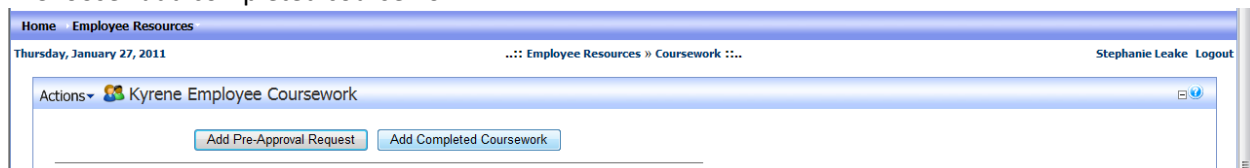
<https://visions.kyrene.org/>

. Sign into iVisions using your employee id number and whatever password you created.

. Select “coursework” from the menu as shown below.



. Choose “add completed coursework”



10. Fill out all required information using the course numbers, etc on your transcript (you may want to print a copy so that you have this handy while filling out the form). In the field that has a browse button, click on browse and find the copy of the transcript you saved in your H drive. Once all required fields are complete, hit submit. If a field is grey, you do not need to complete that section for district classes.

The screenshot shows the "Add Completed Coursework" form. The form fields are as follows:

- Employee: [Leake, Stephanie]
- Check box if course is part of a Post-Bac Program:
- Track Option: [Option A]
- Course Type: [Dropdown]
- Course Number:
- Date Completed:
- Course Name:
- Course Description:
- Course Institution:
- Course Provider:
- Course Credits:
- Credit Type:
- Seat Hours:
- Has the District reimbursed you for this class, paid for you to attend this class, or paid you for your time to attend this class?: [Dropdown]
- Comments:
- Transcript/Certificate of Completion:
- Status: [Dropdown]
- Fiscal Year Eligible: [Dropdown]
- Fiscal Year Paid: (For HR User Only) [FY 09-10] [FY 10-11] [FY 11-12] [FY 12-13] [FY 13-14]