

# How to log in to I.V. Portal

or

## How to see my paycheck and leave information

Login to the David Douglas School District webpage at:

<http://www.ddouglas.k12.or.us/>. Mouse over Employees and down to and click I.V. Portal. Or simply go to:

<https://ivweb.nwtoolbox.org/daviddouglas/Home/tabid/36/Default.aspx>

Your username is your State ID number. When you were hired, you were emailed your number by Human Resources. If you forget your number, please contact Payroll at either extension 8256 or extension 8217.

Towards the top of the screen, hover over Employee Resources to Compensation. Click Pay period. Here you will see your latest paycheck. If you would like to view a previous month's paycheck use the dropdown box near the top right of the screen. It's possible to view every paycheck that you've earned dating back to 2011!

Another fun feature is the ability to view all of your W-2 forms since 2011 (if you've been employed with David Douglas). Hover over Employee Resources to Compensation. Click W2 information. You will see a link "Click here for your W2 Wages and Tax Statement", click it! This will download the W2 you chose to your computer.

If you would like check your leave information, hover over Employee Resources then click Attendance.

\*\*Please make sure you are using a current browser. Older browser and cellular telephone might not work!\*\*