How to Accept a Contract

1. Navigate to https://www.hatchschools.net/
2. Click Staff Resources https://www.hatchschools.net/staffresources
3. Click Employee Self-Service (iVisions)
    https://hatchvalleypsnm.tylerportico.com/tesp/employee-selfservice/
4. Enter your School Email address in the username box.
5. If you have not logged in here, you will need to enter your home zip code and last 4 of your SSN. (You should not be required to enter a password. If you are, please clear your cookies and try again.)
6. Click Next.
7. Choose your Gmail account.
8. On the Left side of the screen, click the My Tasks.
9. Click on the Contract you need to accept.
10. Click Accept.

If you have any other questions, please do not hesitate to call the Business Office.