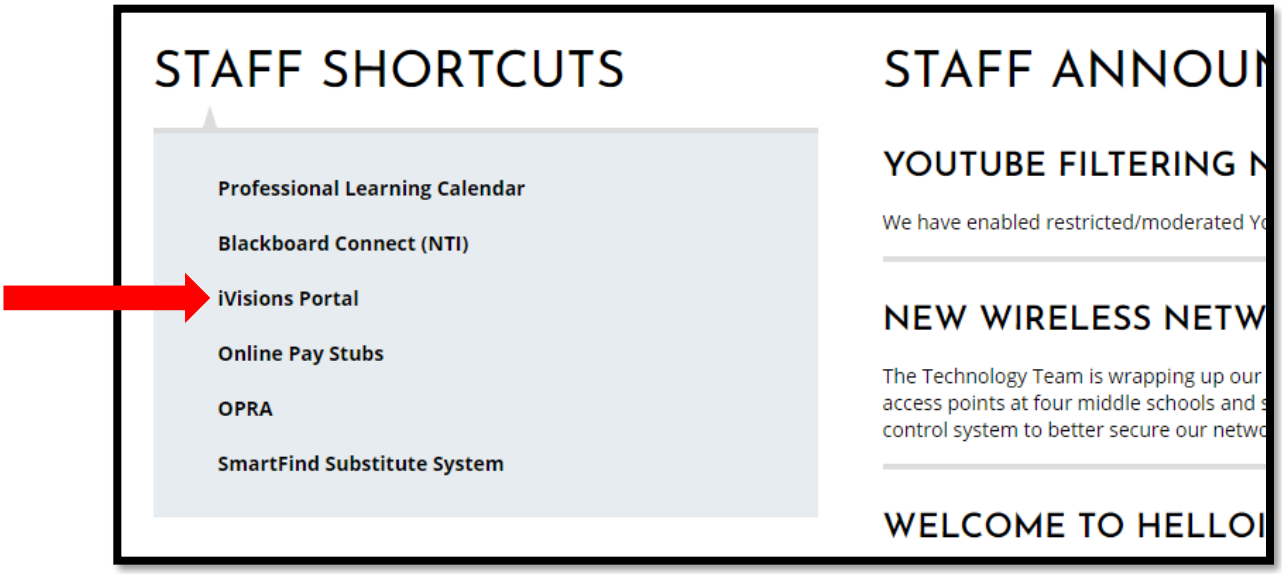
HOW-TO

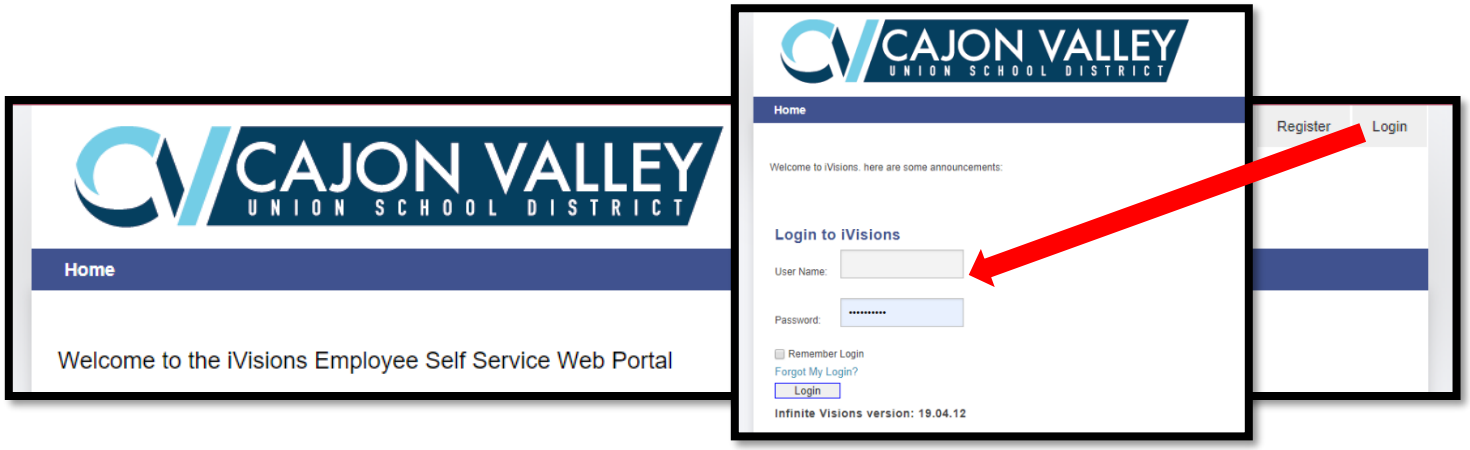
Change Your Address

1. Go to www.cajonvalley.net, and scroll down and click the **'STAFF' login** option:

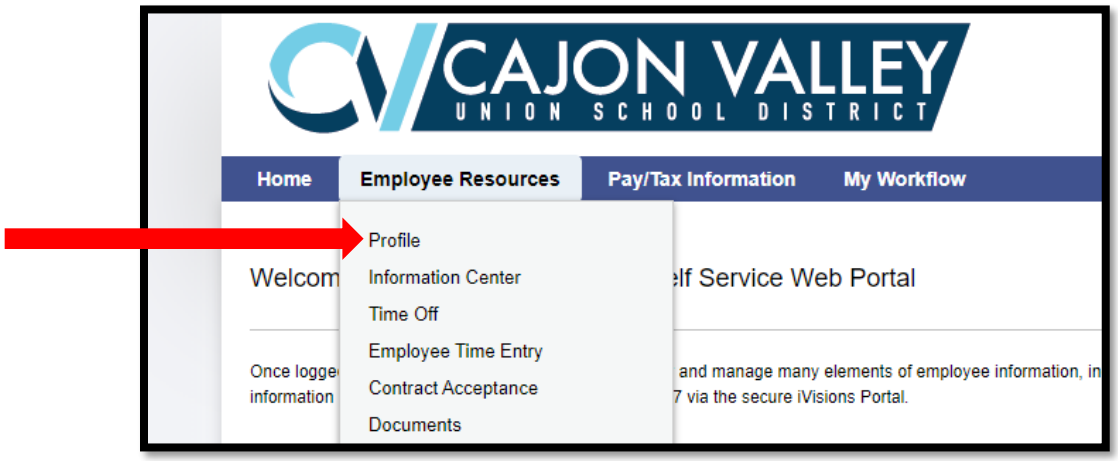
2. Scroll down to the 'STAFF SHORTCUTS', and **click on iVisions Portal**:



3. You will login again using your **HelloID login** information:



4. Once logged in, **choose 'Profile'** from the Employee Resources drop-down menu:



5. Select the **'Modify' button** to make address changes (you will need to enter the last 4 of your SSN):