

SKYWARD EMPLOYEE ACCESS

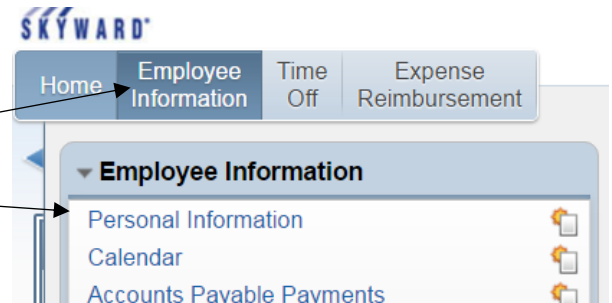
Forgot User Name or Password?

- Click on the **Forgot your Login/Password?** on the Employee Access site and follow the directions.
- Use the email address that your payroll notices are sent to.
- If you are still unsuccessful, please contact the District Office and speak with Becky, Roseanne or Megan for assistance.

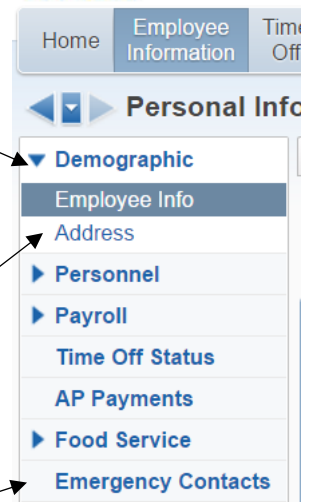


To change/update demographic information:

- Login **Employee Access**
- Select **Employee Information** tab
- Select **Personal Information**



- Expand **Demographics** (by clicking on the triangle)
 - Select **Employee Info** and complete the following by selecting **Request Changes**
 - Former Name, if applicable
 - Spouses Name, optional
 - Phone 1 (please list cell here)
 - Phone 2, if applicable
 - 1st email (school email)
 - 2nd email
 - Race/Ethnicity, optional
 - Click **SAVE**
 - Select **Address**
 - Please keep updated
- Next, Select **Emergency Contacts**
 - Please add (click **add**) at least two emergency contacts
 - List name, phone numbers, relationship to you only (other fields are not active)



To View/Print check stubs and W2s:

- Expand **Payroll** by clicking on the triangle

