You now have the ability to sign in to the Employee Access module of the Skyward School Business software in order to view your electronic paycheck stubs, as well as to view your available leave (time off) balances.

The Skyward system will send each employee an email with links to follow in setting up your password for the first time.

To get started:

1. Click the link contained in the Skyward email, and you will be taken to a screen titled:
Forgotten Password/Password Assistance

(The same words appear, even if you are retrieving your password for the first time.)

Enter your Login ID: This is the same as your network ID (usually first initial and last name.)

Click: **Submit**

You will receive another system-generated email with the subject line:
Forgotten Password/Password Assistance

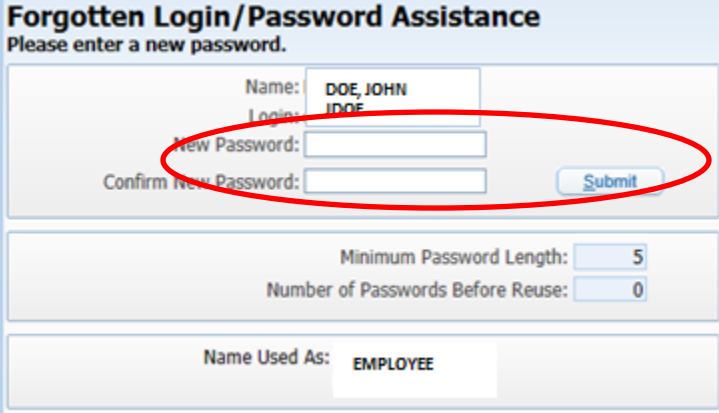We do not have the ability to change the wording on this message, and it says:

We received a request to reset the account associated with this e-mail address. If you made this request, please follow the instructions below.

If you did not request to have your account reset, you can ignore this email. *The only people who can ignore this are those Business Office staff who have been working in the system and have a password for that purpose.*

2. Click the link contained in this 2nd email to reset your account:

You must complete this step in order to have the opportunity to set a password. Enter a password of your choosing between 5-14 characters. These can be alpha and/or numeric.

Click: **Submit**


Enter you Login ID and password and click **Sign In**.

You will be directed to the SkyPort web page. In the upper right corner you will need to click on "Open Employee Access."

This will take you directly to the Employee Access page in Skyward.

In the upper left corner of the page there is an Employee Information button. Click there and go to the middle section of the screen titled Payroll. Directly under the heading is Check History. Click Check History to view check stubs. All stubs prior to January 2013 are not in the new system (still available in old portal).
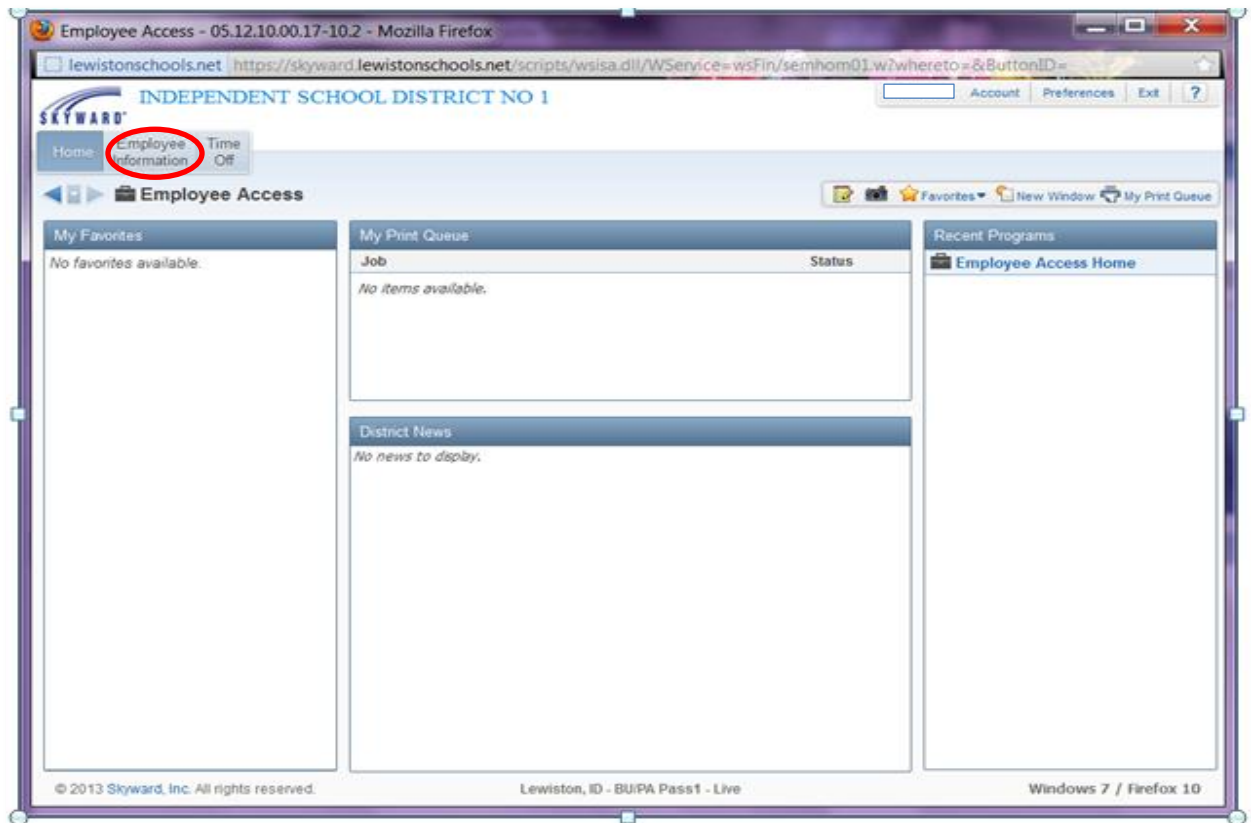
Under the **Time Off** button, you can view **My Status**, which shows various types of time off you have access to in your position with the District, including the number of days earned, taken and remaining in your record.
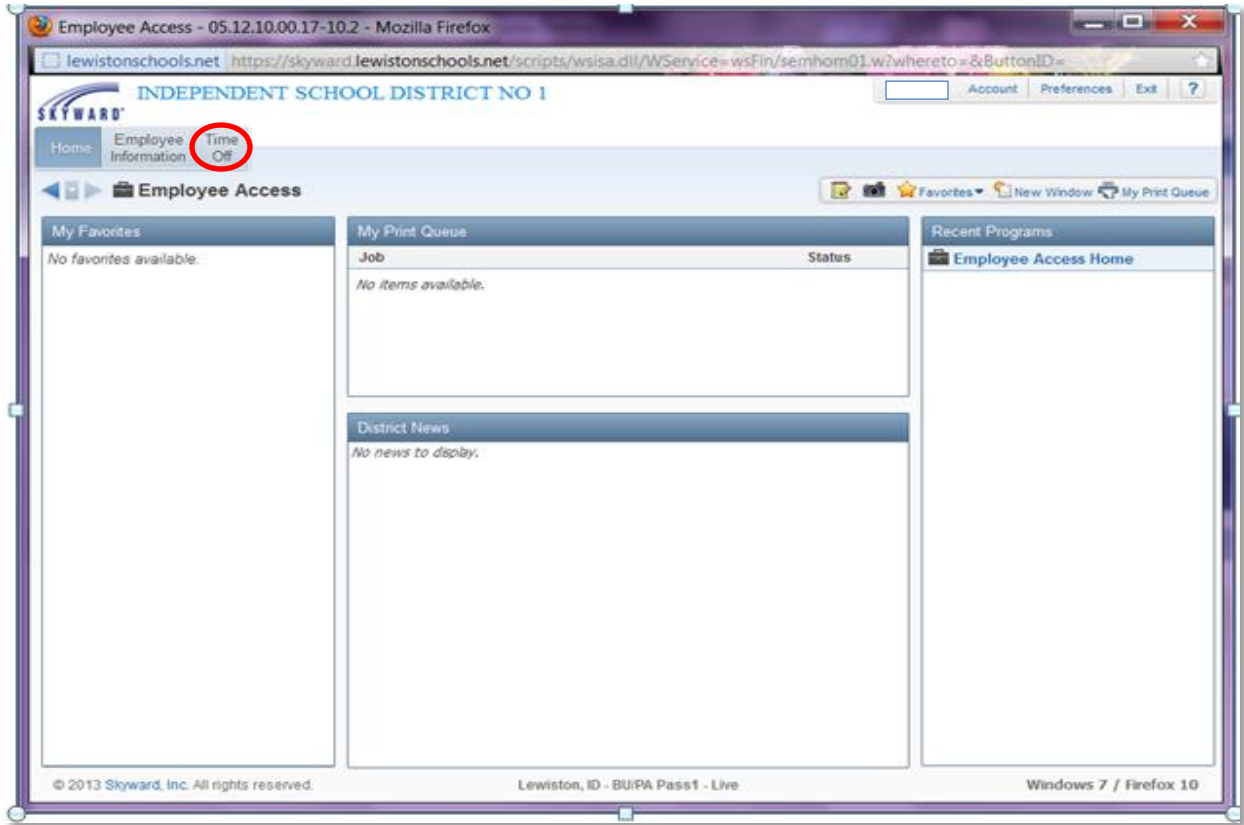
If you find that you need assistance, please let me know by email, and someone from the Business Office will get back to you as soon as possible.