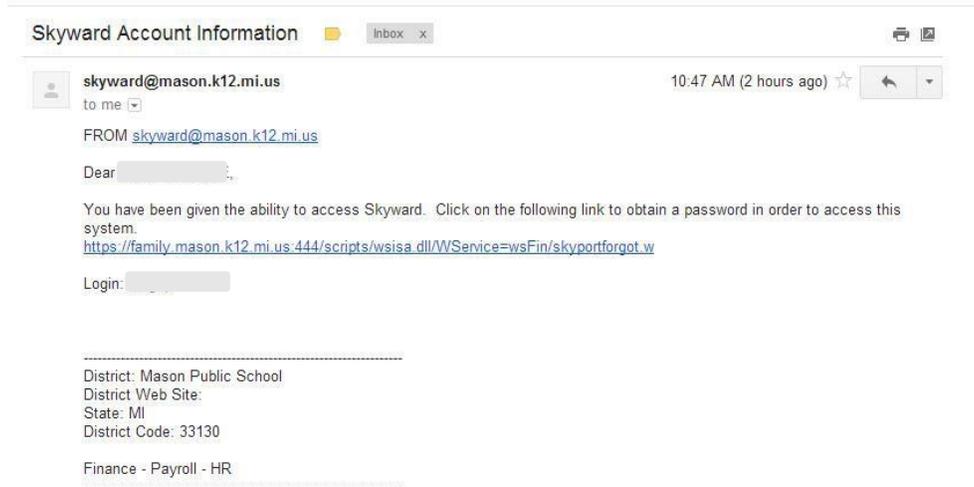


STEP BY STEP GUIDE TO EMPLOYEE ACCESS

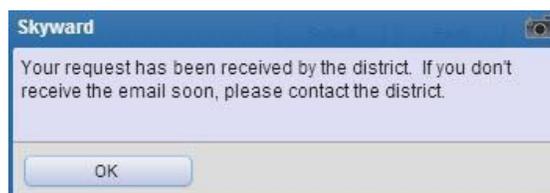
An e-mail will be generated and sent to every employee to help set up the new Employee Access portal. The e-mail will be sent to the address attached to your HR file. This particular example is a Gmail account, so yours may look slightly different, but the message will be the same.



Clicking on the link in the e-mail will take you to a "captcha". This is a system Skyward uses to ensure that password reset requests are coming from actual users and not any kind of automated system to gain access. Type the number and/or letters you see into the box, and enter your e-mail or username in the box below that. Your username should be your full last name and first initial of your first name, with no spaces.



Clicking submit will cause this small box to pop up, alerting you that the request has been sent to the district, and your automated response should be on it's way shortly.



Within 2 or 3 minutes you should get a second "follow-up" e-mail at the same address. Click on the long link at the bottom to reset the account.



Clicking the link should bring you to this screen. Type in your new password (at least five characters), enter it again to confirm, and then click Submit.

Forgotten Login/Password Assistance
Please enter a new password.

Name: [redacted]
Login: [redacted]
New Password: [redacted]
Confirm New Password: [redacted]

Minimum Password Length:
Number of Passwords Before Reuse:

Name Used As: **VENDOR**
VENDOR ORDER FROM
EMPLOYEE

Clicking Submit will take you to the Skyward Web Finance login screen. Enter your username (remember, full last name and first initial of your first name, no spaces), along with the password you just created, and you will be logged in.

It might be a good idea to bookmark this page while you're here, to make returning easier. If you ever need to get back to on-line Skyward Finance and don't have it bookmarked, just use this link:

<https://family.mason.k12.mi.us:444/scripts/cgiip.exe/WService=wsFin/seplog01.w>

SKYWARD
Mason Public School
Finance - Payroll - HR

Login ID: [redacted]
Password: [redacted]

05.13.10.00.08-10.2

Login Area: All Areas

Once you've logged in, click on the "Employee Information" or "Time Off" tab.

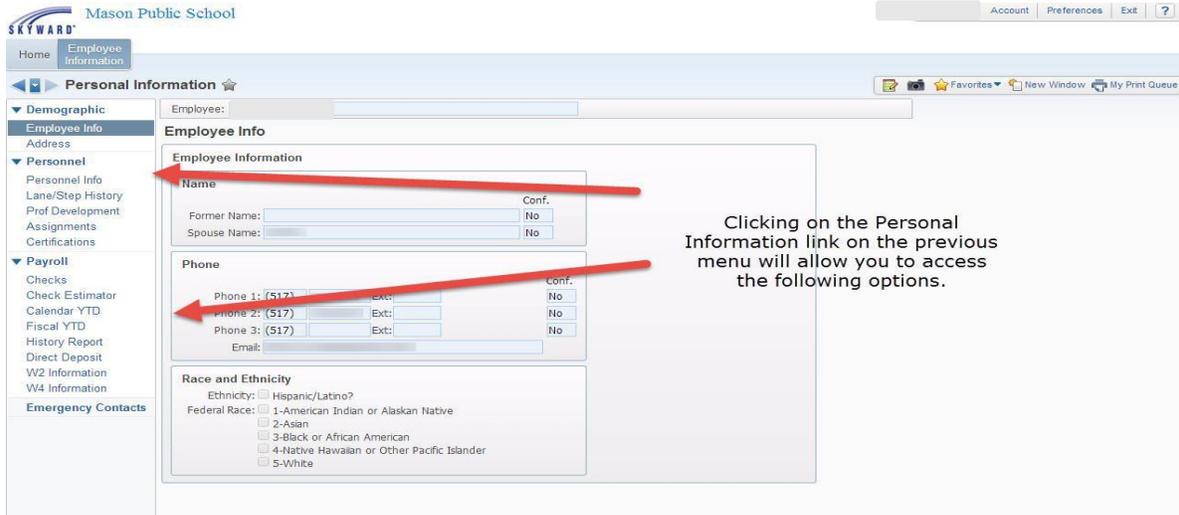
The screenshot shows the SKYWARD Mason Public School dashboard. At the top left, there are navigation tabs: Home, Employee Information, and Time Off. A red arrow points from a callout box to the Employee Information and Time Off tabs. The callout box contains the text: "Click on either the employee information or Time off tab to get to any needed information." Below the navigation tabs is the "Employee Access" section. On the left, there are sections for "Jump to Other Dashboards" (with links for Calendar, Employee, and Reset Dashboards), "Recent Programs" (listing various tools like My Status, W2 Information, etc.), "Favorites" (empty), "District News" (empty), and "My Print Queue" (empty).

Employee Information will show a drop down dashboard with all available information.

Demographic info, check history, W2's etc, will all be displayed. Your earnings statement can be viewed under "Payroll". Click on "Check History", then the actual check number.

The screenshot shows the SKYWARD Employee Information dashboard. It features three main sections: "Employee Information", "Payroll", and "Professional Development". The "Employee Information" section includes links for Personal Information, Calendar, and Online Forms. The "Payroll" section includes links for Check History, Check Estimator, Calendar Year-to-Date, Fiscal Year-to-Date, Direct Deposit Information, W2 Information, and W4 Information. The "Professional Development" section includes a link for History. A callout box with three red arrows points to the "Check History", "Check Estimator", and "W2 Information" links, stating: "Payroll specific issues can be found among these choices." Another callout box with a red arrow points to the "Personal Information" link, stating: "Personal Information is where you'll find things like phone numbers, address, emergency contacts, etc...".

The tags are self explanatory. Clicking on each one will allow you to view your own Personal Information.



To view your time off detail click on the “Time Off” tab, then click “My Status”.

