

## Employee Information

### Update Phone Number and Email

Click Employee Information/Personal Information/Demographic/Employee Information

Personal Information - 05.15.10.00.09 - Mozilla Firefox  
https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/rempltabs001.w

**SKYWARD**

Home Employee Information Time Off True Time FastTrack Open Positions FastTrack Screener

Personal Information

Employee: CLEVELAND GROVER TEST

**Employee Info**

[View History](#)

**Employee Information**

[Request Changes](#)

**Name**

Former Name:	SMITH	Conf.	Yes
Spouse Name:		Conf.	Yes

**Phone**

Phone 1:	(817) 867-9305	Ext:		Conf.	Yes
Phone 2:		Ext:		Conf.	Yes
Phone 3:		Ext:		Conf.	Yes

1st Email: GROVERCLEVELAND@MISDMAIL.ORG  
2nd Email: GROVERCLEVELAND@HOTMAIL.COM Type: Personal  
3rd Email: GROVERCLEVELAND@GMAIL.COM Type: Personal  
4th Email: Type:

**Race and Ethnicity**

Ethnicity:  Hispanic/Latino?  
Federal Race:  1-American Indian or Alaskan Native  
 2-Asian  
 3-Black or African American

Click **Request Changes** to submit updates to the Department of Human Resources

Request Changes - Employee Information - 05.15.10.00.09 - Mozilla Firefox

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/rge2edit001.w?isPopup=true

### Request Changes - Employee Information

**Employee** [Save](#)  
[Back](#)

Employee: CLEVELAND GROVER TEST

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#### Demographic Request Change - Employee Information

**Name**

Former Name:	SMITH	Conf.	Yes
Spouse Name:		Conf.	Yes

**Phone**

Phone 1:	(817) 867-9305	Ext:		Conf.	Yes
Phone 2:		Ext:		Conf.	Yes
Phone 3:		Ext:		Conf.	Yes

1st Email: GROVERCLEVELAND@MISDMAIL.ORG

2nd Email: GROVERCLEVELAND@HOTMAIL.com Type: Personal

3rd Email: GROVERCLEVELAND@GMAIL.COM Type: Personal

4th Email: other@email.com Type: Other

**Race and Ethnicity**

Ethnicity:  Hispanic/Latino?

Federal Race:  1-American Indian or Alaskan Native  
 2-Asian  
 3-Black or African American  
 4-Native Hawaiian or Other Pacific Islander  
 5-White

Enter information to be updated then click the **Save** button.

## Update Address

Click Employee Information/Personal Information/Demographic/Address

The screenshot shows a web browser window titled "Personal Information - 05.15.10.00.09 - Mozilla Firefox" with the URL "https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/rempltabs001.w". The page header includes the "Mansfield Independent School District" logo and navigation links for "Home", "Employee Information", "Time Off", "True Time", "FastTrack Open Positions", and "FastTrack Screener". The user is logged in as "Grover Cleveland" with links for "Account", "Preferences", "Exit", and a help icon. The main navigation menu on the left includes "Demographic", "Personnel", and "Payroll" sections. The "Personal Information" section is active, showing the employee name "CLEVELAND GROVER TEST" and the "Address" tab selected. The "Address" section contains a "Primary/Mailing Address Conf:" field set to "Yes", a "Primary" address field with the text "123 MAIN ST, MANSFIELD, TX 76063", and a "Mailing" address field. A "View History" button is located above the address fields, and a "Request Changes" button is highlighted in green next to the Primary address field.

Click **Request Changes** to submit updates to the Department of Human Resources

Request Changes - Primary Address - 05.15.10.00.09 - Mozilla Firefox

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/r/gen2edit018.w?isPopup=true

### Request Changes - Primary Address

Employee

Employee: CLEVELAND GROVER TEST

Save  
Back

Current Primary Address

123 MAIN ST  
MANSFIELD, TX 76063

New Address

House # Dir Street Update with Current Primary

Address: 456 BROAD ST

Address 2:

S.U.D.: #: PO Box:

\* Zip Code: 76063 City/State: MANSFIELD, TX

County: Township:

New Primary Address Preview

456 BROAD ST  
MANSFIELD, TX 76063

Asterisk (\*) denotes a required field

Enter information to be updated then click the **Save** button.