



SKYWARD Temporary Technology Request

The SKYWARD Temporary Technology Request Process is implemented when a **student teacher or long term substitute**:

- requires access to SKYWARD for their assignment
- has successfully completed the online Technology Training Course
- has secured a User ID/Password following course completion

Campus Request Process

- Campus Administration notifies the Director of Human Resource Development of the Technology Request via completion of the SKYWARD Temporary Technology Request Form located on the Intranet (Forms and Docs)
- Completed request forms must include:
 1. Campus name and date of the request
 2. Name of the individual to receive access
 3. Type of individual receiving access (student teacher/substitute)
 4. Verification of the Acceptable Use Policy (AUP) on file at the campus
 5. Verification of completion of the Online Technology Training.
 6. Start and end date of the access rights
 7. Principal (typed name) signature
- Approved requests will be forwarded to the PEIMS Department for SKYWARD Access Rights
- Campus notification of access rights and codes will be sent back to the campus by PEIMS for student teacher and/or long term substitute use

NOTE:

You do not need to request technology for basic computer access. Substitutes receive the Technology Training and basic computer access rights as part of the standard Substitute Training.

Student teachers will need to complete the online Technology Training first and secure basic access rights before SKYWARD can be added.