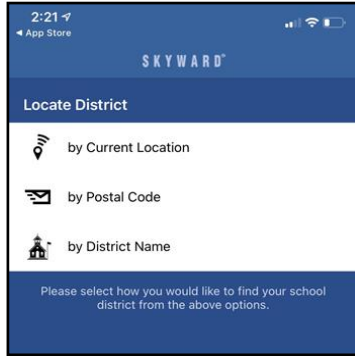


# Skyward True Time App Instructions

**Download Skyward App**



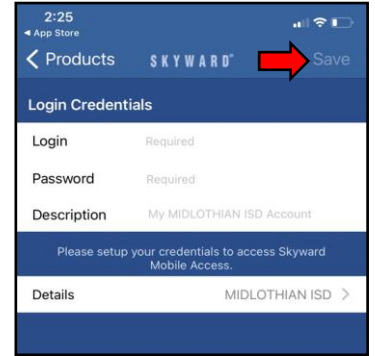
**Search by District -  
Midlothian ISD**



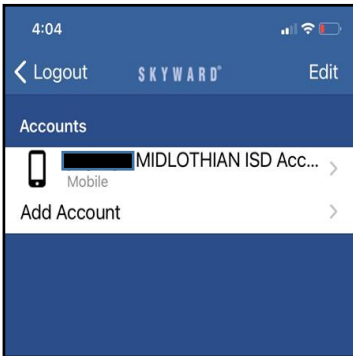
**Select Employee Access**



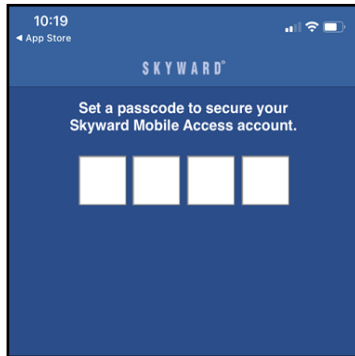
**Enter Skyward  
Credentials/SAVE**



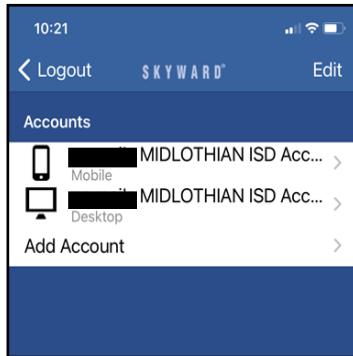
**Select Mobile Account**



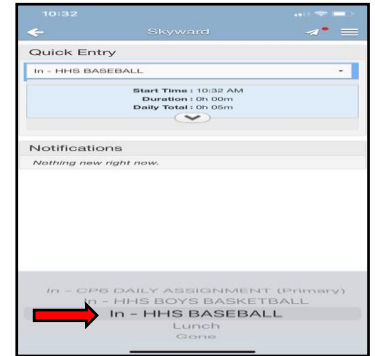
**Set a 4 digit Passcode/  
Re-enter/Verify**



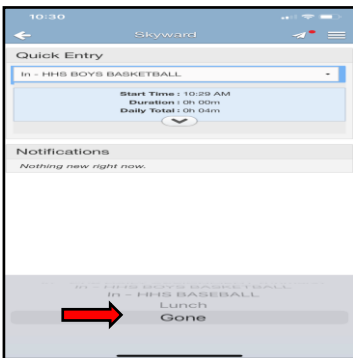
**Select - Mobile account**



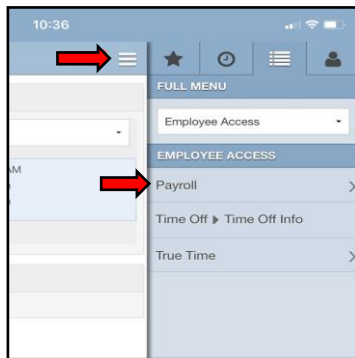
**DAILY CLOCK IN - Scroll &  
Select Camp you are working,  
Click Done**



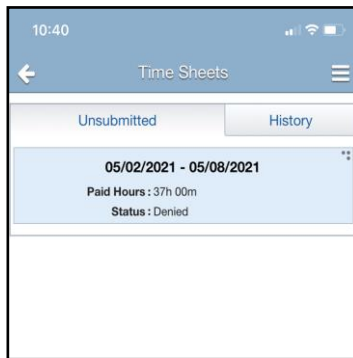
**DAILY CLOCK OUT -  
Scroll & Select Gone**



**SUBMIT WEEKLY TIMESHEET  
Click 3 lines  
Select True Time > Timesheets**



**Click the week you are  
submitting & verify hours  
worked**



**1) Supervisor Selection - Select who  
you are working for 2) Submit**

