Skyward Employee Access: Online Open Enrollment

Skyward is accessible from the school district website. Follow the links: click <u>Departments</u>, <u>Human Resources</u> and <u>SKYWARD Employee Access</u> from the left menu. Or click on the link below:

LINK TO SKYWARD EMPLOYEE ACCESS

Enter your Skyward Login and Password and click Sign In.

**If you have forgotten either of these, there is a prompt at the bottom of the box that says "Forgot Login or Password" Click on it and it will bring you Skyward Assistance. Enter your school email account and an email will be sent to you regarding your Skyward account.



1. Select "Online Open Enrollment"

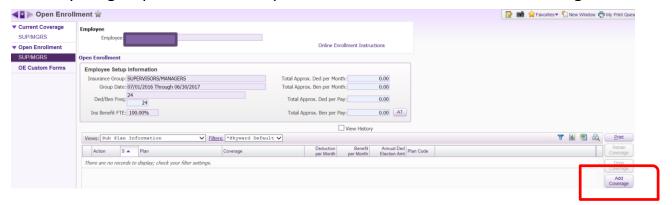


2. "Current Coverage" and "Open Enrollment" are displayed in the left margin. You can view your current coverage by clicking on your group name; for example, TEACH or SPARK.

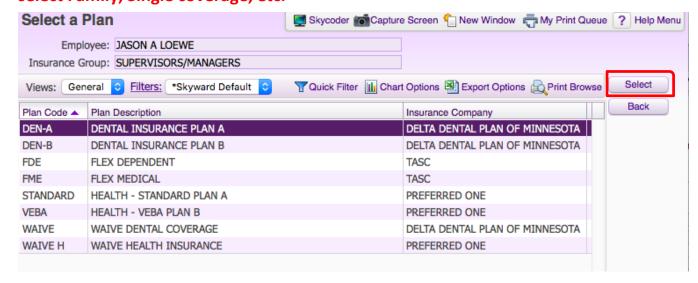


To make your benefit selections:

3. Click on your group name under "Open Enrollment" then click "Add Coverage".



4. Click on your plan choice, then click select. Note: The next screen allows you to select Family, Single coverage, etc.



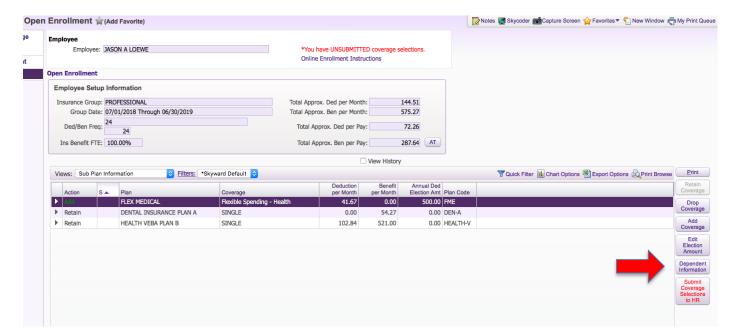
5. Select SINGLE or FAMILY, then click select. After you make your selection, you will then be taken back to the main page. Click "Select", you will then be taken back to the main screen. Note: Directions to add dependents will come in later steps.



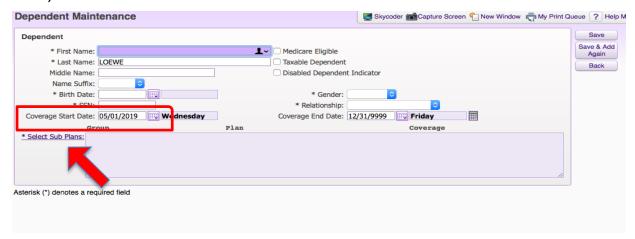
6. Continue to add your coverage selections for medical, dental (Note: Even though there are no changes in dental coverage, you will still need to select a plan and add dependents) and flex spending accounts. Repeat steps above. Your selections are not submitted until you click "Submit Coverage Selections to HR" at the bottom of the screen.

Adding Dependents: DEPENDENTS (THIS INCLUDES SPOUSE AND CHILDREN) WILL NEED TO BE ADDED TO EACH SELECTED PLAN i.e. DENTAL, HEALTH AND FLEX ACCOUNTS. IF DEPENDENTS ARE NOT IN SKYWARD, THEY WILL NOT HAVE COVERAGE EFFECTIVE 7/1.

7. If you want coverage for dependents, on the main screen once you have made plan selections, click "Add Dependents". The next screen allows you to enter your dependent information. Note: You will need to add dependent information to each benefit plan.



8. Enter dependent information here and the **Coverage State of 07/01** click "Save". Next, click on "Select Sub Plans."



9. Now select the plans in which you want this dependent to be added and click save. **Repeat for each dependent.**



10. Check to make sure listed dependent has been added to each plan and save.



11. Now that you have made your benefit selections and added your dependents to all selected plans you are ready to submit your coverage to HR. Click the "Submit Coverage Selections to HR".

