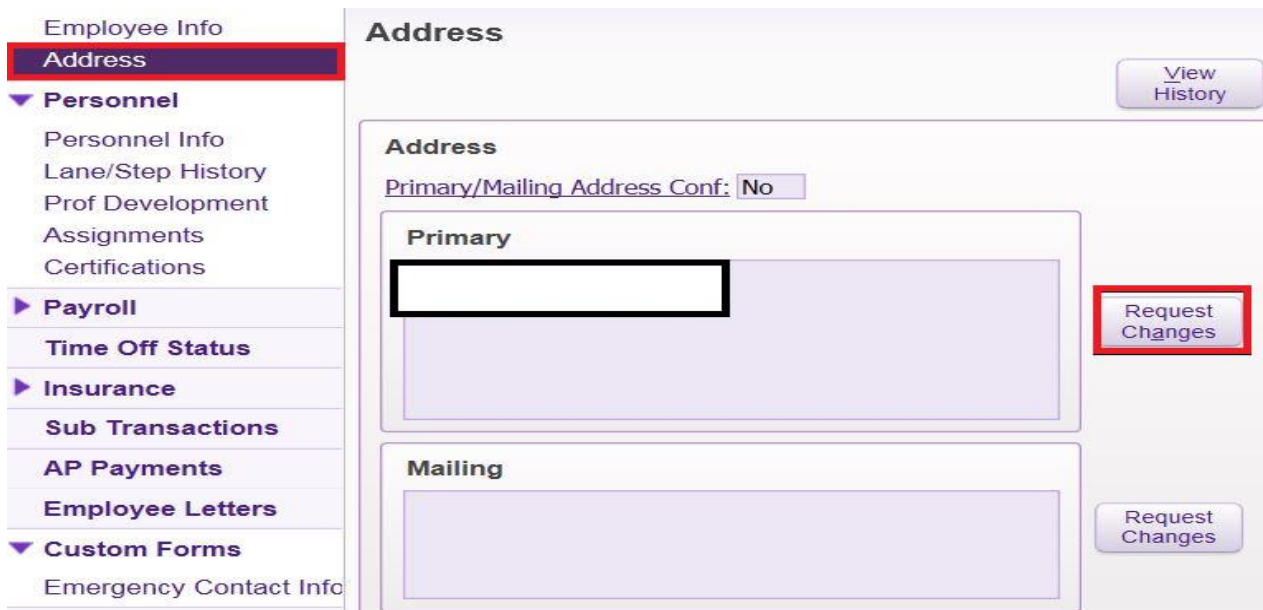


## To Change Address:

1. Login into Skyward Employee Access.
2. Click on the "Employee Information" tab.
3. Click on "Personal Information."



4. Select the "Address" option in the left menu.
5. Click on "Request Changes" next to your "Primary" address. A new window will open. Enter your new address in the "New Address" box then click "Save" on the right side of the screen.



**Request Changes - Primary Address**

Employee:

**Current Primary Address**

**New Address**

House #  Dir  Street

Address:

Address 2:

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

\* Zip Code:  City/State:

County:  Township:

**New Primary Address Preview**