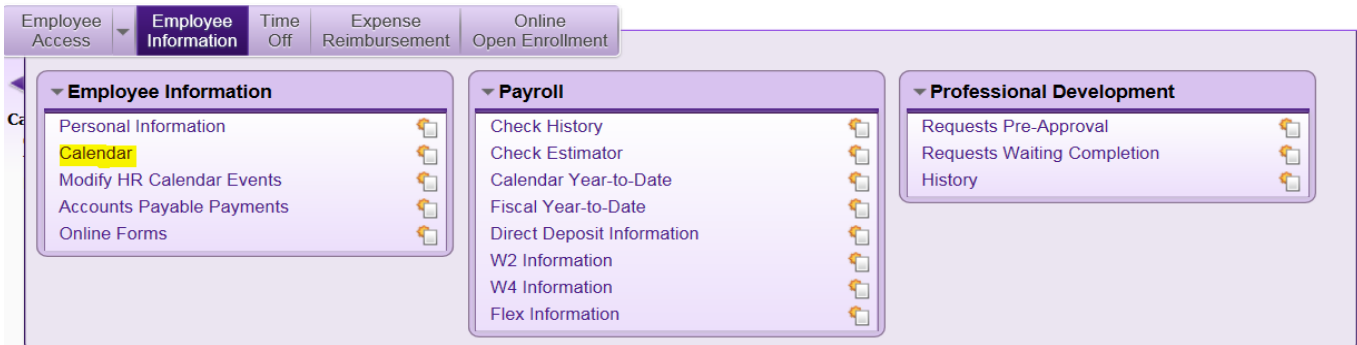
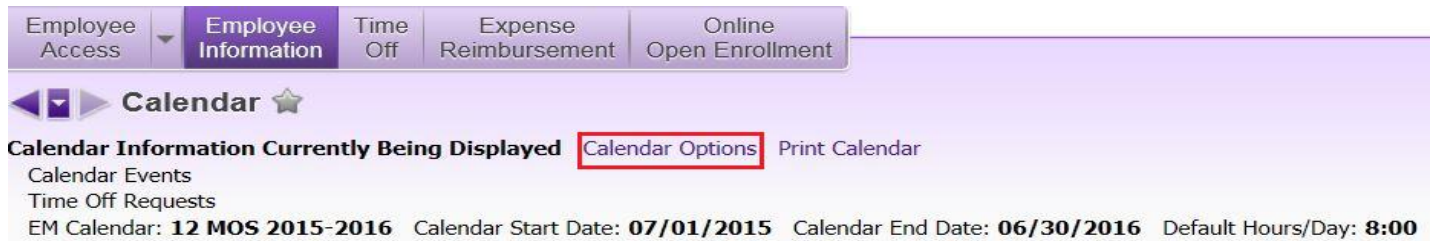


## To View Calendar:

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



4. Select "Calendar Options."



5. Click on "Display Selected Employee Management Calendar."
6. From the drop down menu select current "Active Plan" year.
7. Then select assignment calendar from the drop-down menu.
8. Click "Save" on the right side of the screen.
9. Click on the "->>>" symbol to move forward or backward in the calendar.

