

Now Available to all GISD Employees



Employee Access



- ✓ Review Personal Information
- ✓ Check History (**print & re-print pay stubs**).
- ✓ Check Estimator (estimate changes to pay and deductions).
- ✓ Review Calendar YTD pay information.
- ✓ Review School Year YTD pay information.
- ✓ Review Direct Deposit information
- ✓ [Review and/or PRINT W-2's.](#)
- ✓ Review W-4 information.

Give it a try.... **Login: firstnamelastname**

If you have not logged into Skyward previously, your password is “welcome”

HOW TO FIND EMPLOYEE ACCESS:

**Download the APP on your Smart Phone:
“SKYWARD MOBILE ACCESS”**

- 1) Choose “by District” and type in Galveston**
- 2) Once options come up, choose “Employee Access”**
- 3) Log in like you would in Skyward on the Computer**
- 4) Set a 4-digit pin.**

NOTE: Inevitably people will forget the 4 digit PIN number they establish when first loading the Skyward Mobile Application on their cell phones. That 4 digit number is not stored anywhere in Skyward, it is a function of the individual’s own cell phone.

The Skyward Mobile app allows 5 tries for the user’s PIN number. After the 5th try the application will prompt the user to create a new PIN number.

When the question arises, advise the user to follow the prompt after the 5th incorrect attempt.

OR.....

Look for the icon on your desktop:
Double-Click icon to open.

OR:

www.gisd.org

Employees

Staff Links

Employee Access

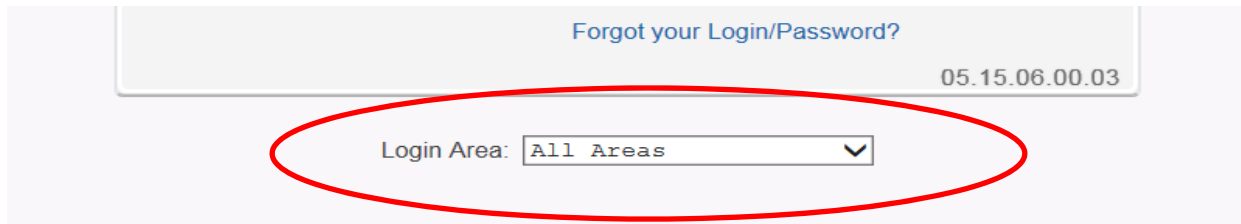


This is the screen you will see.

The image shows the login screen for the Skyward Galveston ISD Finance System. At the top, the Galveston Independent School District logo is displayed, featuring a sailboat and the text 'INDEPENDENT SCHOOL DISTRICT GALVESTON Educating Today's Students for Tomorrow's World'. Below the logo is the Skyward logo, which consists of three curved lines above the word 'SKYWARD'. Underneath the Skyward logo, it says 'GALVESTON ISD Finance System'. The login area contains two input fields: 'Login ID:' with a light green background and 'Password:' with a light purple background. A 'Sign In' button is located below the password field. A link for 'Forgot your Login/Password?' is positioned below the 'Sign In' button. The version number '05.15.06.00.03' is visible in the bottom right corner of the login area. At the bottom of the page, there is a 'Login Area:' dropdown menu currently set to 'All Areas'.

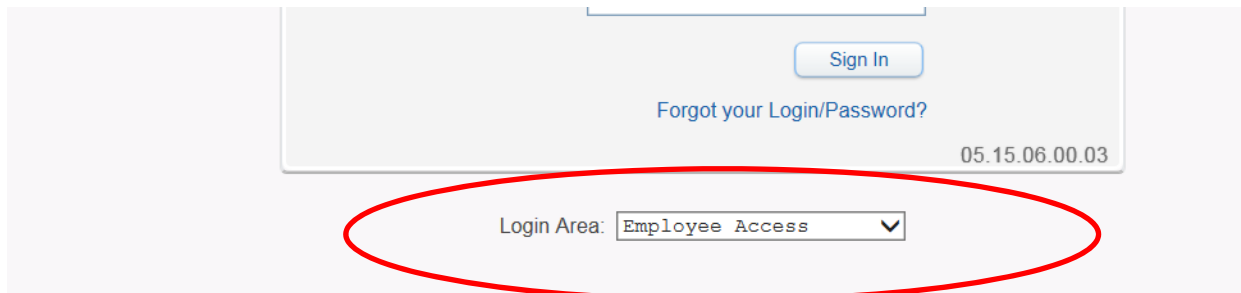
Enter log in information:
(firstnamelastname, birthdate)

Click on down arrow to right of All Areas



A screenshot of a login form. At the top, there is a link "Forgot your Login/Password?" and a version number "05.15.06.00.03". Below this is a dropdown menu labeled "Login Area:" with "All Areas" selected. A red oval highlights the dropdown menu.

CHOOSE: Employee Access



A screenshot of a login form. At the top, there is a "Sign In" button, a link "Forgot your Login/Password?", and a version number "05.15.06.00.03". Below this is a dropdown menu labeled "Login Area:" with "Employee Access" selected. A red oval highlights the dropdown menu.

That's all there is to it. You will see all your payroll information to view and print at your leisure.

Trouble logging in?

Enter a HelpDesk request or

contact Esther Soto in MIS at esthersoto@gisd.org

or debrajones@gisd.org