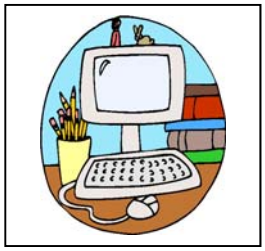
Now Available to all GISD Employees

NEW



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.

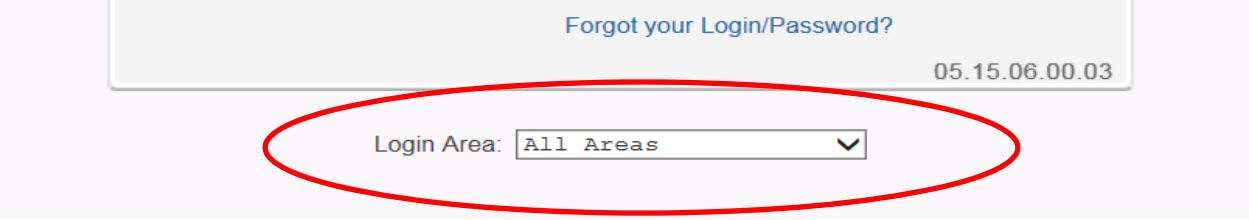
OR…….

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

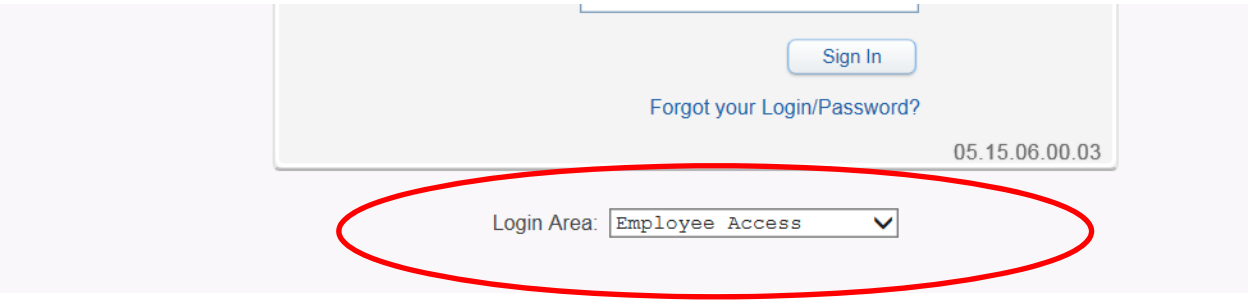
www.gisd.org
Employees
Staff Links
Employee Access

This is the screen you will see.

Enter log in information:
(firstnamelastname, birthdate)
Click on down arrow to right of All Areas



CHOOSE: Employee Access



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