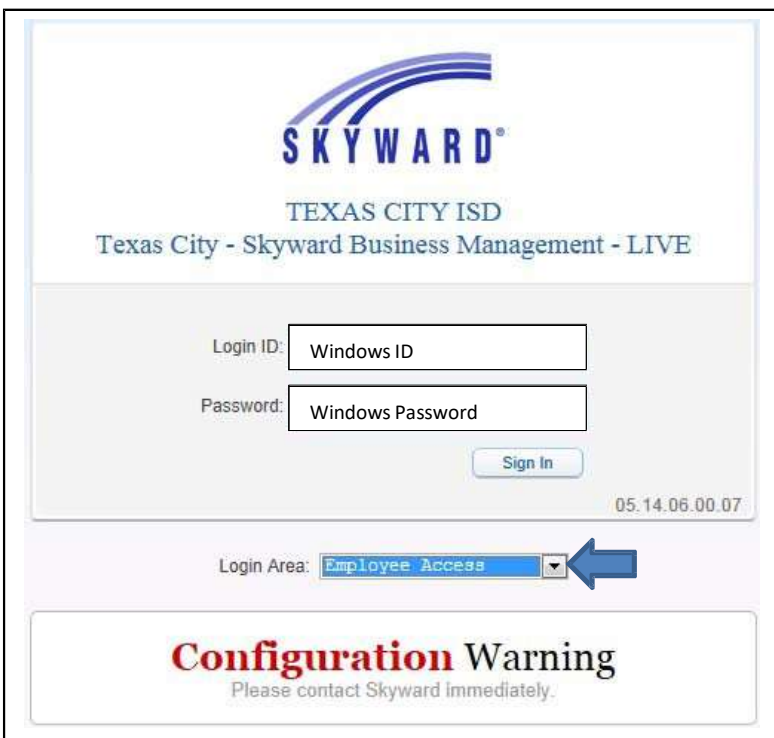# TEXAS CITY ISD – TIME OFF INSTRUCTIONS



1. Go to TCISD's website: www.tcisd.org.
2. Choose "Staff".
3. Choose "Employee Access Center – Skyward".

4. Enter your Login ID.
   a. Your Windows ID
   b. For most users: First initial + Last Name
      i. Joe Smith = jsmith
5. Enter your Password.
   c. For most users: Same password used to log in to Windows (initials of first and last name + last six digits of social security number)
      i. Margaret Lee 123-45-6789 = ml456789
6. In the Login Area, select "Employee Access" from the drop down box.
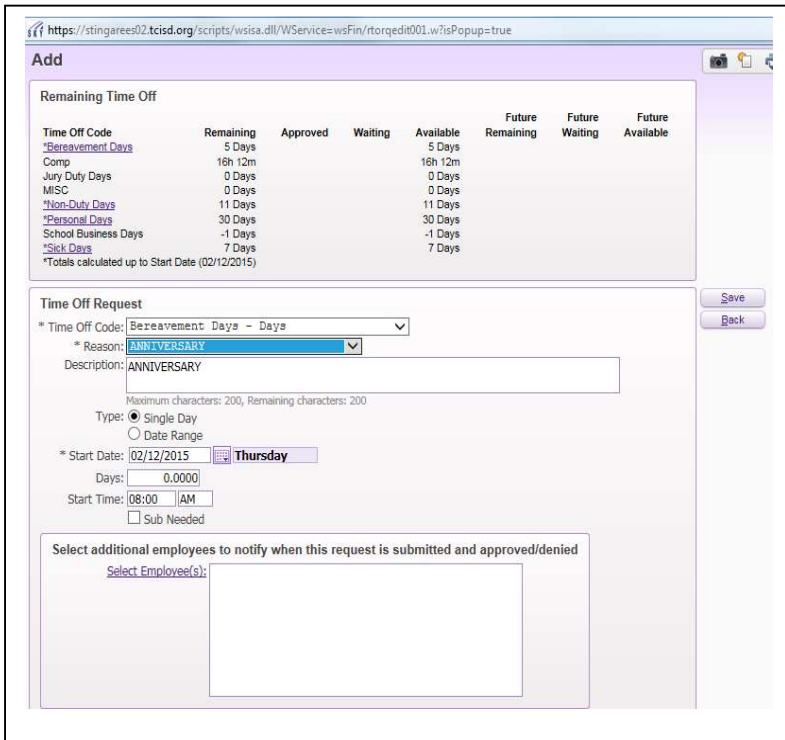7. Click on the Sign In button.

8. Select the "Time Off" tab at the top of the screen.
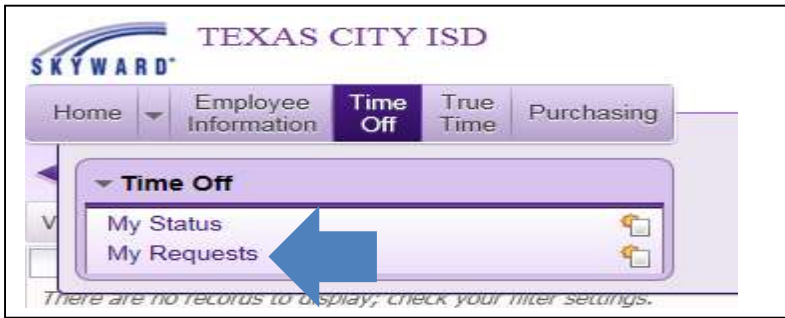
9. In the Time Off box, choose "My Requests".

10. Click the "Add" button

11. Choose the appropriate Time Off Code from the drop down menu.

12. Choose the corresponding reason from the drop down menu.

13. Enter a meaningful description.

14. Choose Single Day or Date Range (Single Day is usually the best choice).
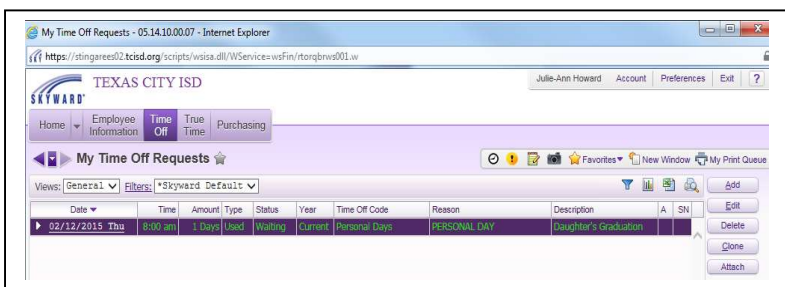
15. Enter the date for the time off request.

16. Enter the number of days to request off.

16. Enter the Start Time if applicable.

17. Check box if Sub needed.

18. Select "Save".

18. If "Sub Needed" is checked you will be automatically linked to AESOP site for sub request.

19. Request is automatically submitted to supervisor for approval.

Questions?

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