

## TEXAS CITY ISD – TIME OFF APPROVAL INSTRUCTIONS



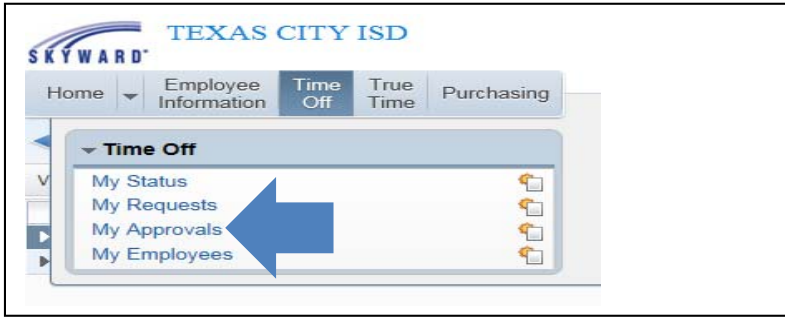
1. Go to TCISD’s website: [www.tcisd.org](http://www.tcisd.org).
2. Choose “Staff”.
3. Choose “Employee Access Center – Skyward”.



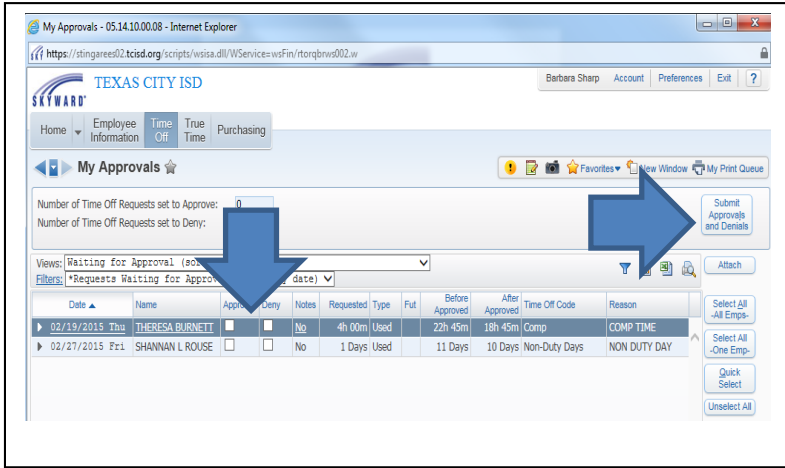
4. Enter your Login ID.
  - a. Your Windows ID
  - b. For most users: First initial + Last Name
    - i. Joe Smith = jsmith
5. Enter your Password.
  - c. For most users: Same password used to log in to Windows (initials of first and last name + last six digits of social security number)
    - i. Margaret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



8. Select the “Time Off” tab at the top of the screen.



9. In the Time Off box, choose “My Approvals”.



10. Select box next to “Approve” or “Deny” and then choose “Submit Approvals and Denials.”

\*By clicking on specific employee you can bring up time off request details.

Questions?

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