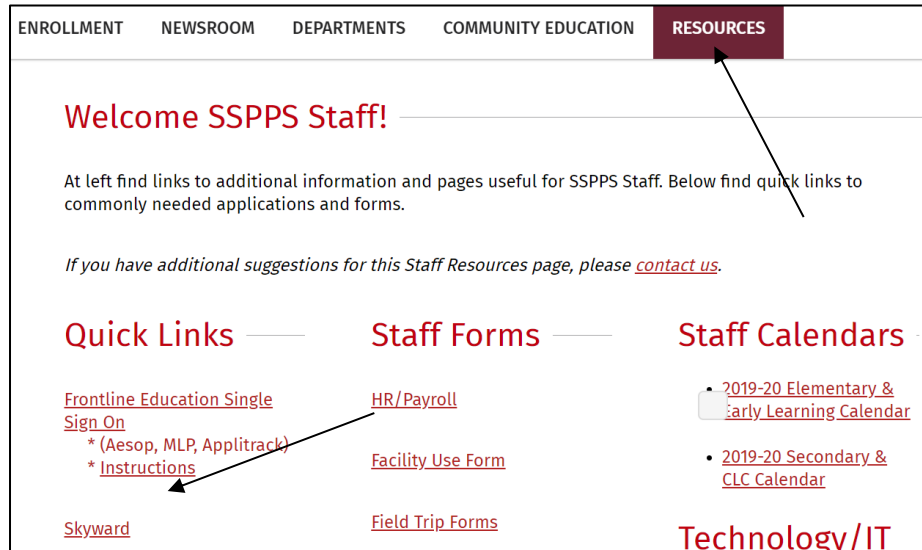


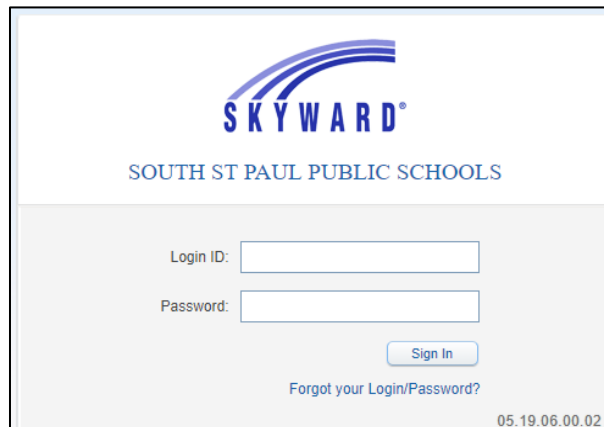
# Skyward Employee Access Instructions

## Requesting Time Off (No Sub Needed)

Go to the District website ([www.sspps.org](http://www.sspps.org)), under Resources/Staff, under Quick Links, click on Skyward



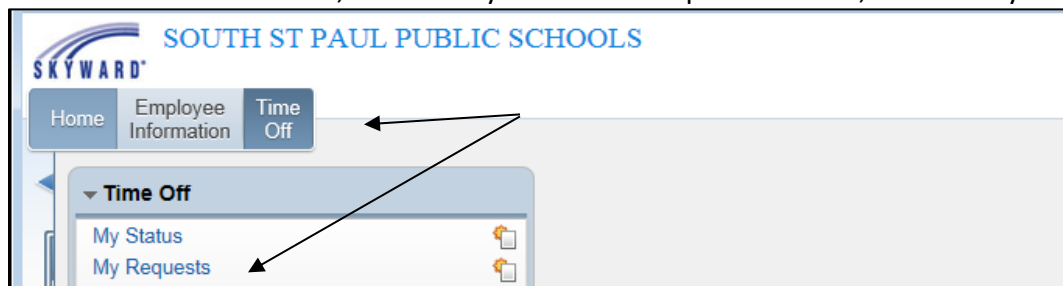
At the login page, enter your username and password that you currently use to log into your South St. Paul email account or work computer. As a tip, add this site to your *favorites* for easy access in the future.



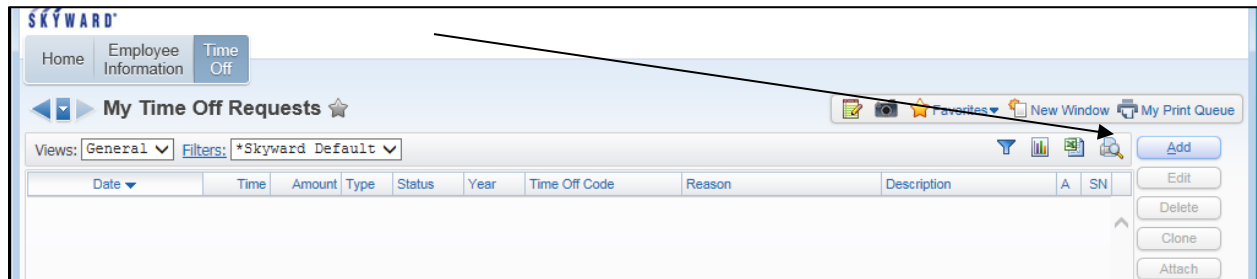
If you see a pop-up blocker warning at this point, see the FAQ at the end of this document.

Click on the Time Off/My Requests.

To view time off balances, click on My Status. To request time off, click on My Requests



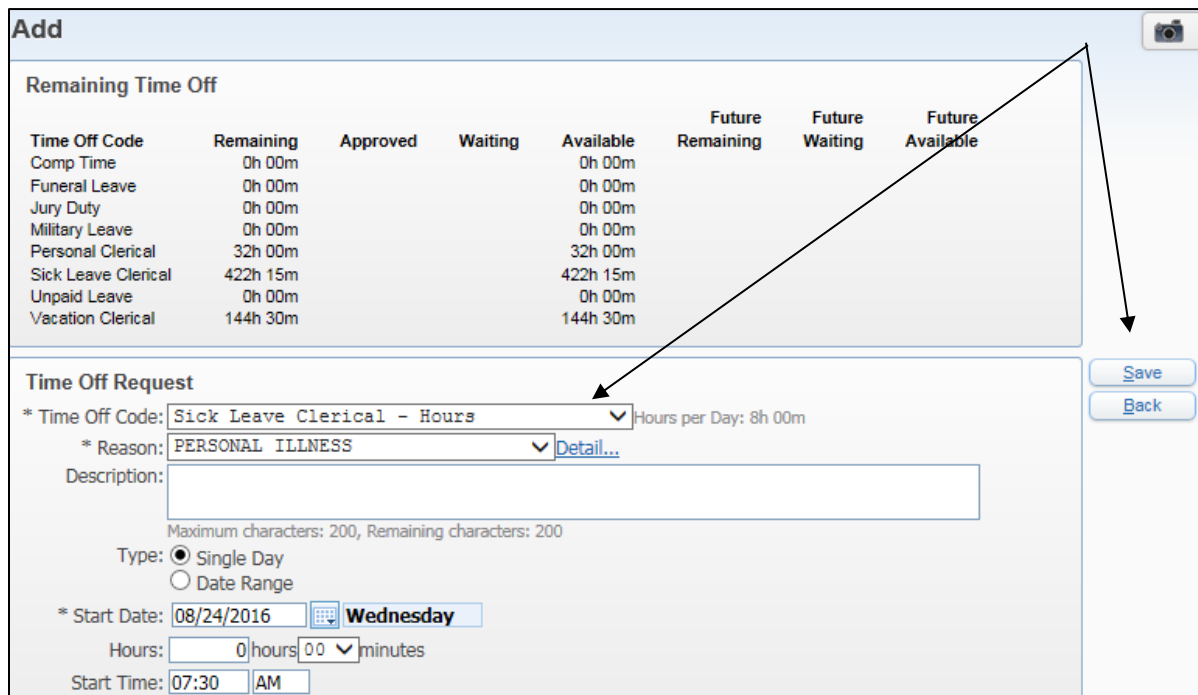
Click Add



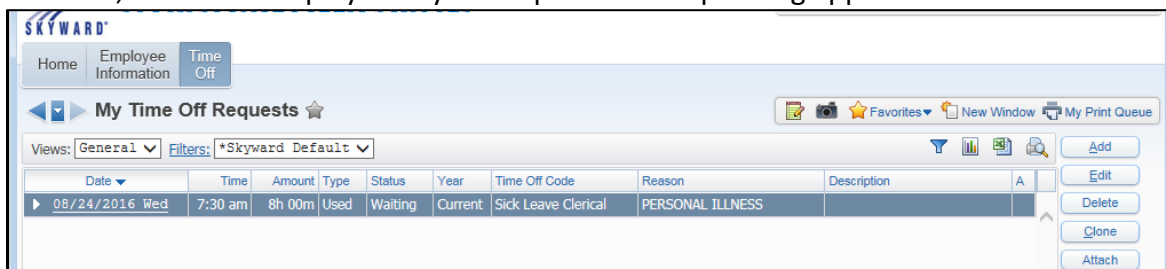
Choose the appropriate Time Off Code, Reason, Description, Date and Hours. Enter only one day at a time. Please use the description box to provide additional information regarding your absence such as:

- Family illness – indicate family member (i.e. mother)
- Funeral leave – indicate the relationship (i.e. grandmother)
- Unpaid leave – indicate the reason for the request (required)
- Other additional information as appropriate

Click Save



Once saved, time off is displayed in your requests and is pending approval



## Frequently Asked Questions

### What is my Skyward log in information?

- Your Skyward login information is the same username and password that you currently use to log into your SSPPS email account or computer. If you do not have an email account or work computer, login and password information will be assigned and communicated with you.

### What if I have trouble logging into Skyward?

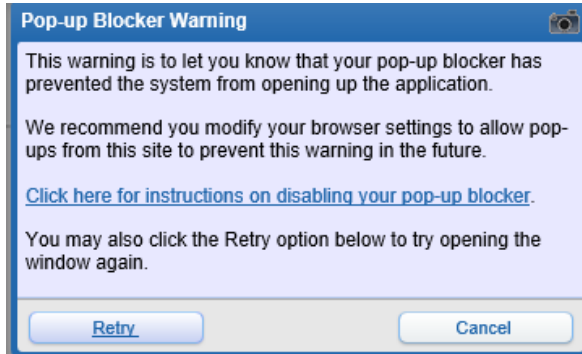
- Contact Tech Support at Ext. 9459 (651-457-9459) or [techhelp@sspps.org](mailto:techhelp@sspps.org)

### What if I have questions about my time off?

- Contact Linda King at [king@sspps.org](mailto:king@sspps.org) (651) 457-9409
- Cathy Miller at [cmiller@sspps.org](mailto:cmiller@sspps.org) (651) 457-9473

### What if I receive a pop-up blocker message?

After logging in, Skyward may notify you that your browser is blocking popup windows in Skyward. If you have trouble with this process, contact Tech Support at Ext. 9459 (651-457-9459)



If you see this pop-up message, follow the directions below and click Retry when done.

#### For Internet Explorer:

Look for this message at the bottom of your screen. Click Options for this site, then "Always allow"



#### For Google Chrome:

Click this icon near the top right of the Chrome window and select "Always allow popups from <https://skyward.iscorp.com>". Then click Done.

