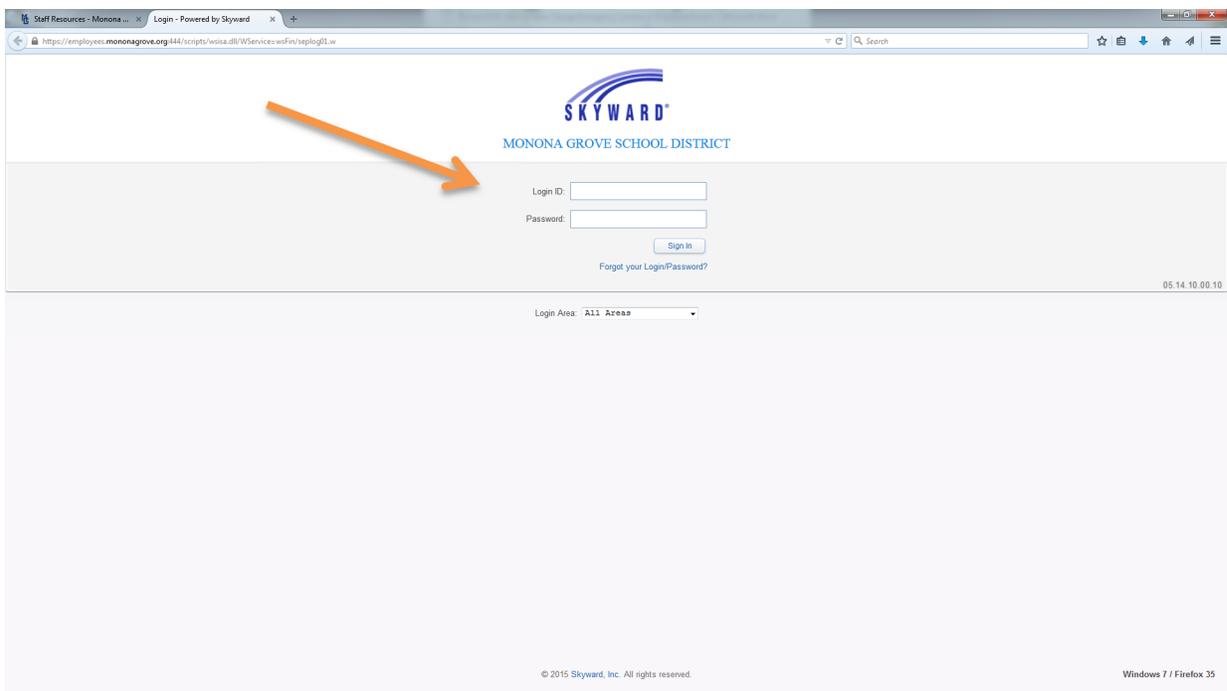


# MONONA GROVE SCHOOL DISTRICT

## How to View and/or Change Home Address in Employee Access

This guide will take you step by step on how to view and if needed, change your home address within Employee Access.

### STEP 1-LOG INTO EMPLOYEE ACCESS



The screenshot displays the login interface for the Skyward system. At the top center is the Skyward logo and the text "MONONA GROVE SCHOOL DISTRICT". Below this is a login form with two input fields: "Login ID:" and "Password:". To the right of the password field is a "Sign In" button. Below the "Sign In" button is a link that says "Forgot your Login/Password?". An orange arrow points to the "Login ID:" input field. Below the login form is a "Login Area:" dropdown menu with "All Areas" selected. The page footer contains the text "© 2015 Skyward, Inc. All rights reserved." and "Windows 7 / Firefox 35".

- Enter your 6-digit Login ID and Password—If assistance is needed with your Login, email [payroll@mgschools.net](mailto:payroll@mgschools.net)
- Keep “All Areas” selected for the Login Area

## STEP 2: CLICK ON EMPLOYEE INFORMATION

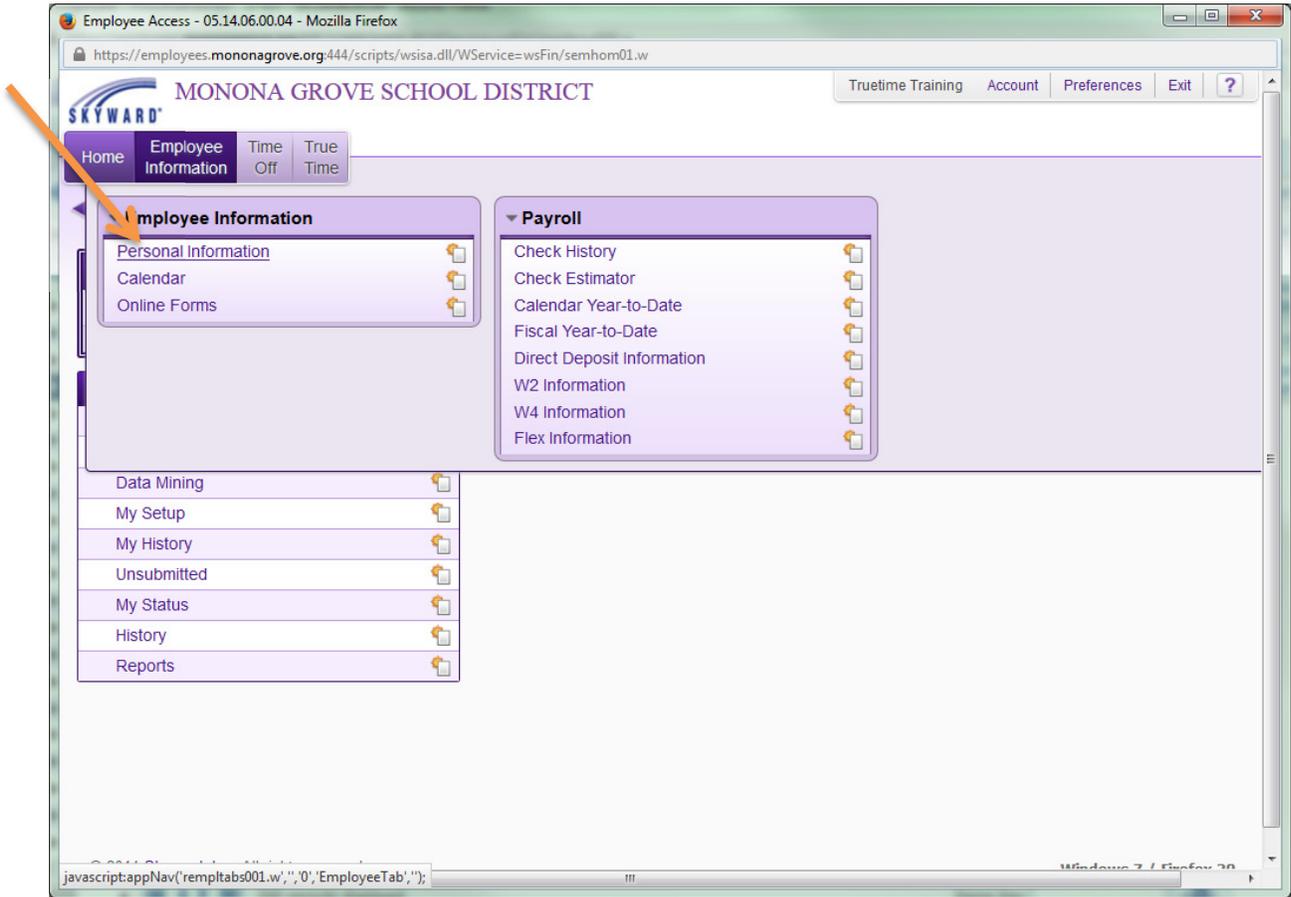
The screenshot shows a web browser window titled "Employee Access - 05.14.06.00.04 - Mozilla Firefox". The address bar shows the URL: <https://employees.mononagrove.org:444/scripts/wsisa.dll/WSservice=wsFin/semhom01.w>. The page header includes the Skyward logo and the text "MONONA GROVE SCHOOL DISTRICT". Navigation links include "Truetime Training", "Account", "Preferences", "Exit", and a help icon. A secondary navigation bar contains "Home", "Employee Information", "Time Off", and "True Time". Below this is a breadcrumb trail: "Employee Access".

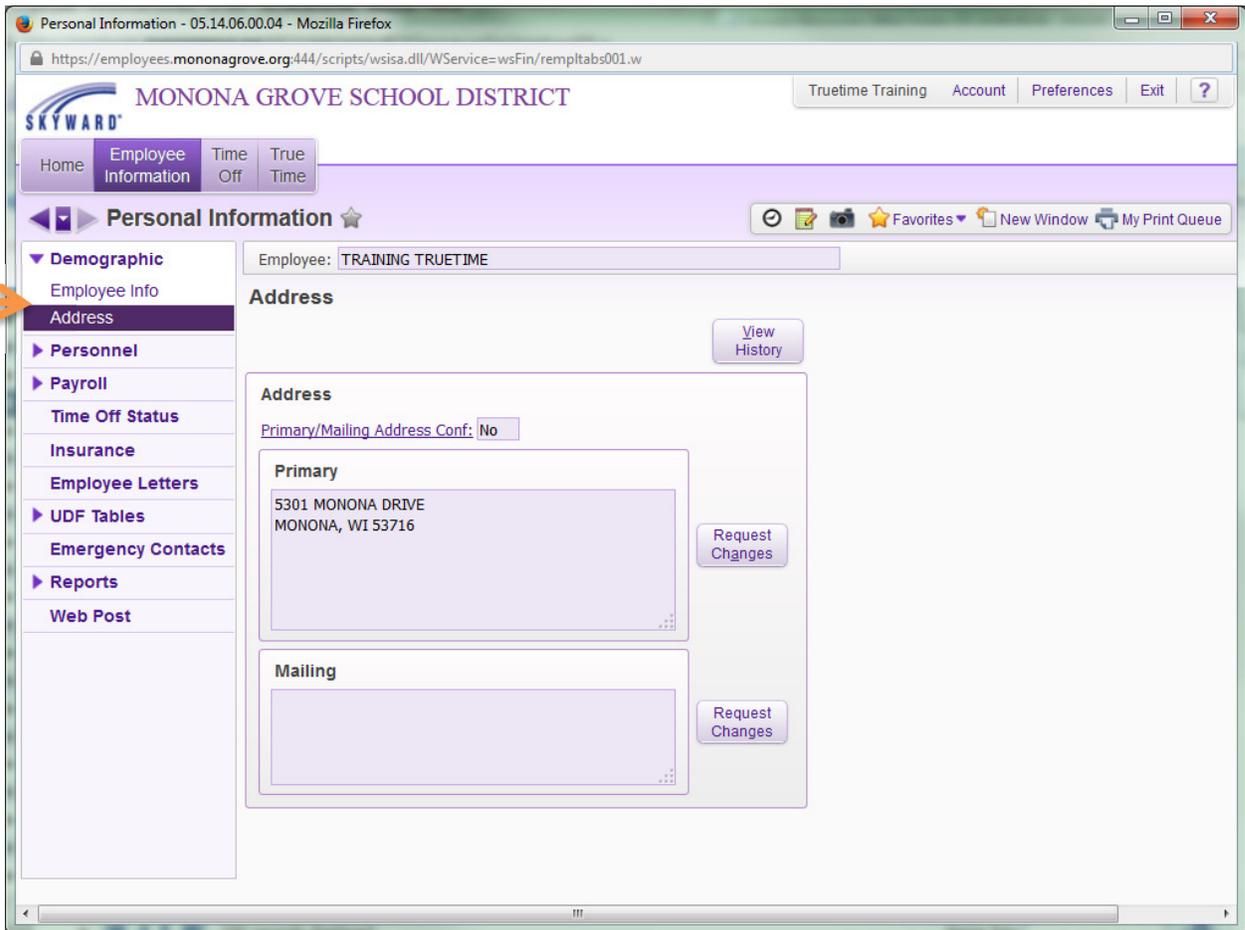
The main content area features several widgets:

- Jump to Other Dashboards:** A list with "Employee" selected, and buttons for "Reset Dashboards" and "Select Widgets".
- Recent Programs:** A list of programs including "Employee Access Home", "Personal Information", "Data Mining", "My Setup", "My History", "Unsubmitted", "My Status", "History", and "Reports".
- Favorites:** A list containing "Employee Access", "TrueTime Entry", and "Edit Favorites".
- District News:** A section with the text "No news to display".
- My Print Queue:** A table with columns "Job" and "Status", containing the text "No items available."

At the bottom of the page, there is a copyright notice: "© 2014 Skyward, Inc. All rights reserved." and the system information "Windows 7 / Firefox 30". An orange arrow points from the top left towards the "Employee Information" menu item.

### STEP 3: CLICK ON PERSONAL INFORMATION

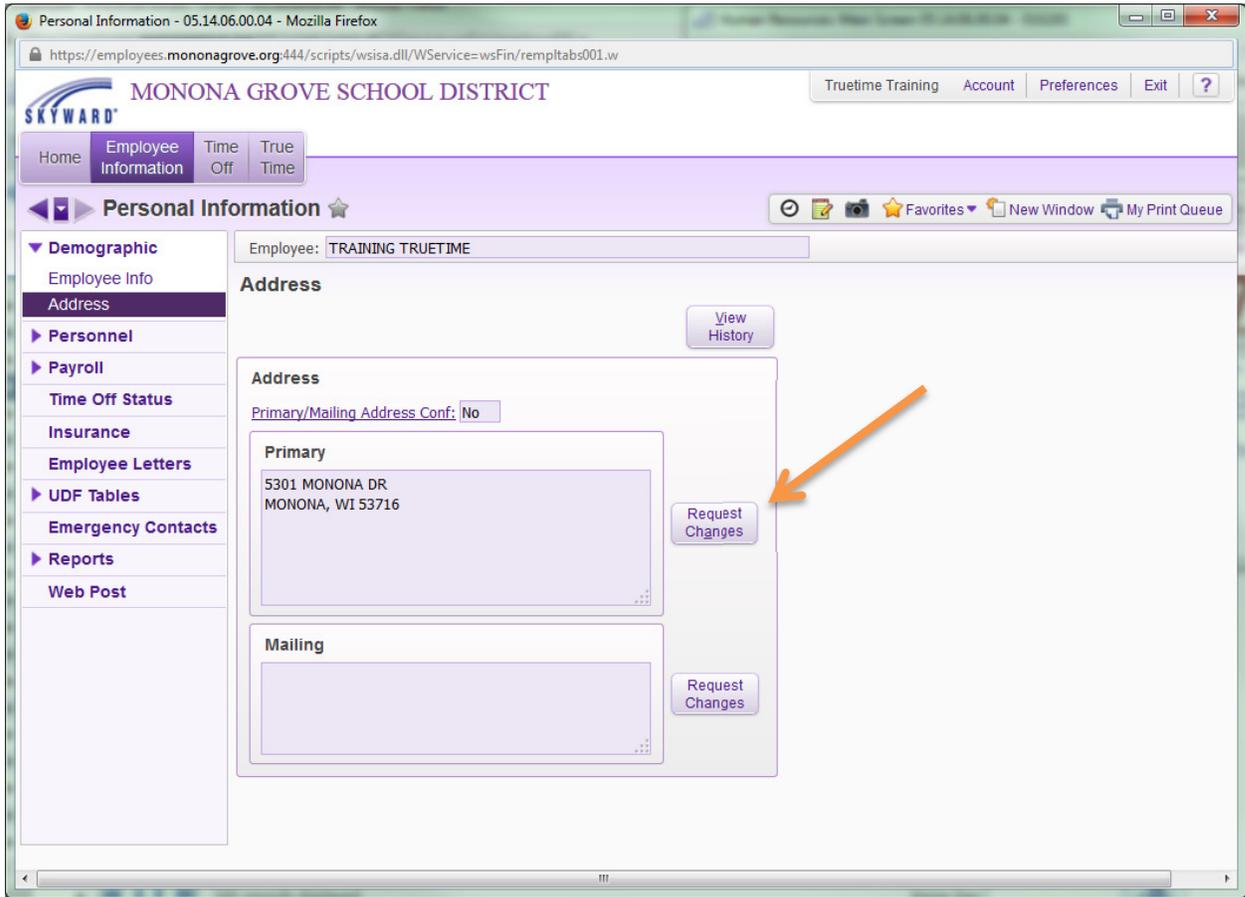


**STEP 4: CLICK ON ADDRESS**

The screenshot shows a web browser window titled "Personal Information - 05.14.06.00.04 - Mozilla Firefox". The URL is "https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/rempltabs001.w". The page header includes the "MONONA GROVE SCHOOL DISTRICT" logo and navigation links for "Truetime Training", "Account", "Preferences", and "Exit". A secondary navigation bar contains "Home", "Employee Information", "Time Off", and "True Time". The main content area is titled "Personal Information" and features a left-hand menu with categories: "Demographic", "Personnel", "Payroll", "Time Off Status", "Insurance", "Employee Letters", "UDF Tables", "Emergency Contacts", "Reports", and "Web Post". An orange arrow points to the "Address" link under the "Demographic" category. The main content area displays the "Address" section for employee "TRAINING TRUETIME". It includes a "View History" button and a "Primary/Mailing Address Conf: No" label. Two address boxes are visible: "Primary" (5301 MONONA DRIVE, MONONA, WI 53716) and "Mailing". Each box has a "Request Changes" button next to it.

At this point, you can view to make sure we have the correct home mailing address on file for you. If what you see is correct, then you can exit out of Employee Access. If you need to make changes, please continue with this process.

### STEP 5: CLICK ON REQUEST CHANGES



## STEP 6: ENTER YOUR CHANGES

- Please use all CAPS and spell out your complete home address. For example: 5301 MONONA DRIVE instead of 5301 MONONA DR
- Once complete, click on Save

Request Changes - Primary Address - 05.14.06.00.04 - Mozilla Firefox  
https://employees.mononagrove.org/444/scripts/wsisa.dll/WService=wsFin/r/gen2edit018.w?isPopup=true

### Request Changes - Primary Address

Employee: TRAINING TRUETIME

Current Primary Address  
5301 MONONA DR  
MONONA, WI 53716

New Address

House #	Dir	Street	<input type="button" value="Update with Current Primary"/>
Address: 5301		MONONA DRIVE	
Address 2:			
S.U.D.:	#:	PO Box:	
* Zip Code: 53716		City/State: MONONA, WI	
County:		Township:	

New Primary Address Preview  
5301 MONONA DRIVE  
MONONA, WI 53716

Asterisk (\*) denotes a required field

## STEP 7: VERIFY YOUR CHANGES

- At this point, your changes are pending District approval
- Verify your changes within the red box.
  - If everything is correct, you can exit out of Employee Access.
  - If something is not correct, click Undo Request Change and you will start the process over.

Personal Information - 05.14.06.00.04 - Mozilla Firefox  
 https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/rempltabs001.w

MONONA GROVE SCHOOL DISTRICT

Truetime Training Account Preferences Exit ?

Home Employee Information Time Off True Time

Personal Information

Demographic  
 Employee Info  
 Address  
 Personnel  
 Payroll  
 Time Off Status  
 Insurance  
 Employee Letters  
 UDF Tables  
 Emergency Contacts  
 Reports  
 Web Post

Employee: TRAINING TRUETIME

Address

View History

Address

Primary/Mailing Address Conf: No

Primary

5301 MONONA DR  
 MONONA, WI 53716

5301 MONONA DRIVE  
 MONONA, WI 53716

Request Changes  
 Undo Requested Changes

Mailing

Request Changes

Items in Red indicate Change(s) that are pending approval.

During the next paycheck processing date, this information will be updated within the payroll system.

This concludes the process.