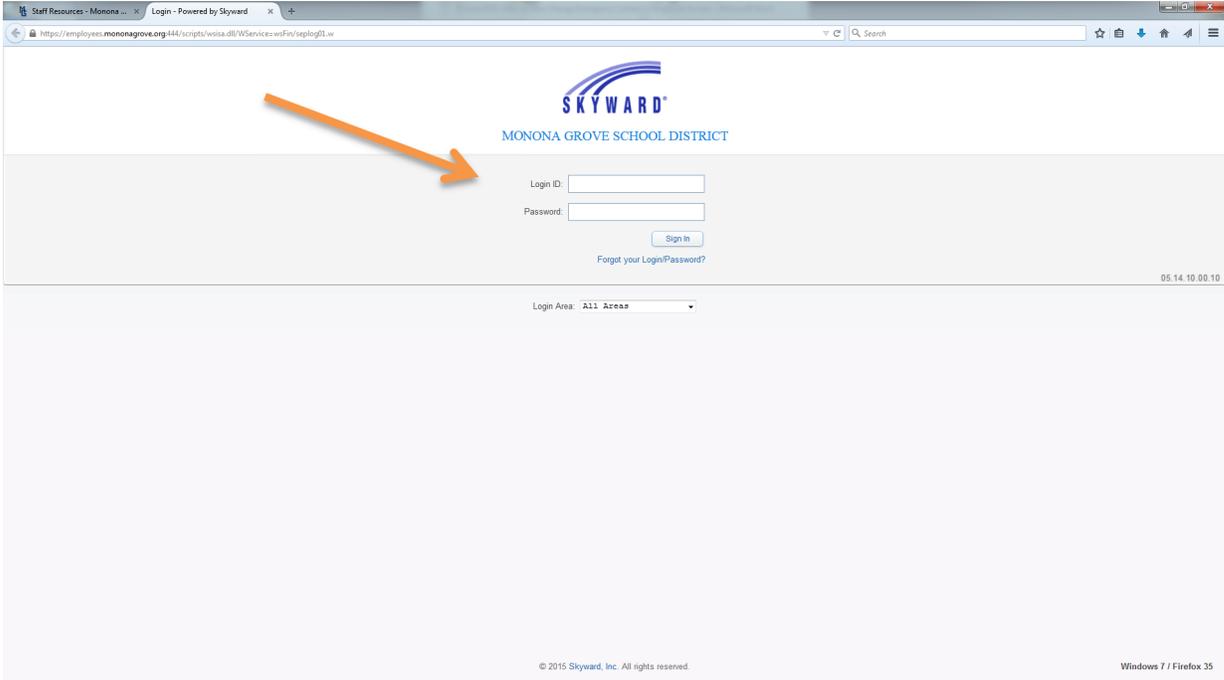


MONONA GROVE SCHOOL DISTRICT

How to View/Change Emergency Contact Information in Employee Access

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

STEP 1-LOG INTO EMPLOYEE ACCESS



The screenshot displays the login interface for the Skyward system. At the top, the Skyward logo and 'MONONA GROVE SCHOOL DISTRICT' are visible. The login form contains the following elements:

- Login ID:
- Password:
- Sign In button
- Forgot your Login/Password? link

Below the login form, the 'Login Area' dropdown menu is set to 'All Areas'. The footer of the page includes 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
- Keep “All Areas” selected for the Login Area

STEP 2: CLICK ON EMPLOYEE INFORMATION

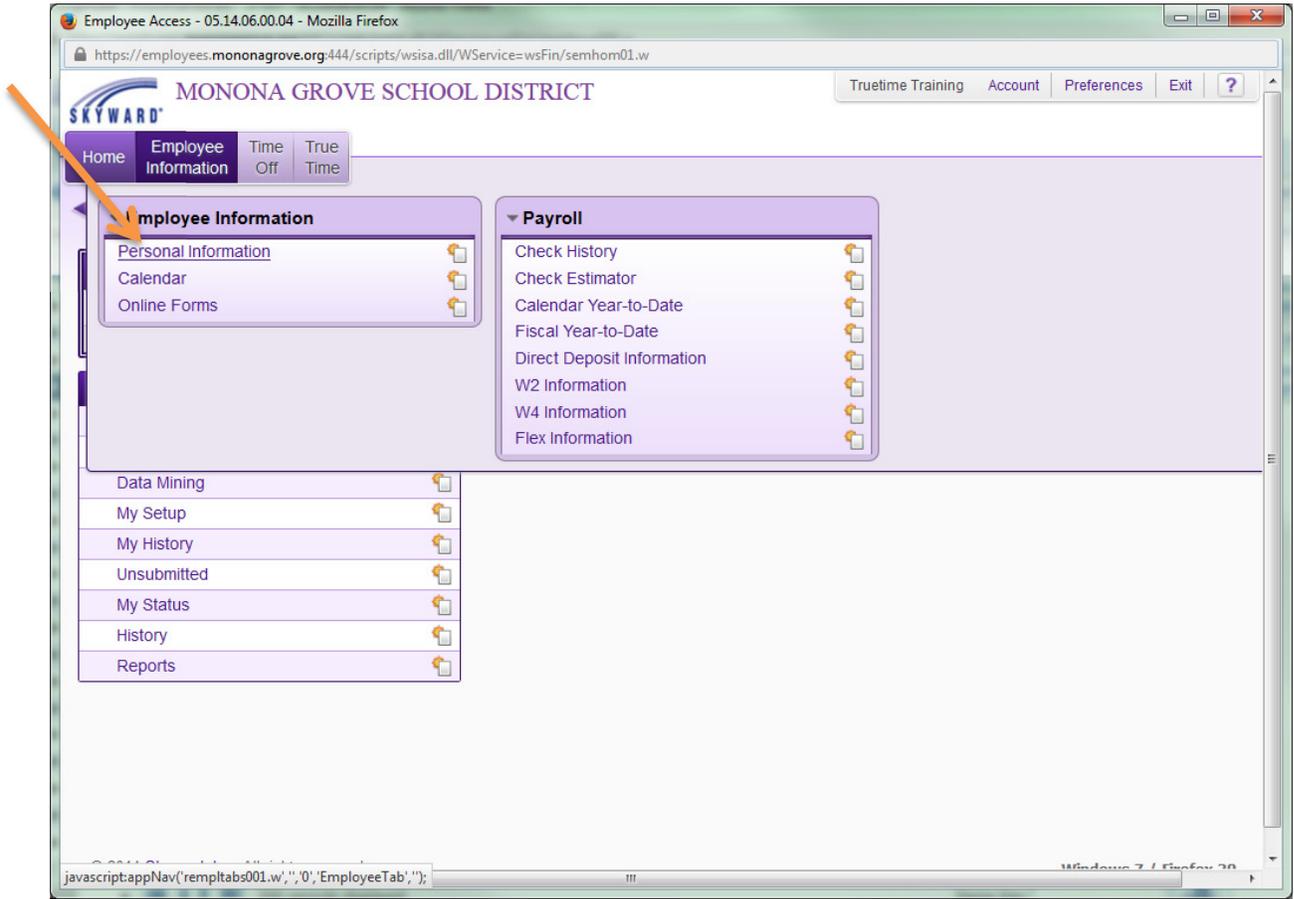
The screenshot shows a web browser window titled "Employee Access - 05.14.06.00.04 - Mozilla Firefox" with the URL "https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/semhom01.w". The page header includes the "MONONA GROVE SCHOOL DISTRICT" logo and navigation links for "Truetime Training", "Account", "Preferences", and "Exit". A secondary navigation bar contains buttons for "Home", "Employee Information", "Time Off", and "True Time". An orange arrow points to the "Employee Information" button.

The main content area is titled "Employee Access" and features several widgets:

- Jump to Other Dashboards:** A list with "Employee" selected, and options 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 of "Employee Access", "TrueTime Entry", and "Edit Favorites".
- District News:** A section with the message "No news to display".
- My Print Queue:** A section with a table header for "Job" and "Status", and the message "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".

STEP 3: CLICK ON PERSONAL INFORMATION



STEP 4: CLICK ON EMERGENCY CONTACTS

The screenshot shows the Skyward HR system interface. The top navigation bar includes 'Home', 'Employee', 'Employee Administration', 'Payroll', 'Time Off', 'Substitute Tracking', 'TrueTime', 'Advanced Features', 'Federal/State Reporting', and 'Custom Reports'. The main content area is titled 'Emergency Information' and displays details for employee TRAINTRU000. The 'Emergency Contacts' section is highlighted in the left sidebar with an orange arrow. The table below shows one emergency contact: John Smith, parent, with a primary phone number of (608).

Seq #	Contact Name	Rel	Primary Phone	Second Phone	Third
01	SMITH, JOHN	PARNT			(608)

STEP 5: VERIFY YOUR EMERGENCY CONTACTS

- Click on contacts you want to edit or verify.
- Click on edit

The screenshot shows the Skyward HR system interface. The main content area is titled "Emergency Information" and displays details for employee TRAINIRU000. The employee's name is TRAINING, TRUETIME. The page includes a table of emergency contacts with the following data:

Seq #	Contact Name	Rel	Primary Phone	Second Phone	Third
01	SMITH, JOHN	PARNT			(608)

An orange arrow points to the "Edit" button for the contact SMITH, JOHN. The page also includes a sidebar with navigation options such as "Certification", "Degrees", "Credits", "Position", "Employee Letters", "UDF Tables", "Emergency Contacts", "Change History", "Confidentiality Flag", and "Org Chart".

STEP 6: CHECK YOUR CONTACT FOR ACCURACY

- Verify First Name, Last Name, Phone Numbers, Relationship and Comments are correct.

YOU MIGHT NEED TO SCROLL DOWN TO SEE THE BOTTOM OF THIS SCREEN OR MAXIMIZE YOUR SCREEN

Emergency Contact Maintenance - WH\EP\TB\EM - 9020 - 05.14.06.00.08 - Mozilla Firefox

https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/sstudemeredit004.w?isPopup=true

Emergency Contact Maintenance

Enter Information for Emergency Contact of TRUETIME TRAINING

Emergency Contact

* First: Middle: * Last: Pickup: Save

Name Suffix: Name Prefix: Name Key: SMITHJOH000

Demographic Information

Gender: Marital Status: Date of Birth:

Race: Language: Age: Change Name Format to Organization

Contact Information

1st Phone: Ext: PCat: 1st Phone Confidential Fax:

1st Phone Long Distance

2nd Phone: Ext: PCat: Home Address:

3rd Phone: (608) 111-1212 Ext: PCat: Work

Home Email: Back

Other Information

Employer: Name Used As: EMERGENCY CONTACT

Organization:

Occupation:

Education:

Comment:

Emergency Information

Relationship: PARENT

Comment: EXISTING MED CONDITIONS: NONE
CURRENT MEDS: NONE
ALLERGIES: NONE
INS: UW HEALTH

Asterisk (*) denotes a required field

STEP 7: VERIFY YOUR SECOND CONTACT, IF YOU HAVE ONE, BY FOLLOWING THE SAME PROCESS IN STEPS 5 AND 6.

STEP 8: IF EVERYTHING IS CORRECT AND COMPLETE, YOU CAN EXIT OUT OF EMPLOYEE ACCESS. IF YOU NEED TO MAKE CHANGES, ENTER THE CHANGES THAT ARE NEEDED AND CLICK ON SAVE.

Emergency Contact Maintenance - WH\EP\TB\EM - 9020 - 05.14.06.00.08 - Mozilla Firefox

https://employees.mononagrove.org:444/scripts/wsisa.dll/WService=wsFin/sstudemeredir004.w?isPopup=true

Emergency Contact Maintenance

Enter Information for Emergency Contact of TRUETIME TRAINING

Emergency Contact

* First: JOHN Middle: * Last: SMITH Pickup: Yes
 Name Suffix: Name Prefix: Name Key: SMITHJOH000

Demographic Information

Gender: Marital Status: Date of Birth: Age: 0
 Race: Language:

Contact Information

1st Phone: Ext: PCat: 1st Phone Confidential Fax:
 1st Phone Long Distance
 2nd Phone: Ext: PCat: Home Address:
 3rd Phone: (608) 111-1212 Ext: PCat: Work
 Home Email:

Other Information

Employer: Organization: Name Used As: EMERGENCY CONTACT
 Occupation: Education: Comment:

Emergency Information

Relationship: PARENT PARENT
 Comment: EXISTING MED CONDITIONS: NONE
 CURRENT MEDS: NONE
 ALLERGIES: NONE
 INS: UW HEALTH

Asterisk (*) denotes a required field

ANY CHANGES MADE, WILL BE UPDATED BY THE DISTRICT OFFICE ON A WEEKLY BASIS.

THIS CONCLUDES THE PROCESS