

# First time setup of ERMA/Skyward Access

Complete this step AFTER you have set up your Roseville Schools email account. You must have claimed your Rapid Identity account to complete this step.

## Step 1

Go to Roseville Area Schools home page

<http://portal.isd623.org> and choose *Quick Links - Staff Resources*



## Step 2 - Choose Employee Access (ERMA)

ERMA will provide you with payroll and other HR related information.



## Step 3

Login with your Skyward user ID provided to you by HR.

Your Skyward employee key is usually first 5 characters of your last name, 3 characters of your first name and 3 zeros with no spaces. I.E. John Netwon = *NETWOJOH000*.

**The default password is Rose(birthdate as MMDDYYYY).**

**Ex:** If your birthdate is 07/01/1986 your default password is **Rose07011986**.