

Skyward TrueTime App

Use to Clock In/Out— Must be connected to GISD Wifi Network to use.

STEP 1

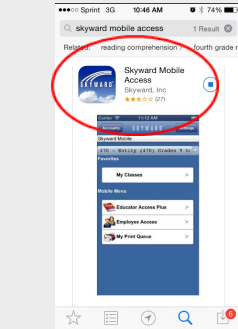
Download "Skyward Mobile Access" App from App Store



iTunes
Google play

STEP 2

Select the Skyward Mobile Access App



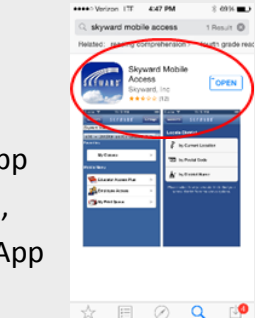
STEP 3

Type in App Store Password if prompted.



STEP 4

After the Skyward App downloads, **OPEN** the App



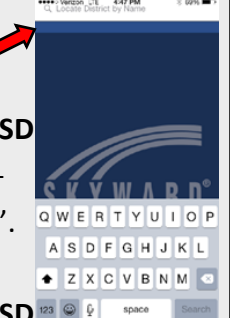
STEP 5

Select "by District Name"



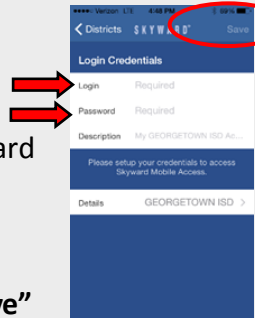
STEP 6

Type **Georgetown ISD** in "Locate District by Name". Select **Georgetown ISD**



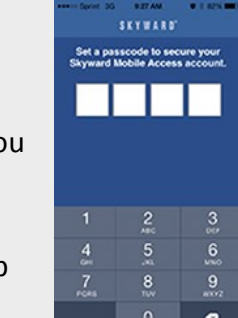
STEP 7

Type in your Skyward log in and password. Select "Save"



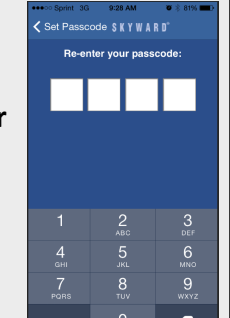
STEP 8

Set a 4 digit passcode you will use to secure your Skyward App



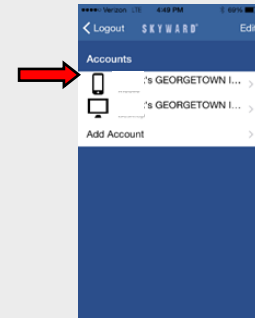
STEP 9

Re-enter your 4 digit passcode to verify.



STEP 10

Select the mobile account.



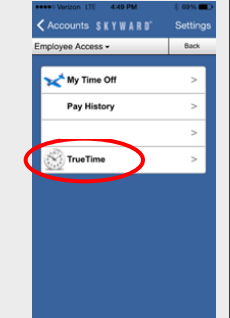
STEP 11

After signing into Skyward app, to use TrueTime, select "Employee Access"



STEP 12

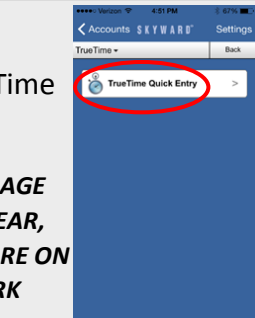
To Clock In/Out, Select "TrueTime"



STEP 13

Select TrueTime Quick Entry

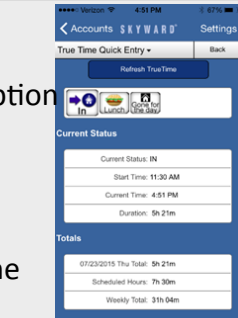
IF CLOCK IN PAGE DOESN'T APPEAR, VERIFY YOU ARE ON GISD NETWORK



STEP 14

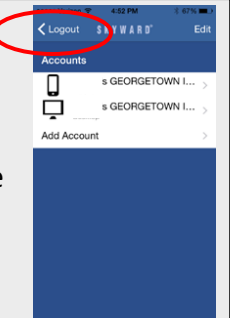
Select the option to either

- Clock IN
- Lunch
- Gone for the day



STEP 15

When done, return to accounts page and select "Logout" or close app



How to Use the Skyward True Time App on your Personal Device (smartphone, iPad)

1. Download "Skyward" App from the App Store
2. Select the Skyward Mobile Access App and Install
3. Type in App Store Password if prompted.
4. After the App downloads, **OPEN** the App.
5. Select "by District Name"
6. Type "Georgetown ISD" in "Locate District by Name". Select Georgetown ISD.
7. Type in your Skyward log in and password. Select "Save".
8. **Set a 4 digit passcode** you will use to secure your Skyward App.
(When asked if you would like Skyward to require a passcode....select "Require Right Away".)
9. **Re-enter your 4 digit passcode** to verify.
10. Select the mobile account.
11. After signing into Skyward app, **select "Employee Access"**
12. To Clock In/Out, Select "TrueTime"
13. Select TrueTime Quick Entry
*****If not directed to Clock In/Out page, verify you are on GISD Wifi Network.**
See "Instructions for Connecting to Employee GISD Wireless Network" below.
14. Select the option to either
 - Clock IN
 - Lunch
 - Gone for the day
15. When done, return to accounts page and select "Logout" or close the App.

Instructions for Connecting to Employee GISD Wireless (WiFi) Network

To use the True Time App on your personal device, you must be at a GISD location and connected to a Georgetown ISD wireless (WiFi) network.

To connect your personal device to a Georgetown ISD wireless (WiFi) network.

1. On your personal mobile device, open your wireless network (WiFi) settings.
2. Select ENGAGE-STAFF from the available networks.
3. A screen will appear prompting you to login. Enter your (your computer username and password).
4. Click the sign in button.
5. Click the Done button if you are not automatically returned to your wireless network settings screen or to the Internet.
6. You are now connected to the Employee GISD Wireless Network.

Please Note:

You can only connect one personal mobile device to the Employee GISD Wireless Network at a time. You must follow the instructions above to connect and login to ENGAGE-STAFF at the beginning of each day; you are only required to connect/login once per day. If you move between rooms or buildings, you will be automatically reconnected to the ENGAGE-STAFF wireless network. Your connection/login expires every night at midnight.