



Please set up your log-in and password, and make sure all of your information, such as address, phone number, personal email, and emergency contact information is up-to-date.

This is critical for an easy transition to Skyward, and we appreciate your help! Here is a step-by-step process to make sure your personal information is correct. We have also provided you with information on how to access your pay stubs moving forward.

## STEP 1:

On the Midland ISD web site ([www.midlandisd.net](http://www.midlandisd.net)), click on "Staff Links", which is located under the "FOR STAFF" tab of the main tool bar.

Next, select: "Skyward – Employee Access (change Login Area: Employee Access)".

The following window will pop-up. Before entering a Login ID or Password, please click on the "Login Area" drop-down arrow and select "Employee Access", which is identified by the red star below.

The screenshot displays the Skyward login interface. At the top, the Skyward logo is centered, followed by the text "MIDLAND ISD" and "Midland ISD - Business - Live". 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?". In the bottom right corner of the form area, the version number "05.18.06.00.06" is displayed. Below the main form, there is a "Login Area:" label followed by a dropdown menu. The dropdown menu is currently set to "Employee Access" and has a small downward arrow on its right side. A red star is placed above the "Employee Access" text in the dropdown menu to highlight it.

## STEP 2:

Your Login ID will be the first 10 characters of your first name, period, first 11 characters of your last name. All characters are lower case.

**Example 1:** For an employee named Christopher Robinson-Hall, his Login ID will be: *christophe.robinsonhal*

**Example 2:** For an employee named Jane Doe, her Login ID will be: *jane.doe*

The “temporary” password to login to Skyward Employee Access for the first time is: *password1@*

### SAMPLE:

Login ID: *firstname.lastname*

Password: *password1@*

If you have problems with your Login ID or Password, please contact the Midland ISD Help Desk at (432) 240-1111.

## STEP 3:

You will automatically be prompted to change your temporary password once you sign in. Please make sure to follow the password guidelines provided.

### Expired Password

Your password has expired. Please enter a new password.

Name:	<b>DOE, JANE</b>
Login:	<b>jane.doe</b>
New Password:	<input type="password"/>
Confirm New Password:	<input type="password"/>
	<input type="button" value="Submit"/>

Number of Numeric Characters Required:	<input type="text" value="1"/>
Number of Special Characters Required:	<input type="text" value="1"/>
Minimum Password Length:	<input type="text" value="8"/>
Number of Passwords Before Reuse:	<input type="text" value="3"/>

Name Used As: **SECURITY USER  
VENDOR  
VENDOR ORDER FROM  
EMPLOYEE**

## STEP 4:

Once your personal password has been accepted you will receive a pop-up stating, "Account updated successfully". Click "OK".

skyward.iscorp.com says

Account updated successfully.

OK

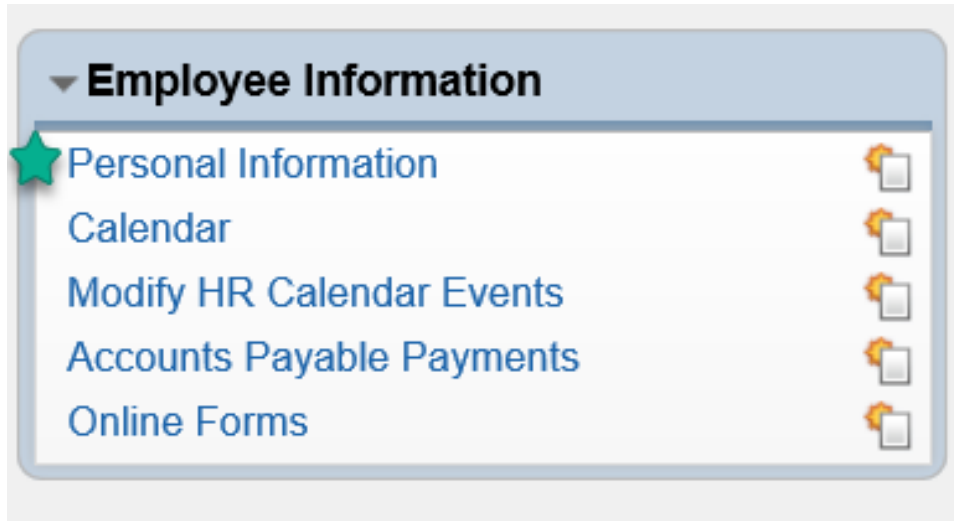
## STEP 5:

Once you click "OK", you will be directed to the Skyward Home Page. Click on the drop-down arrow to the right of "Home", and select "Employee Access". Then click on the "Employee Information" tab.



## STEP 6:

Next, you will need to click on "Personal Information", which is indicated below by the green star.



## STEP 7:

This will take you to the following window. By clicking on "Employee Info" under the "Demographic" category on the left-hand side, you can make changes to your phone number(s) and personal email information by clicking on the "Request Changes" button indicated by the red star below. Please do not change your work email address.

Personal Information

- ▼ Demographic
- Employee Info
- Address
- ▼ Personnel
- Personnel Info
- Lane/Step History
- Prof Development
- Assignments
- Certifications
- ▼ Payroll
- Checks
- Calendar YTD
- Fiscal YTD
- History Report
- W2 Information
- W4 Information
- 1095 Forms
- AP Payments
- Emergency Contacts

Employee:

### Employee Info

[View History](#)

### Employee Information

[Request Changes](#)

#### Name

	Conf.
Former Name: <input type="text"/>	Yes <input type="checkbox"/>
Spouse Name: <input type="text"/>	Yes <input type="checkbox"/>

#### Phone

	Conf.
Phone 1: <input type="text" value="(432) 240-1000"/> Ext: <input type="text"/>	Yes <input type="checkbox"/>
Phone 2: <input type="text"/> Ext: <input type="text"/>	Yes <input type="checkbox"/>
Phone 3: <input type="text"/> Ext: <input type="text"/>	Yes <input type="checkbox"/>

1st Email:

2nd Email:  Type:

3rd Email:  Type:

4th Email:  Type:

#### Race and Ethnicity

Ethnicity:  Hispanic/Latino?

Federal Race:

- 1-American Indian or Alaskan Native
- 2-Asian
- 3-Black or African American
- 4-Native Hawaiian or Other Pacific Islander
- 5-White

## STEP 8:

By clicking on "Address" under the "Demographic" category on the left-hand side, you can make changes to your address information by clicking the "Request Changes" button indicated by the red star below.

The screenshot displays the Skyward HR system interface for Midland ISD. The top navigation bar includes 'Home', 'Employee Information', and 'Expense Reimbursement'. The left-hand navigation menu is expanded to 'Personal Information', with sub-categories: 'Demographic', 'Personnel', and 'Payroll'. Under 'Demographic', 'Address' is selected and marked with a red star. The main content area shows the 'Address' page for employee 'DOE JANE'. It features a 'View History' button, a 'Primary/Mailing Address Conf:' dropdown set to 'Yes', and two address fields: 'Primary' (containing '615 W MISSOURI AVE, MIDLAND, TX 79701') and 'Mailing'. Both address fields have 'Request Changes' buttons, with a red star highlighting the 'Request Changes' button for the Primary address.

## STEP 9:

By clicking "Checks" under the "Payroll" category on the left-hand side, you will find your Midland ISD Earnings Statements starting July 2018. If you have any questions regarding your paycheck, please contact the Payroll Department at (432) 240-1940.

Employee: DOE JANE

**Checks**

Views: Check Date Seq - Check Detail Information

Check Date	Check Number	Gross Wages	Net Amount	C/T
07/31/2018	012-034-0	\$-----	\$-----	R

20 1 records displayed

## STEP 10:

Under "*Emergency Contacts*", which is the last option on the left-hand side, you can add or update your "*Emergency Contacts*" information by clicking the "*Add*" button indicated by the red star below.

Employee: DOE JANE

**Emergency Contacts**

Views: General Filters: \*Skyward Default

Seq #	Last Name	First	Middle	Rel	Primary Phone
01	DOE	JOHN		HB	432-240-1000
02	DOE	JAN		MO	432-240-1000
03	SMITH	JOHNNY		FA	432-240-1000

20 3 records displayed Sequence #:

