

Skyward Employee Access Instructions

Requesting Time Off (No Sub Needed)

Go to the District website (www.sspps.org), Staff Resources, Quick Links, click on Skyward

HOME > RESOURCES > STAFF RESOURCES

STAFF RESOURCES

At left find links to additional information and pages useful for SSPPS Staff. Below find quick links to commonly needed applications and forms.

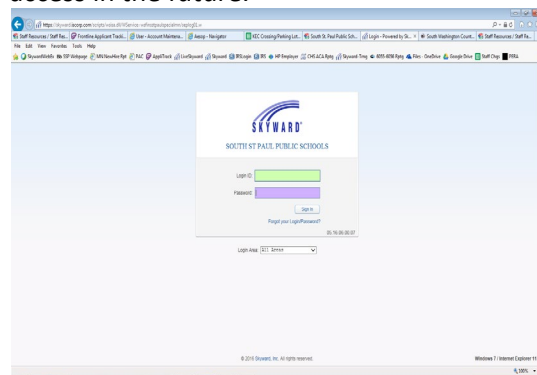
If you have additional suggestions for this Staff Resources page, please [contact us](#).

QUICK LINKS STAFF FORMS TECH/IT HELP

QUICK LINKS

- [Frontline Education Single Sign On](#)
 - (Aesop, MIP, Applitrack)
 - [Instructions](#)
- [Skyward](#)

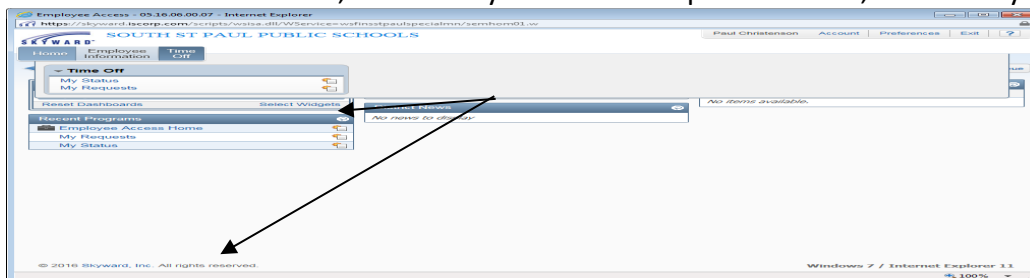
At the login page, enter your username and password that you currently use to log into your South St. Paul email account or work computer (example: *jsmith@sspps.org* – Login ID is *jsmith*). As a tip, add this site to your favorites for easy access in the future.



If you see a pop-up blocker warning at this point, see the FAQ at the end of this document.

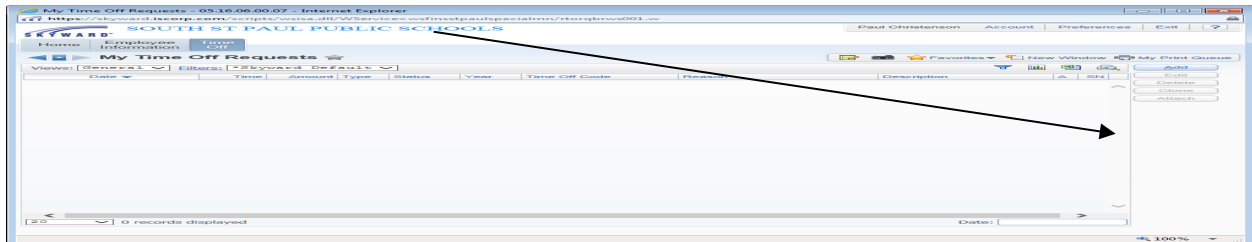
Click on the Time Off/My Requests.

To view time off balances, click on My Status. To request time off, click on My Requests



Requesting Time Off (No Sub Needed)

Click Add

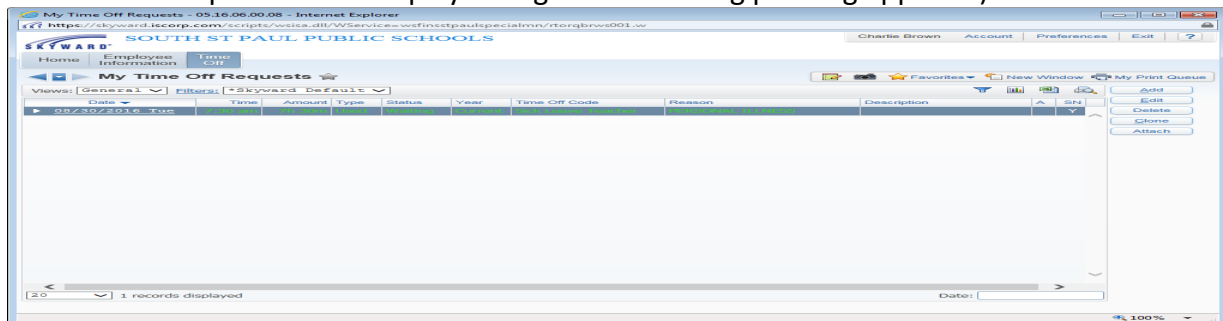


Choose the appropriate Time Off Code, Reason, Description, Date and Hours. Enter only one day at a time. Please use the description box to provide additional information regarding your absence such as:

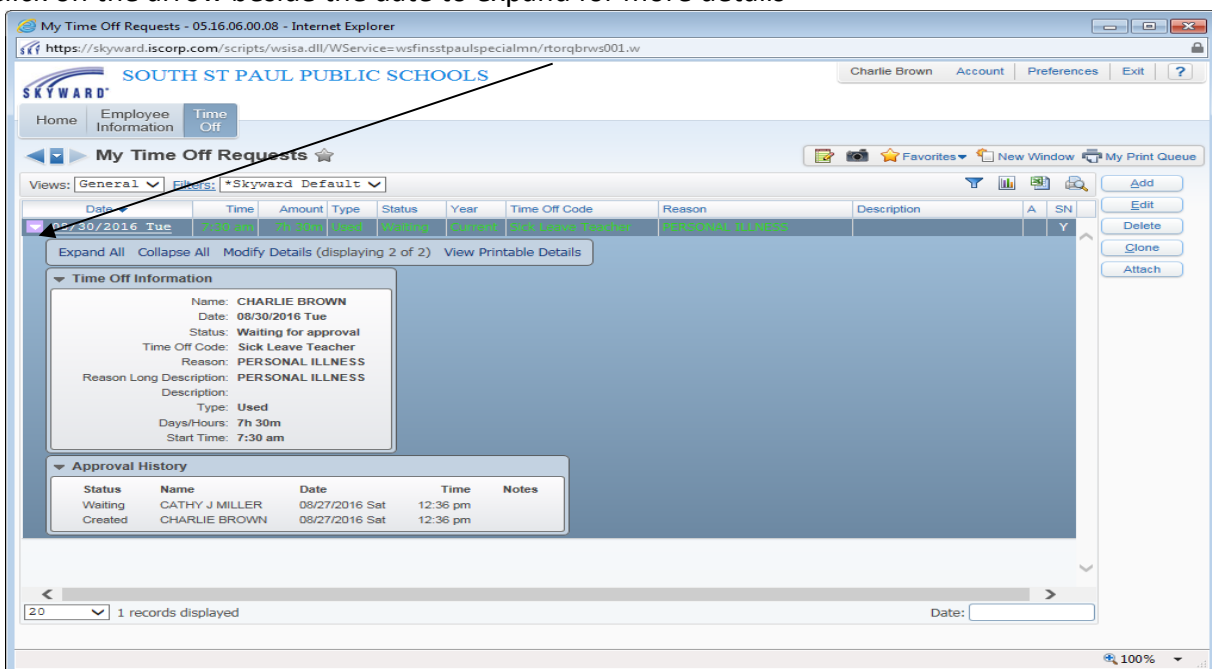
- Family illness – indicate family member (i.e. mother)
- Funeral leave – indicate the relationship (i.e. grandmother)
- Unpaid leave – indicate the reason for the request (required)
- Other additional information as appropriate

Click Save

Your time off request will be displayed in green-indicating pending approval).

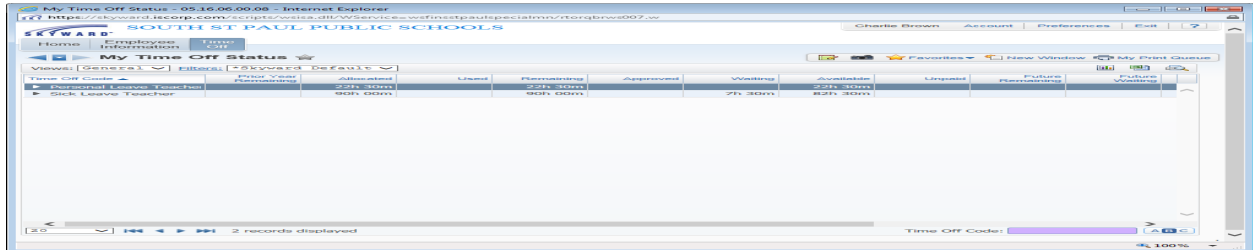


Click on the arrow beside the date to expand for more details

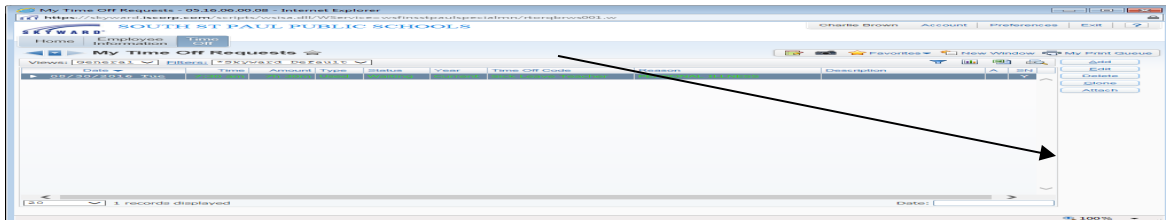


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Under My Time Off Status, the available hours have been reduced and the request is listed under waiting.



The time off request can be deleted if the request has not yet been approved by anyone yet. Click the Delete button to delete the absence. To cancel a sub, contact building/department secretary.



Frequently Asked Questions

What is my Skyward log in information?

- Your Skyward login information is the same username and password that you currently use to log into your SSPPS email account or computer (*example: jsmith@sspps.org – Login ID is jsmith*). If you do not have an email account or work computer, login and password information will be assigned and communicated with you.

What if I have trouble logging into Skyward or Absence Management?

- Contact Tech Support at Ext. 9459 (651-457-9459) or techhelp@sspps.org

What if I have questions about my time off?

- Human Resources human.resources@sspps.org (651) 457-9409
- Joel Milteer at jmilteer@sspps.org (651) 457-9473

What if I receive a pop-up blocker message?

After logging in, Skyward may notify you that your browser is blocking popup windows in Skyward. If you have trouble with this process, contact Tech Support at Ext. 9459 (651-457-9459)



If you see this pop-up message, follow the directions below and click Retry when done.

For Internet Explorer:

Look for this message at the bottom of your screen. Click Options for this site, then "Always allow"



For Google Chrome:

Click this icon near the top right of the Chrome window and select "Always allow popups from <https://skyward.iscorp.com>". Then click Done.



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