How to Update Your Personal Information In Skyward (i.e. Address, phone number, emergency contacts, etc)

Log into Employee Access in Skyard.

Go to Employee Information > Personal Information

S Employee Access - 05.19.02.00.09-11.7 - Google Chrome							\times			
	https://skyward.bdusd.org/scripts/wsisa.dll/WService=wsSky/semhom01.w									
	BEAVER DAM UNIFIED SCHO	Test Test Employee Account	Preferences	Exit	?					
SKYWARD										
Home Employee Time Expense										
	Chi Reinbursement									
	- Employee Information	- Payroll		Professional Development			Queue			
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		Direct Deposit Information								
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Each tab on the left can be viewed, and some you may request changes. Hit the "Request Changes Button" and you are able to revise the fields and request changes that are sent to HR for approval.

Home Employee Tin	e Expense
Information O	f Reimbursement
Personal Inf	ormation 😭 🔂 🔂 Favorites 🔻 👘 New Window 👘 My Print Queue
▼ Demographic	Employee: TEST EMPLOYEE TEST
Employee Info Address	Employee Info
▼ Personnel	History
Personnel Info Lane/Step History Prof Development Assignments Certifications	Employee Information Request Changes Name
▼ Payroll Checks Check Estimator Calendar YTD Fiscal YTD History Report Direct Deposit	Conf. Former Name: Spouse Name: Phone Conf. Phone 1: (860) 763-8099 Ext: No
W2 Information W4 Information 1095 Forms Time Off Status	Phone 2: Ext: 1130 No Phone 3: (920) 487-4200 Ext: No 1st Email: testemployeet@bdusd.org
Insurance	3rd Email: Type:
Employee Letters	4th Email: Type:
Custom Forms	
▶ UDF Tables	Kace and Ethnicity
Emergency Contacts Attachments	Federal Race: 1-American Indian or Alaskan Native 2-Asian 3-Black or African American 4-Native Hawaiian or Other Pacific Islander 5-White



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Demographic	Employee: TEST EMPLOYEE TEST				
Employee Info	Employee Info				
Address					
Personnel	History				
Payroll	Employee Information				
Time Off Status	Request				
Insurance	Changes				
Employee Letters	Name				
Custom Forms	Conf.				
▶ UDF Tables	Former Name:				
Emergency Contacts	Spouse				
Attachments	Name:				
	Phone				
	Conf.				
	Phone 1: (860) 763-8099 Ext: No				
	Phone 2: Ext: 1130 No				
1	1st Email: testemployeet@bdusd.org				
1	2nd Email: Idarnemail44@live.com				
	3rd Email: Type:				
	4th Email: Type:				
	Race and Ethnicity Ethnicity: Hispanic/Latino?				
	Federal Race: 1-American Indian or Alaskan Native 2-Asian				