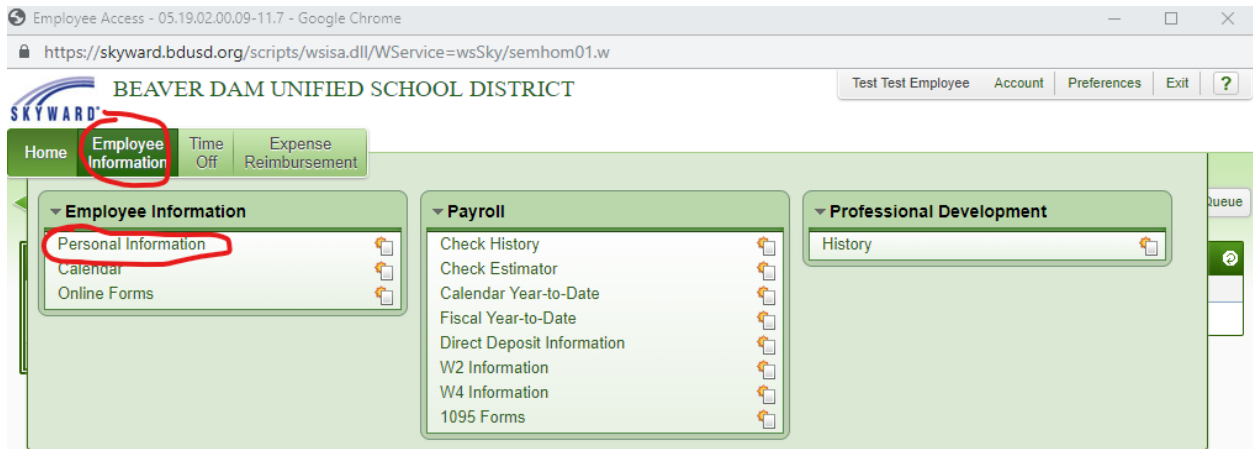


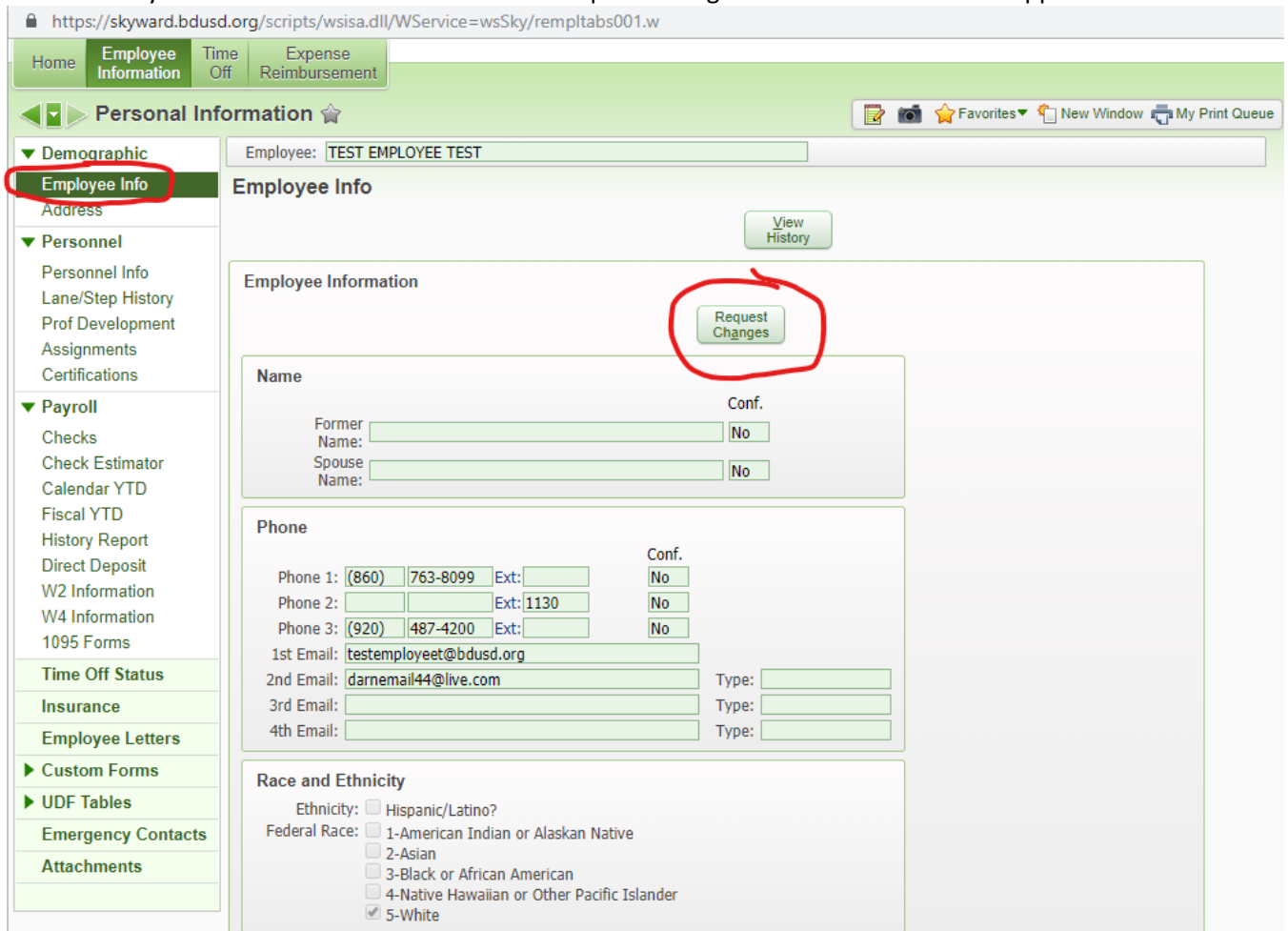
How to Update Your Personal Information In Skyward (i.e. Address, phone number, emergency contacts, etc)

Log into **Employee Access** in Skyward.

Go to **Employee Information > Personal Information**



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.





Personal Information

- Demographic
- Employee Info
- Address**
- Personnel
- Payroll
- Time Off Status
- Insurance
- Employee Letters
- Custom Forms
- UDF Tables
- Emergency Contacts
- Attachments

Employee: TEST EMPLOYEE TEST

Address

View History

Primary/Mailing Address Conf: Yes

Primary
705 MCKINLEY ST
BEAVER DAM, WI 53916

Mailing

Request Changes

Request Changes



Personal Information

- Address
- Personnel**
- Personnel Info
- Lane/Step History
- Prof Development
- Assignments
- Certifications
- Payroll
- Checks
- Check Estimator
- Calendar YTD
- Fiscal YTD
- History Report
- Direct Deposit
- W2 Information
- W4 Information
- 1095 Forms
- Time Off Status
- Insurance
- Employee Letters
- Custom Forms
- UDF Tables
- Emergency Contact**
- Attachments

Employee: TEST EMPLOYEE TEST

Emergency Contacts

Views: General Filters: *Skyward Default

Seq #	Last Name	First	Middle	Rel	Primary Phone	Second Phone	Third Phone
01	ROGERS	GREG		SP	(920) 235-6515		

20 1 records displayed Sequence #:

- Add
- Edit
- Delete
- Move Up
- Move Dn



Demographic

Employee Info

Address

Personnel

Payroll

Time Off Status

Insurance

Employee Letters

Custom Forms

UDF Tables

Emergency Contacts

Attachments

Employee: TEST EMPLOYEE TEST

Employee Info

View History

Employee Information

Request Changes

Name

Former Name:
Spouse Name:

Conf.

Phone

Phone 1: (860) 763-8099 Ext:
Phone 2: Ext: 1130
Phone 3: (920) 487-4200 Ext:

Conf.

No

No

No

1st Email: testemployeet@bdusd.org

2nd Email: darnemail44@live.com

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