



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.

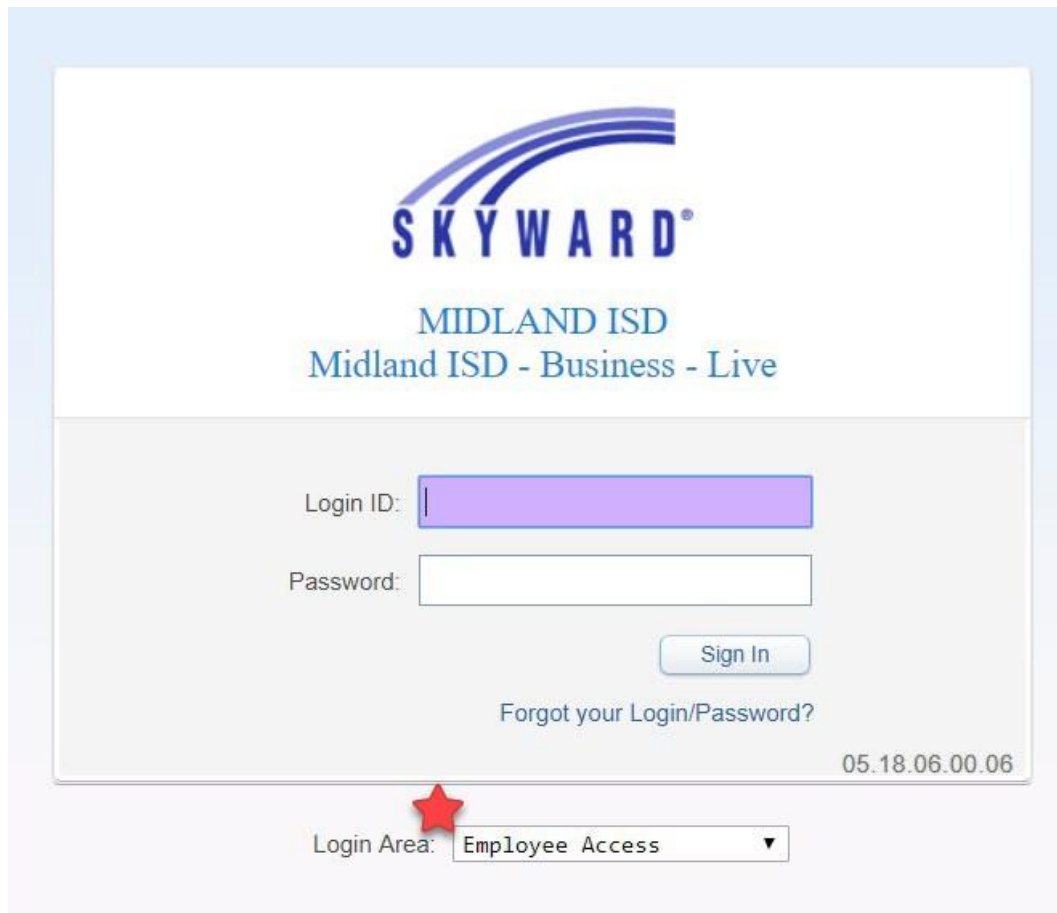
This is critical for an easy transition to Skyward, and we appreciate your help! Here is a step-by-step process to make sure your personal information is correct. We have also provided you with information on how to access your pay stubs moving forward.

STEP 1:

On the Midland ISD web site (www.midlandisd.net), 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.



SKYWARD®

MIDLAND ISD
Midland ISD - Business - Live

Login ID:

Password:

Sign In

Forgot your Login/Password?

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Login Area: ★ Employee Access ▼

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:	DOE, JANE
Login:	jane.doe
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

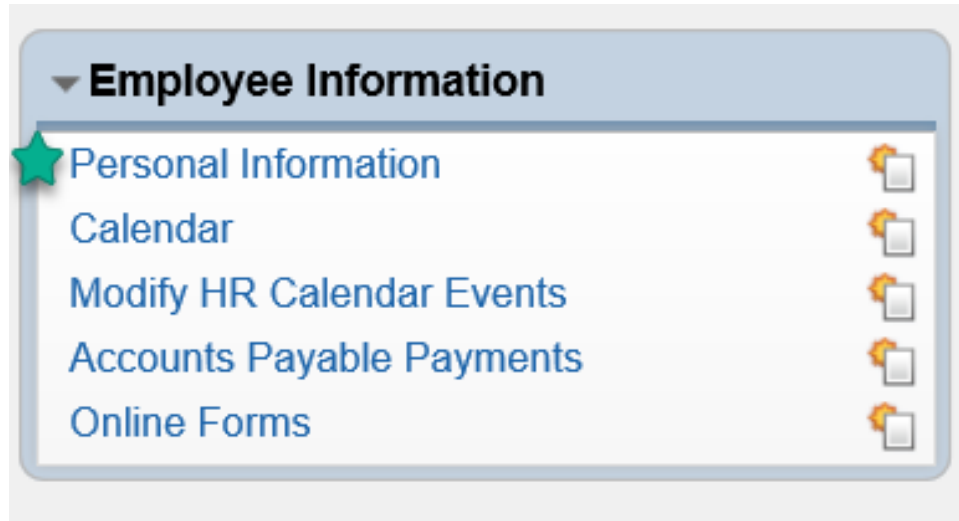
STEP 5:

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.



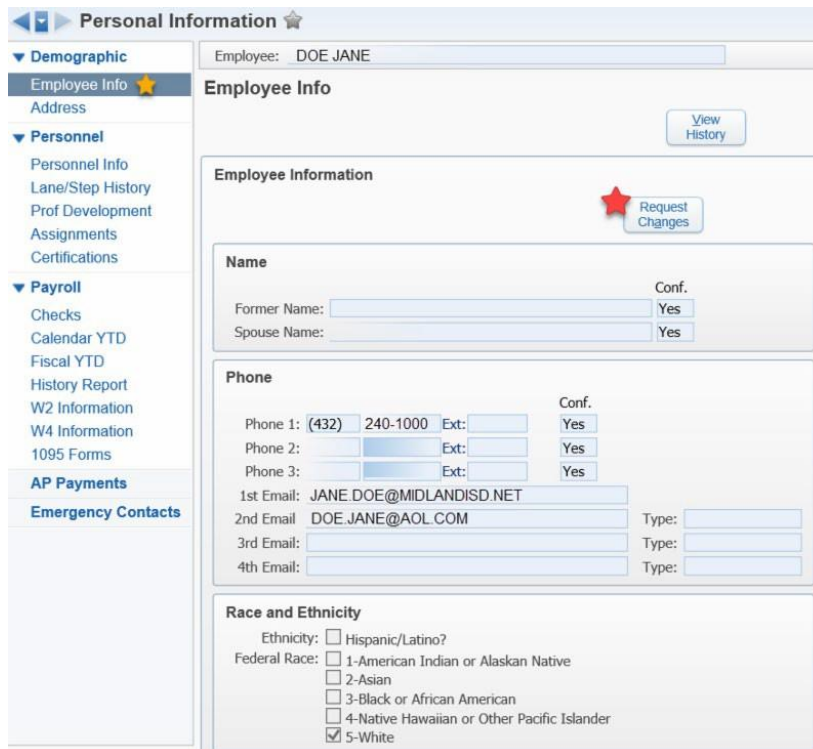
STEP 6:

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.



The screenshot shows the "Personal Information" web form for Employee Jane Doe. The left sidebar contains a navigation menu with categories: Demographic, Personnel, Payroll, AP Payments, and Emergency Contacts. The "Employee Info" option under Demographic is highlighted with a red star. The main content area shows the "Employee Info" section with a "Request Changes" button also marked with a red star. The form includes fields for Name, Phone, and Race and Ethnicity.

Personal Information ☆

Employee: DOE JANE

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 Info [View History](#)

Employee Information ★ [Request Changes](#)

Name

Former Name: Conf. Yes

Spouse Name: Conf. Yes

Phone

Phone 1: (432) 240-1000 Ext: Conf. Yes

Phone 2: Ext: Conf. Yes

Phone 3: Ext: Conf. Yes

1st Email: JANE.DOE@MIDLANDISD.NET

2nd Email: DOE.JANE@AOL.COM Type:

3rd Email: Type:

4th Email: Type:

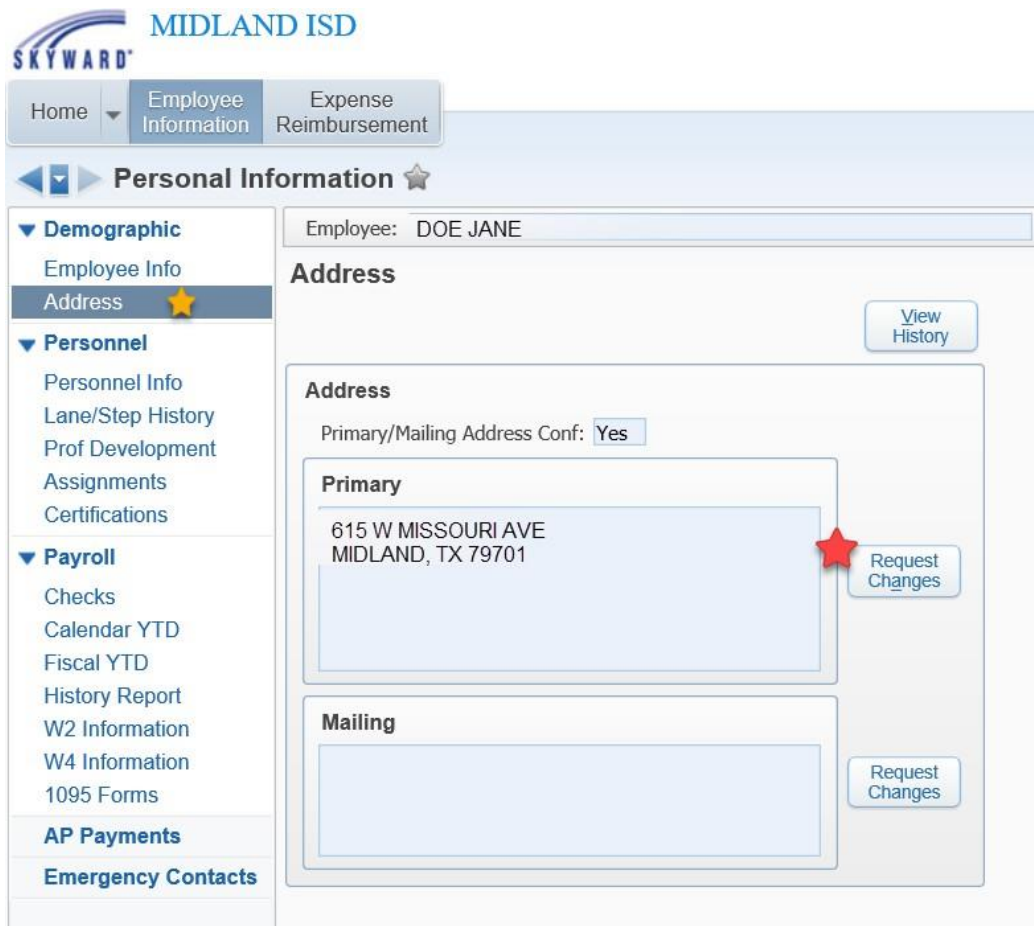
Race and Ethnicity

Ethnicity: Hispanic/Latino?

Federal Race: 1-American Indian or Alaskan Native
 2-Asian
 3-Black or African American
 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.



SKYWARD MIDLAND ISD

Home Employee Information Expense Reimbursement

Personal Information ☆

Employee: DOE JANE

Address

View History

Address

Primary/Mailing Address Conf: Yes

Primary

615 W MISSOURI AVE
MIDLAND, TX 79701

Request Changes

Mailing

Request Changes

Demographic

- Employee Info
- Address ☆

Personnel

- Personnel Info
- Lane/Step History
- Prof Development
- Assignments
- Certifications

Payroll

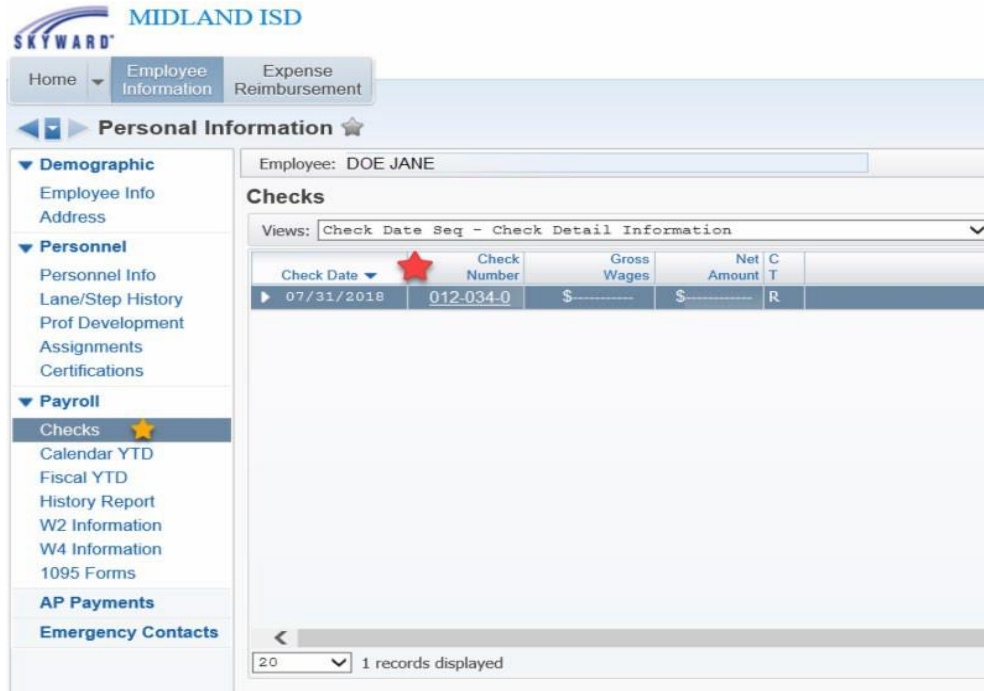
- Checks
- Calendar YTD
- Fiscal YTD
- History Report
- W2 Information
- W4 Information
- 1095 Forms

AP Payments

Emergency Contacts

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.



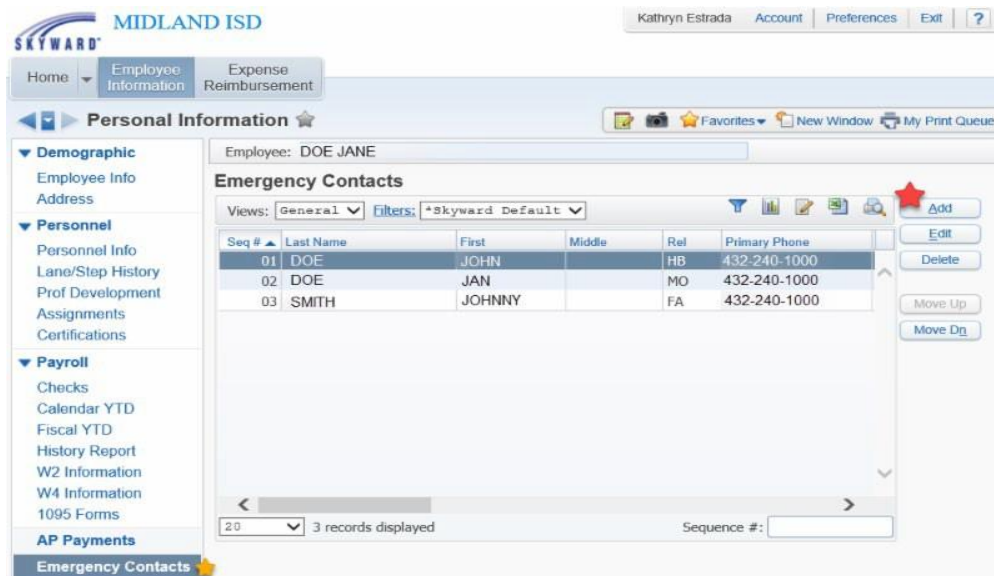
The screenshot shows the Skyward HR system interface for employee DOE JANE. The left-hand navigation menu is expanded to the 'Payroll' section, where 'Checks' is selected and marked with a yellow star. The main content area displays a table of checks with the following data:

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

A red star is placed over the 'Check Number' column header. The table shows 1 record 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.



The screenshot shows the Skyward HR system interface for employee DOE JANE. The left-hand navigation menu is expanded to the 'Emergency Contacts' section, which is marked with a yellow star. The main content area displays a table of emergency contacts with the following data:

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

An 'Add' button with a red star is visible in the top right corner of the table area. The table shows 3 records displayed.