

Slide 1 - Slide 1

The screenshot shows a Windows Internet Explorer browser window titled "Skyward Employee Access (03.07.10.02.00) - Windows Internet Explorer". The browser's address bar contains "EMPLOYEE ACCESS™" and a user profile picture. The browser's menu bar includes "Favorites", "Notes", "Preferences", "Create New Window", "Login History", and "Help". The browser's status bar shows "My Print Queue". The main content area displays the "Skyward School District" logo and the user name "Troy Arnold" on the left, and the date "Monday, May 12th, 2008" on the right. A central yellow box contains the following text:

Employee Access - The New Look
WA\EM
Release 03.07.10.02.00

Program Modification Summary
This tutorial is a preview of the screen changes coming for Employee Access with PMP2 of the October 2007 Release.

Current buttons have been moved and additional options have been added to allow for greater flexibility.

Note: Use the navigation bar located in the upper right-hand corner of the screen to move through the tutorial.

Below the yellow box is the "PaC™ School Management Systems" logo, with "PaC Software © 2006 Skyward, Inc." underneath. At the bottom of the page, there is a small text block: "Skyward® is a registered trademark of Skyward, Inc. All PaC™ products are trademarks of Skyward, Inc. PaC Student™ User-Defined Reports are for Export to Microsoft® Excel. WSpellActiveX Spelling Checker Copyright © 2000 Wintertree Software, Inc. All other brands and products names are copyrights, trademarks, or registered trademarks of their respective owners." In the bottom left corner, there is an American flag icon and the text "Software made and supported in the U.S.A." next to a circular logo for "SIF CERTIFIED VERSION 1.5". In the bottom right corner, there is the "SKYWARD®" logo with a rainbow graphic above it.

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Skyward Employee Access (03.07.10.02.00) - Windows Internet Explorer

EMPLOYEE ACCESS™

Exit

★Favorites ▾ | Notes | Preferences | ↪Create New Window | Login History | Help | My Print Queue

Skyward School District | User Name: Troy Arnold | Monday, May 12th, 2008

Employee Information | Time Off

The following options have been added on the top menu bar by employee:

- Preferences** - set color display, field options and menu options
- Create New Window** - create a separate window
- Login History** - history by IP address
- Help** - direct link to Skyward Online Documentation

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Skyward Employee Access (03.07.10.02.00) - Windows Internet Explorer

EMPLOYEE ACCESS™

Exit

★Favorites ▾ | Notes | Preferences | ↪Create New Window | Login History | Help | My Print Queue

Skyward School District | User Name: Troy Arnold | Monday, May 12th, 2008

Employee Information | Time Off

Click Employee Information.
Note: The button was changed from General Information to Employee Information.

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SIF - SCHOOLS INTEROPERABILITY FRAMEWORK
SIF CERTIFIED VERSION 1.5

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Slide 4 - Slide 4

The screenshot shows a web browser window titled "Skyward Employee Access (03.07.10.02.00) - Windows Internet Explorer". The browser's address bar contains "EMPLOYEE ACCESS™" and an "Exit" button. The browser's menu bar includes "Favorites", "Notes", "Preferences", "Create New Window", "Login History", and "Help". The browser's status bar shows "My Print Queue".

The web application interface is for "Skyward School District" and is logged in as "User Name: Troy Arnold" on "Monday, May 12th, 2008". The main content area features a navigation menu on the left with icons for "Employee Information", "Time Off", "General Information", "Calendar", and "PayRoll". A yellow callout box points to the "General Information", "Calendar", and "PayRoll" buttons, stating: "The following buttons are now grouped under Employee Information. General Information, Calendar, PayRoll".

Below the navigation menu is the "PaCITY School Management Systems" logo, which includes a stylized red and white building icon. Below the logo is the text "PaC Software © 2006 Skyward, Inc.".

Below the logo is a paragraph of legal text: "Skyward® is a registered trademark of Skyward, Inc. All PaC™ products are trademarks of Skyward, Inc. PaC Student™ User-Defined Reports are for Export to Microsoft® Excel. WSpellActiveX Spelling Checker Copyright © 2000 Wintertree Software, Inc. All other brands and products names are copyrights, trademarks, or registered trademarks of their respective owners."

At the bottom of the page, there are three logos: an American flag with the text "Software made and supported in the U.S.A.", a circular logo for "SIF CERTIFIED VERSION 1.5" with the text "FRAMEWORK • SIF • SCHOOLS INTEROPERABILITY", and the "SKYWARD®" logo with a blue arc above it.

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Employee Access - Windows Internet Explorer

Current User: **Arnold, Troy** Print Back

General
[District News](#)
[Personnel Info](#)
[Report Options](#)

Skyward School District Custom Screens

Description	Type	Last Updated
	Info	

Employee Information\General Information

These standard options are now available under **General Information**.

District News Calendar

◀ Prev **May 2008** Next ▶

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Current News

Type	Date	Description
	05/26/2008	Memorial Day

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OW - 03.07.10.02.00 - Windows Internet Explorer

★Favorites ▾ | Notes | Preferences | Create New Window | Login History | Help | My Print Queue

Skyward School District | User Name: **Troy Arnold** | Monday, May 12th, 2008

[Home Page](#) | [Employee Information](#) | [Calendar](#) | [Back](#)

Calendar Information Currently Being Displayed | [Calendar Options](#) | [Print Calendar](#)

District News
Time Off Requests

Employee Information\Calendar

Options Available:
Calendar Options (set display options by employee)
Print District Calendar

Sunday	Monday	Tues	Wed	Thurs	Friday	Saturday
						3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

District News		
Date	Type	Description
05/26/2008		Memorial Day

Slide 7 - Slide 7

The screenshot shows a web browser window titled "Skyward Employee Access (03.07.10.02.00) - Windows Internet Explorer". The browser's address bar contains "EMPLOYEE ACCESS™" and an "Exit" button. The browser's menu bar includes "Favorites", "Notes", "Preferences", "Create New Window", "Login History", and "Help". The browser's status bar shows "My Print Queue".

The main content area of the web application is titled "Skyward School District" and displays the user name "Troy Arnold" and the date "Monday, May 12th, 2008". Below the header, there are several navigation icons: "Employee Information", "Time Off", "General Information", "Calendar", "PayRoll", "Check History", "Check Estimator", "Calendar YTD", "Fiscal YTD", "W2 Information", and "W4 Information".

A yellow tooltip box is overlaid on the "PayRoll" icon, containing the following text:

Employee Information \ Payroll
The following options display under Payroll:
Check History
Check Estimator
Calendar YTD
Fiscal YTD
W2 Information
W4 Information

At the bottom of the page, there is a logo for "CIT" (Computer Integrated Technology) and "ement Systems" (likely Skyward Systems). Below the logo, it says "© 2006 Skyward, Inc.". To the left of the logo, there is a small "PaC Student" logo. At the bottom left, there is an American flag and the text "Software made and supported in the U.S.A.". In the center bottom, there is a circular logo for "SIF - SCHOOLS INTEROPERABILITY FRAMEWORK" and "SIF CERTIFIED VERSION 1.5". At the bottom right, there is the "SKYWARD" logo with a rainbow arc above it.

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Slide 8 - Slide 8

Skyward Employee Access (03.07.10.02.00) - Windows Internet Explorer

EMPLOYEE ACCESS™

Exit

★Favorites ▾ | 📄Notes | ⚙️Preferences | ↪️Create New Window | 📄Login History | 🗨️Help | 🖨️My Print Queue

Skyward School District | User Name: Troy Arnold | Monday, May 12th, 2008

Employee Information | Time Off

Click Time Off.

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School Management Systems

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Slide 9 - Slide 9

The screenshot shows a web browser window titled "Employee Access - Windows Internet Explorer". The current user is identified as "Arnold, Troy". The page has a navigation menu on the left with links for "Time Off", "VACATION", "SICK", "PERSONAL", "NOT ON STUB", and "My Requests". The main content area is titled "Time Off Requests" and includes tabs for "My Requests" and "History". There is an "Add" button with a red plus sign. Below this are four status indicators: a yellow box for "- New", a white box for "- Waiting For Approval", a green box for "- Request Approved", and a pink box for "- Request Denied". A "Sort Order" section has radio buttons for "Status" (selected) and "Date". A table titled "Current Time Off Requests" has columns for "Date", "Time", "Days/Hours", "Time Off Code", "Reason", and "Edit Delete". A yellow callout box in the center of the page contains the text: "Time Off displays based on district setup. This concludes the tutorial."