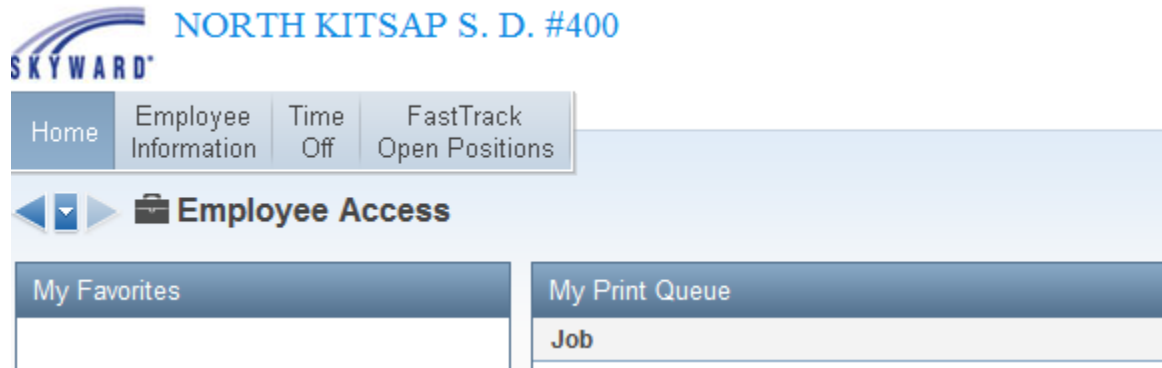


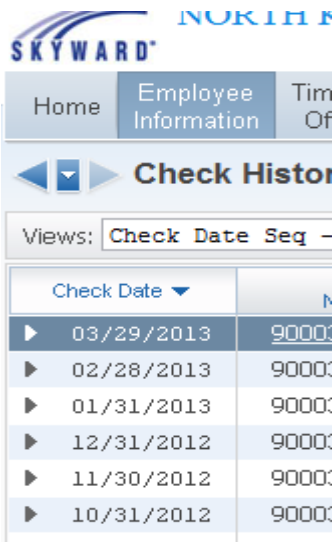
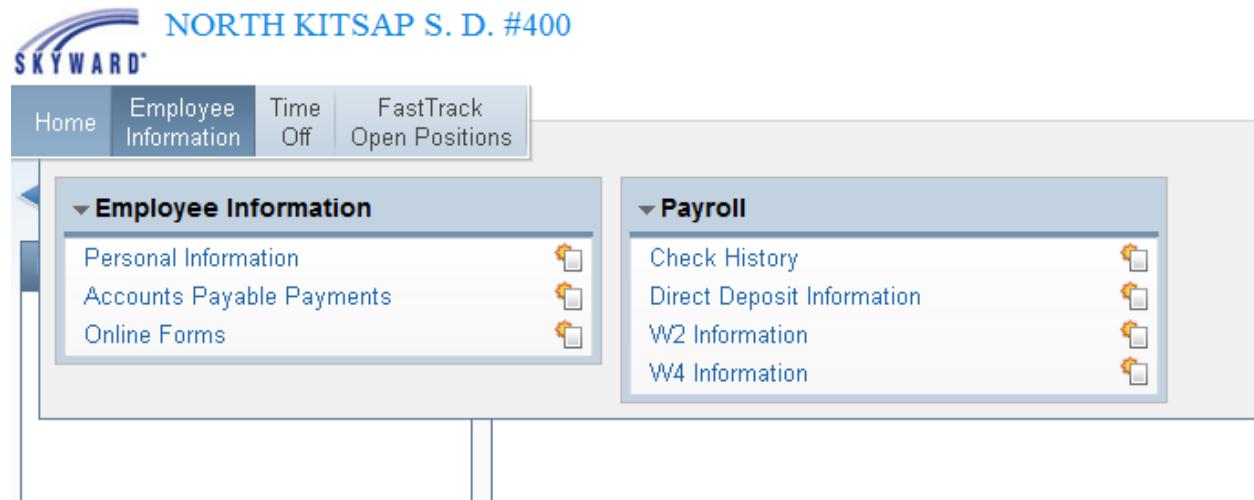
## Skyward Employee Access Instructions

Your Login ID and Password are the same as your other Skyward logins. Check with your Office Manager if you cannot remember them.

If Skyward is not used, Josie Urie ([hr@nkschools.org](mailto:hr@nkschools.org)) can get you set up with a login and password.



Click on tab 'Employee Information'



Highlight the check date you would like to view. On right, you will see two boxes: 'Show Check' and 'Show Check with YTD Amt's'. Open them both to see which information you need.