Logging into Skyward and Instructions for Current Year Requisitions

1. Go to the district website.
2. Click **Staff** and then select **Skyward**. This will bring you to the log in screen.
3. Enter **user name** and **password**. New staff has a login name using their **first name, a period and then their last name**. An example is shown below:

   Example Login: Rebecca.Dobbe

   *Temporary password is: spartans

   *You will be prompted to change your password to your own password. If you forget your password, all I can do is reset the password.

4. After you have logged in, you will now be at the home screen.

To access **<u>Employee Access</u>**: allows you to view check history, W2's, W4's, etc.

- Click **Employee Access** under ***Jump to Other Systems*** on the right hand side of the home screen.
- Click **Employee Information** to view payroll information.

To access **<u>Financial Management</u>**: allows you to create requisitions

- Click **Financial Management** under ***Jump to Other Systems*** on the right hand side of the home screen.
- Click **Purchasing** and then click **Requisitions**.
- Click **Add**.
  - The fiscal year should default to the current year. If not, click on the drop down and select the correct year.
  - Click in/tab to **Description** field and enter a general description of items.
  - Click in/tab to **Vendor** field and start typing the first few letters of the name of the vendor. A listing of vendor names and addresses will pop-up. Slide the "hand" over the correct name and address and click on the correct one to select.
  - Click in/tab to **Ship To** field and start typing your school i.e. Luxemburg-Casco Intermediate, Primary, etc.
  - Your name should default in the **Attention** field.
  - Click **Save**.
  - Click in/tab to **Catalog** field and enter the catalog number of the merchandise.
  - Click in/tab to **Quantity** and enter the number of items to be ordered.
  - Click in/tab to **Unit of Measure** to enter each, set, box of, etc.
  - Click in/tab to **Unit Cost** to enter the cost of each item. Total amount will be compute automatically.
  - Click in/tab to **Description** to enter the description of the item to be purchased.
  - When all items are complete, click **Save**.
  - If you want to add more items from this vendor, click **Add** and repeat the process until you have all items entered.
  - When all have been entered, click **Add Requisition Accounts**.

- Click in the **Selected** box of the correct account. Click **Save Account Distribution**
- Click **Submit for Approval**