

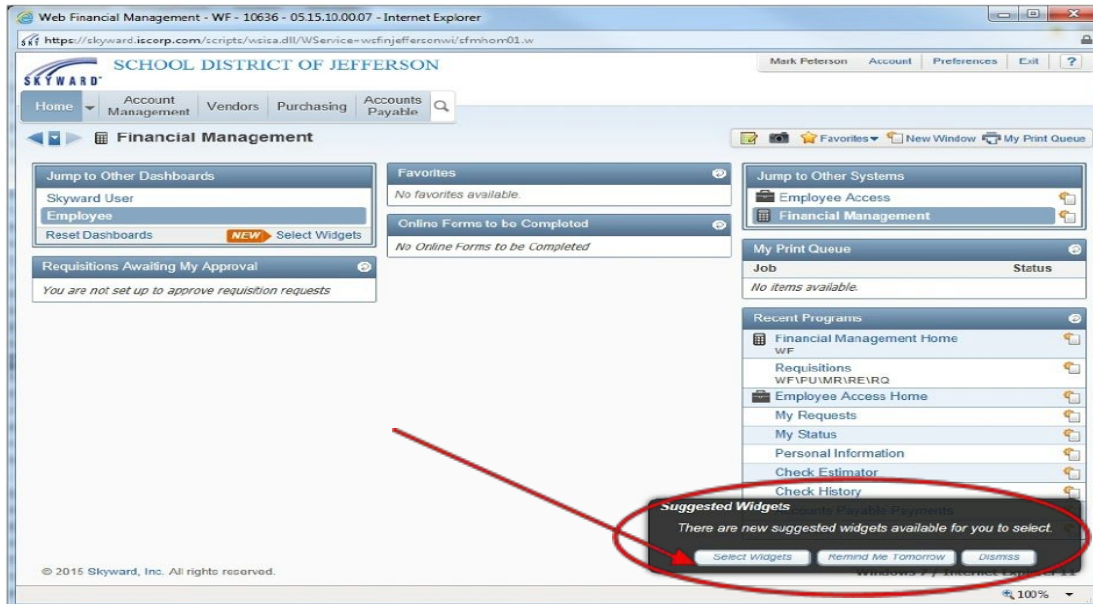
# Employee Access Widget Selection

in Skyward

In an effort to improve communication with the District Office and give Employees increased access to their Employee information, the District has enabled new widgets(a shortcut) on the Skyward Dashboard(Employee Access Home Screen).

Below you find simple steps to enable the new widgets;

1. Log into Skyward's Employee Access.
2. Click on **NEW** Select Widgets in the upper left of your screen or the gray, Suggested Widgets box in the gray box in the lower right of your screen.



3. You now have the ability to choose which widgets you want to see on your Dashboard(Home Screen). We encourage you to check the box next to the *My Time Off Status*, as this will allow you to have a quick glance of your available time off and access to a quick link to add a **NEW** time off request.

It is our hope, in the future, to encourage your use of Employee Access in Skyward. As we work through streamlining our Human Resources & Staff Training we hope to utilize this tool for greater efficiency, time saving and to improve the accuracy of our data for State Reports.

If you have any questions please contact Mary Ellen Taylor at 675-1041 or Nicole Pupanek at 675-1061.