

Employee Access Instructions

1. To open Employee Access look under the *District Programs* tab on the WUSD webpage and click *Employee Access*. This will bring you to a login page. Choose *Employee Access* in the Login Area drop down menu.
2. Enter your username and password.

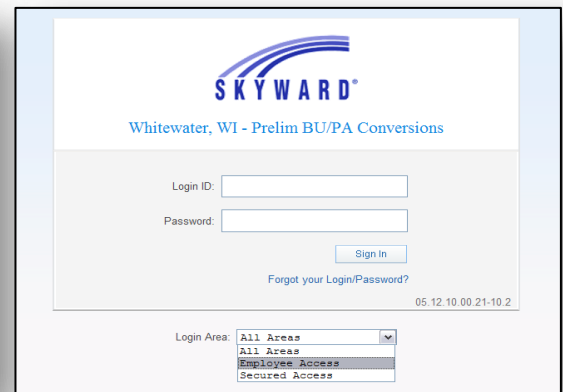
If you are already a Skyward user, your username and password will remain the same.

If you are a new Skyward user, your user name will be the first letter of your first name followed by your last name. Your password will be your birthdate.

Joe Smith
Username: jsmith
Password: MMDDYYYY

Depending on the browser you are using, you may have troubles with a pop-up blocker. If this is the case, select “allow pop-ups from Skyward” or “always allow.”

When you log in for the first time you will be prompted to change your password. Please change this right away to a secure password of your choice.



After logging in you will arrive at the Employee Access home page. Here you will find a whole array of information. Click the *Employee Information* tab in the upper left hand corner to find all of your payroll information and history along with some other useful features. Please note, prior year W2 information is not available.

