

# Available to all GISD Employees

## Skyward Employee Access

- Review Personal Information
- Check History (**print & re-print pay stubs**)
- Check Estimator (estimate changes to pay and deductions)
- Review Calendar YTD pay information
- Review School Year YTD pay information
- Review Direct Deposit information
  - [Review and/or PRINT W-2's](#)
- Review W-4 information

Give it a try.... **Login ID:** firstnamelastname

**Password:** 01011983

If you have not logged into Skyward previously, your password is your date of birth – 01011983

## **HOW TO FIND EMPLOYEE ACCESS:**

**Download the APP on your Smart Phone:**

**“SKYWARD MOBILE ACCESS”**

- 1) Choose “by District” and type in Galveston**
- 2) Once options come up, choose “Employee Access”**
- 3) Log in like you would in Skyward on the Computer**
- 4) Set a 4-digit pin.**

NOTE: Inevitably people will forget the 4 digit PIN number they establish when first loading the Skyward Mobile Application on their cell phones. That 4 digit number is not stored anywhere in Skyward, it is a function of the individual’s own cell phone.

The Skyward Mobile app allows 5 tries for the user’s PIN number. After the 5<sup>th</sup> try the application will prompt the user to create a new PIN number.

When the question arises, advise the user to follow the prompt after the 5<sup>th</sup> incorrect attempt.

**OR.....**

Look for the icon on your desktop: Double-Click icon to open.

**OR:**

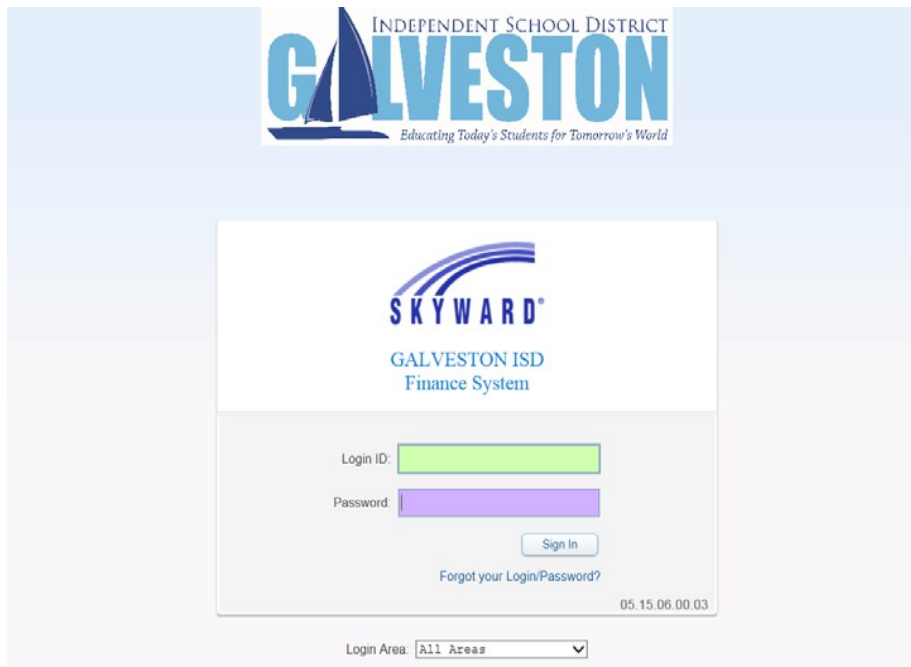
[www.gisd.org](http://www.gisd.org)

Employees

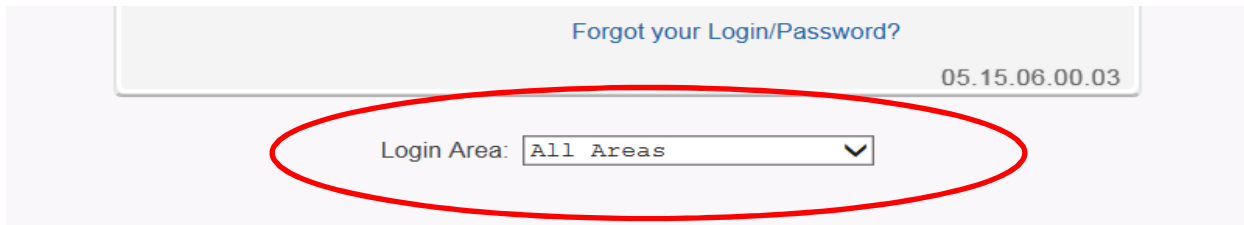
Staff Links

Skyward Employee Access

This is the screen you will see.



Click on down arrow to right of All Areas

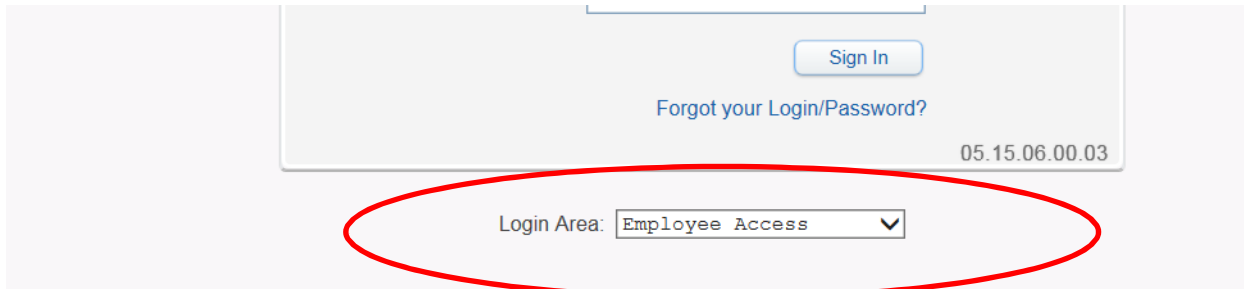


Forgot your Login/Password? 05.15.06.00.03

Login Area: All Areas

This screenshot shows a login form with a dropdown menu for 'Login Area' currently set to 'All Areas'. A red oval highlights the dropdown menu.

CHOOSE: Employee Access



Sign In

Forgot your Login/Password? 05.15.06.00.03

Login Area: Employee Access

This screenshot shows the same login form, but the dropdown menu for 'Login Area' is now set to 'Employee Access'. A red oval highlights the dropdown menu.

That's all there is to it. You will see all your payroll information to view and print at your leisure.

**Trouble logging in?**

Enter a HelpDesk request or contact Esther Soto in MIS at [esthersoto@gisd.org](mailto:esthersoto@gisd.org) or [rebeccahutchinson@gisd.org](mailto:rebeccahutchinson@gisd.org)