

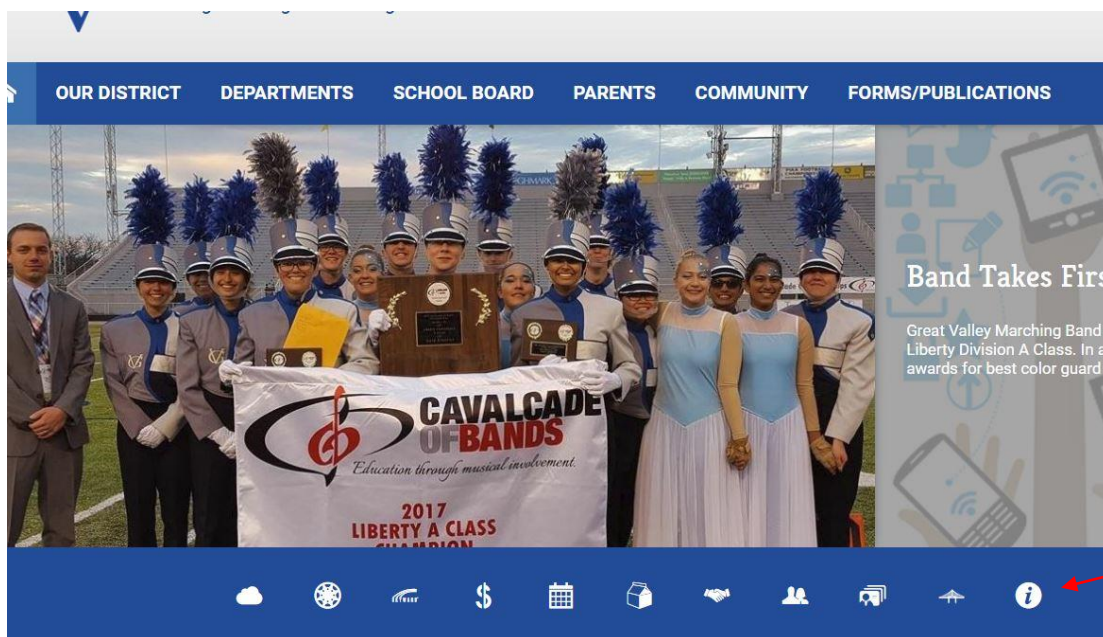
STEP ONE:

These are directions for the first part of a two-step process. Once you have completed this step, please refer to the directions for step two in the document entitled: "Step Two: The SchoolMessenger Info Center."

How to View/Revise Your Personal Information in Skyward Employee Access

Before you can set preferences for how you are contacted by the district or your school, you must first ensure that the contact information we have for you is correct in Skyward Employee Access. The information in Skyward is what populates your record in SchoolMessenger/Skylert, our messaging system.

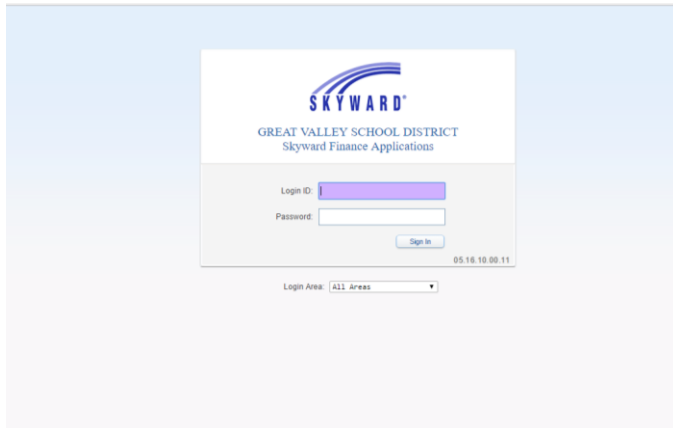
Go to www.gvgsd.org and click on Staff Resources icon in the blue global icon bar.



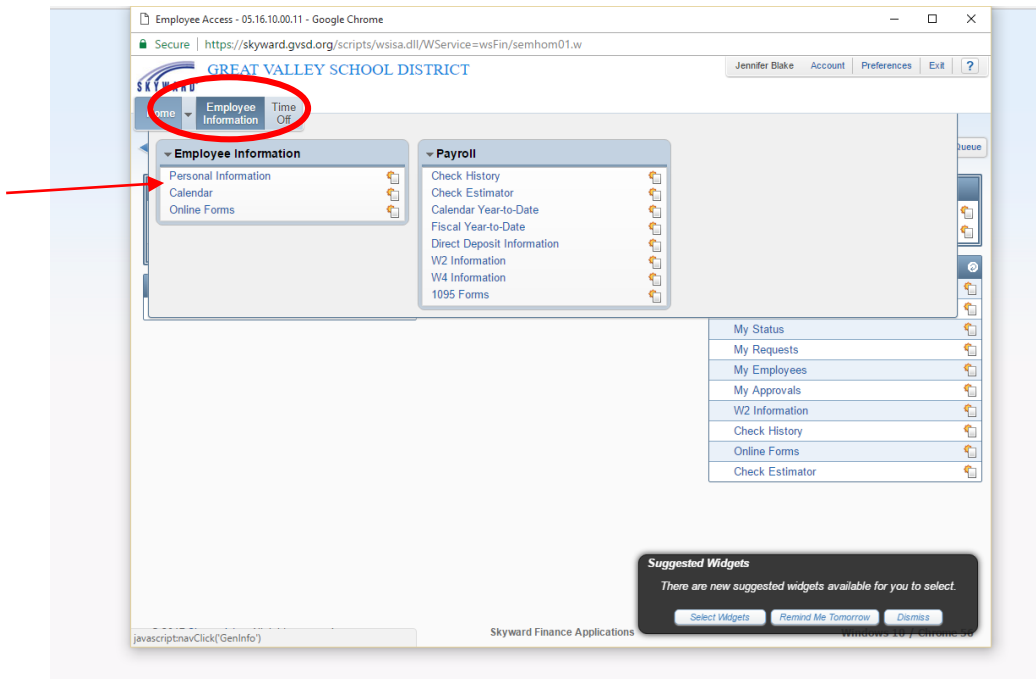
On the Staff Resources page, look for the link to Skyward Employee Access.

Staff Resources Directory			A	C	D	E	F	G	I	M	N	O	S	T	V	W
A	I	S														
<ul style="list-style-type: none">• Aesop-Substitute System	<ul style="list-style-type: none">• InRoll (benefits)	<ul style="list-style-type: none">• SchoolMessenger Info Center														
C	<ul style="list-style-type: none">• iPad App Request	<ul style="list-style-type: none">• Skyward Educator Access														
<ul style="list-style-type: none">• Canvas	<ul style="list-style-type: none">• IssueTrak	<ul style="list-style-type: none">• Skyward Employee Access														
<ul style="list-style-type: none">• Copy Center	M	<ul style="list-style-type: none">• Skyward: Updating Contact Information														

Sign into Skyward Employee Access using the same credentials you use to access your email.



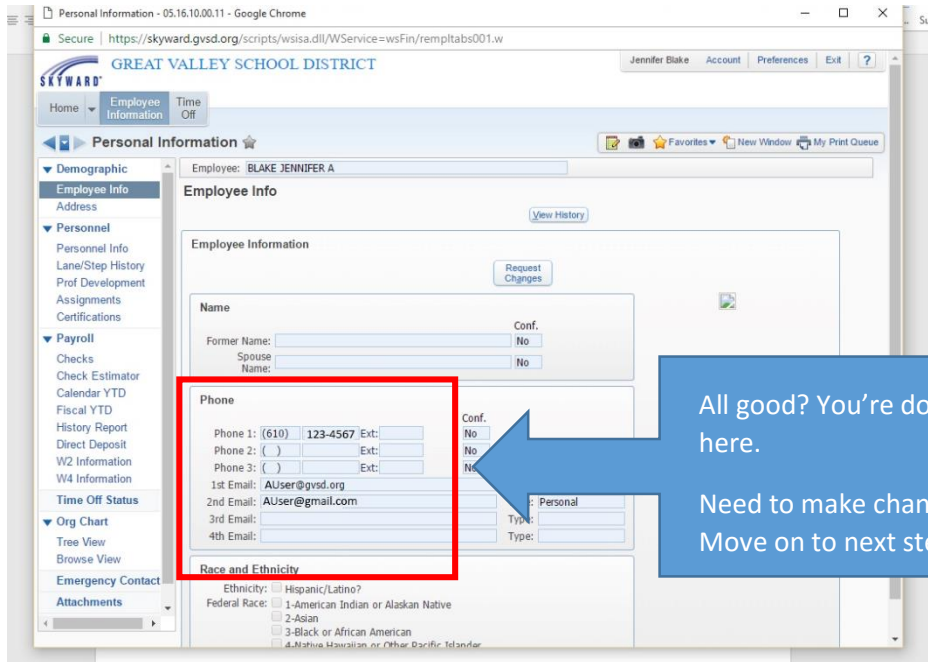
From the Employee Information tab, select Personal Information.



An Employee Info box will appear that shows the phone numbers and emails you currently have on file with the district. Everything look good? You're all set.

You can now sign out of Skyward and log into the SchoolMessenger Info Center.

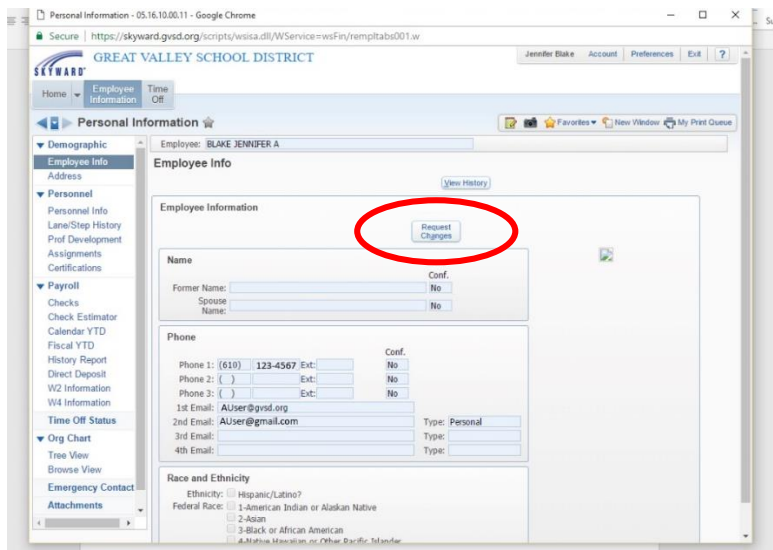
See something that needs a change? Continue with the directions below. Note that the only information you can change is phone numbers and emails. You cannot change any of the other information on this screen. To make changes to address, spouse, nationality, etc., you must contact the Payroll Office.



All good? You're done here.
Need to make changes? Move on to next step.

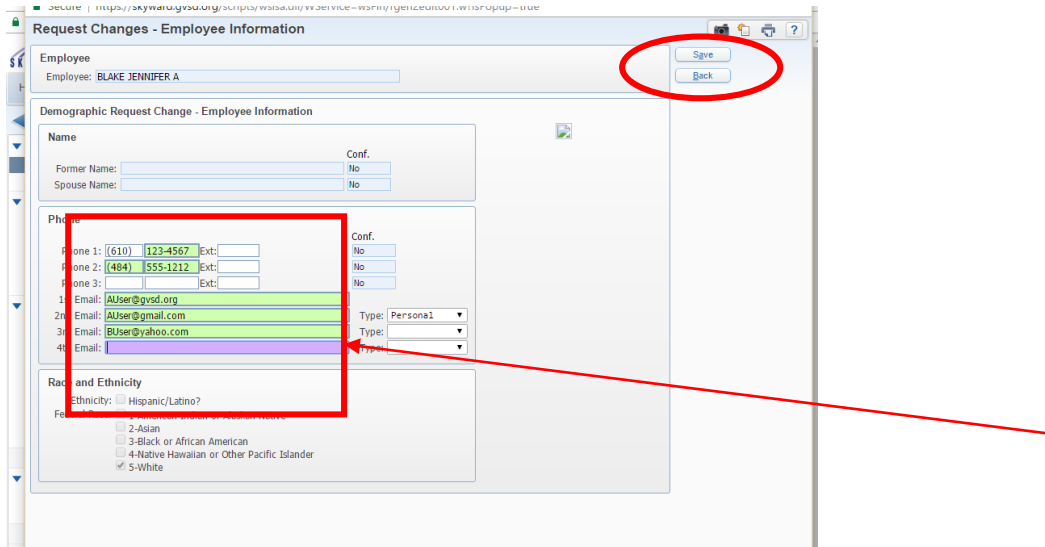
IMPORTANT!
Do **NOT** remove your gvsd email from this area. If you do not want to be notified via this account, you can specify that later in your contact preferences.

To change or add phone number or email, click the Request Change button above the Employee Information box.



STEP SIX: Click in any of the phone or email fields to correct information, or to add new information. Remember, the phone numbers and emails here will be those that appear in your SchoolMessenger Info Center. You will use these contact methods to create your contact preferences.

When you are finished correcting or entering new information, click Save.



NOTE: Changes made in the Skyward account are transferred to the SchoolMessenger Info Center every hour. **If you have made changes or additions to contact information, please wait a full hour to log into the SchoolMessenger Info Center.** Otherwise, changes or additions may not appear in your account.