

In an effort to increase security the district will be updating the standards for passwords to Skyward Finance/Employee Access. Beginning April 4, 2016, all employees will be required to update their passwords for Skyward Finance/Employee Access. New passwords will need to include:

- Minimum six characters
- 1 number
- Passwords will now be Case sensitive

Passwords will now expire in 90 days. An email will be sent in advance warning you to change your password. Below are instructions on how to verify the email address HR has on file.

To verify your email address:

- Log into Skyward Finance/Employee Access
- Select Employee Information
- Click on Personal Information
- Select Employee info

The screenshot shows the Skyward Finance/Employee Access interface. The top navigation bar includes 'Home', 'Employee Information', 'Time Off', and 'FastTrack Open Positions'. The 'Employee Information' section is selected, and the 'Personal Information' sub-section is active. The 'Employee Info' section is highlighted in yellow. The 'Employee Info' section contains the following fields:

- Employee: ZZZ CLERICAL SUB CLERICAL
- Employee Information (Request Changes button)
- Name (Former Name, Spouse Name) (Conf. Yes/No buttons)
- Phone (Phone 1, Phone 2, Phone 3) (Conf. Yes/No buttons)
- 1st Email: [Redacted]

If you need to change or update your email address, call the HR department at 309-672-6770.

If you need assistance with your user name or password, call Arlissa Holford at 309-672-6710

