How to Sign in to Skyward

Visit the Skyward sign in page by clicking this link *Skyward* or use the link available on the ISD 318 district website by clicking Employee Information > Staff > Skyward (located on the right side of the page under Quick Links)

If you are using a device that is signed in to your district email account, click the *Sign in with Google* button, choose your district email account, and you will automatically be signed in.

If you are not using a device that is signed in to your district email account, enter your Employee ID as the username and enter your password. Then, click the green *Sign In* button.
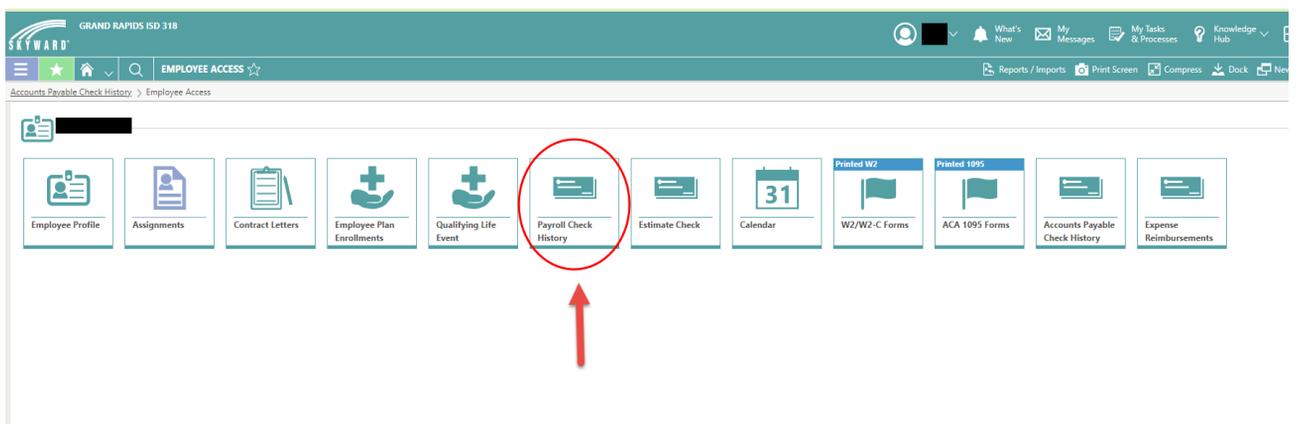
Note - Employee IDs now have two or three leading zeros to make the ID six digits long. i.e. 001234 or 000789

How to View Your Paycheck

The Home screen will show a list of available tiles. If you do not see the tiles, make sure you are on Employee Access, click the Home button, and they should appear.

Click the Payroll Check History tile.

Click the upside-down triangle next to the check date you would like to view

Click *Print Check Stub* to view a printable pdf of your check stub

What to do if You Forgot Your Password

On the Skyward sign in page, click the *Forgot your Username or Password* link.

Enter your Employee ID or your email address associated with your Skyward account in the field.

Click Submit.

GRAND RAPIDS ISD 318

Username or Email Address

Submit >

← Sign In

SKYWARD®

You will receive an email from Skyward to your district email with a link to reset your password. If you do not have a district email, check the email address you listed with the district as your email contact.

If you do not receive an email from Skyward, and you have checked your Spam folder, contact the Payroll department for assistance.

How to Reset Your Password When You Are Signed In

After you have signed in, click your name in the upper right corner of the screen. Then click *Change Password*.
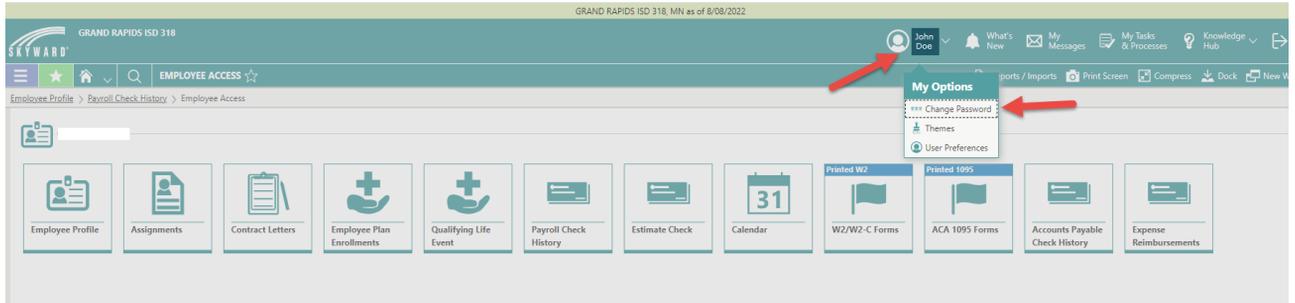
You will need to enter your current password in order to reset it. If you do not know your password, utilize the Forgot Password steps above to reset it. This password is not the same as your district email password.

How to View Time Off

Click the *Time Off Balances* tile on the home screen.