

# 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)

The screenshot shows the website header for Independent School District 318. The logo on the left features a tree and the text "School District 318" and "Independent School District 318 Teaching and Learning for Life to Achieve Excellence". To the right are icons for "Enroll Now", "Closings", "Menu", "Campus Parent", and "Employment Opportunities". Below the header is a dark navigation bar with links: Home, Administration, Families, Teaching & Learning, Education Services, Community, Departments, Staff, and COVID-19. The "Staff" link is highlighted. Below the navigation bar is the "Employee Information" section, which is also highlighted. On the left side of this section is a list of links: Welcome, Annual Notifications, Benefits, Championship Task Force, Emergency and Weather-Related Closings, Employee Handbook, Evaluation Information, HR & Payroll Forms, Labor Management Committee, Payroll Information, and Safety. The main content area of the "Employee Information" section lists various roles and contact information: Human Resources Director (Kasie VanQuekelberg, 218-327-5708), Payroll/Benefits Director (Jenny Lund, 218-327-5806), Payroll Clerk (Isaac Olson, 218-327-5790), Campus & Student Enrollment (Linda Larsen, 218-327-5824), and Student Enrollment & Support Secretary (Emily Hermel, 218-327-5707). On the right side of the "Employee Information" section is a "Quick Links" section with several links: Frontline Education - Absence Management, Time, and Reporting; Staff Email; Infinite Campus; Send a Mass Notification using Blackboard; Peachjar; Skyward (highlighted with a red arrow); My Paycheck; and EduCLIMBER. The "Skyward" link is underlined and has a red arrow pointing to it from the right.

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.

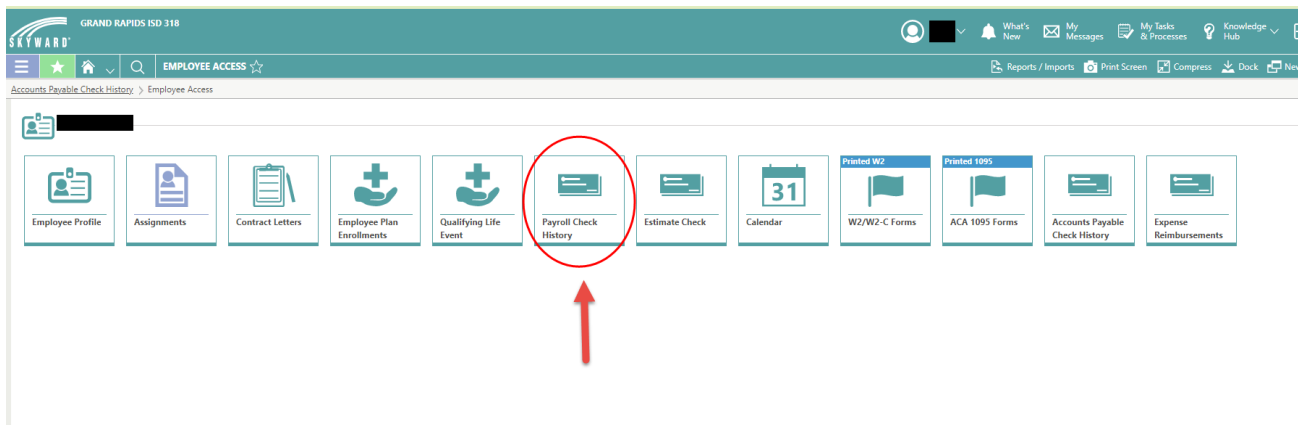
*\*Note - Employee IDs now have two or three leading zeros to make the ID six digits long. i.e. 001234 or 000789*



## 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 triangle next to the check date you would like to view

Click *Wage Statement*, then click *Run Report* to view a printable check statement.

Check Date	Check Number	Pay Gross	Net Check Amount	Payment Type	Payroll Type
10/13/2023	9000015189	2,481.50	1,690.77	A - ACH	R - Regular
		2,258.91	1,610.79	A - ACH	R - Regular
		1,900.05	1,361.55	A - ACH	R - Regular
08/31/2023	9000013726	1,838.39	1,317.98	A - ACH	R - Regular

**Run Report**  
Enter Report Details

Reset Prompts Run Report Cancel

Report: Wage Statement (Employee Access) | Primary Module: Payroll | Owner: SKYWARD | Report Type: View/Print | Fiscal Year: 2023-2024

**PROMPT TEMPLATE**

Prompt Template: [ ] Save As New

**PROMPTS**

\*SSN Print Format: Hide SSN

# What to do if You Forgot Your Password

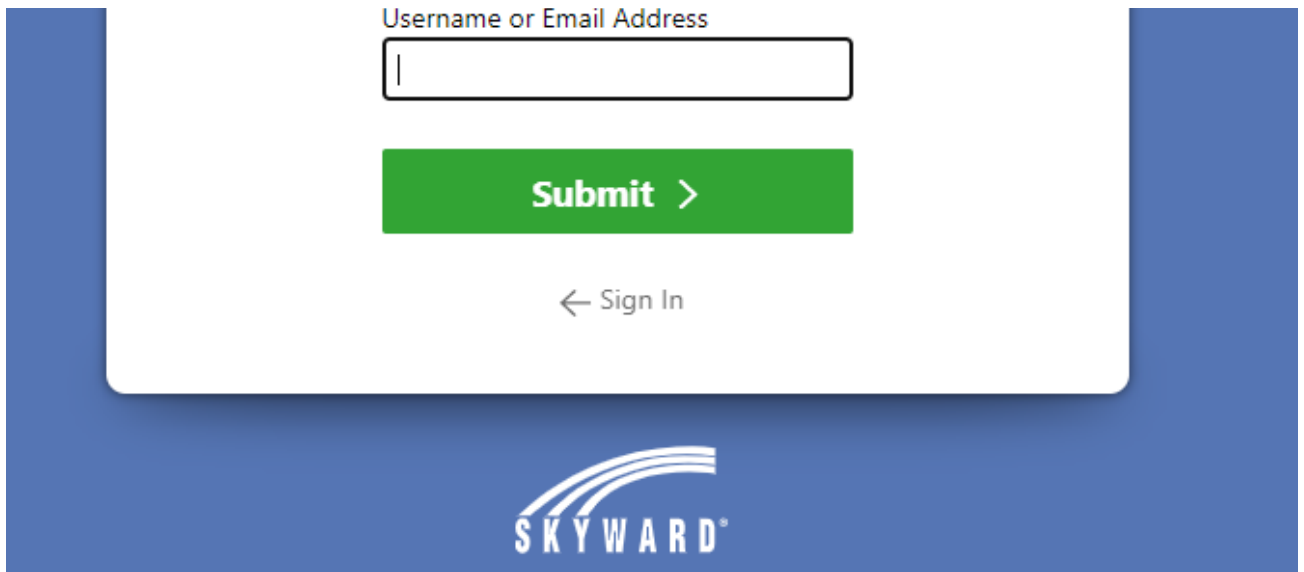
On the Skyward sign in page, click the *Forgot your Username or Password* link.



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

Click Submit.

GRAND RAPIDS ISD 318

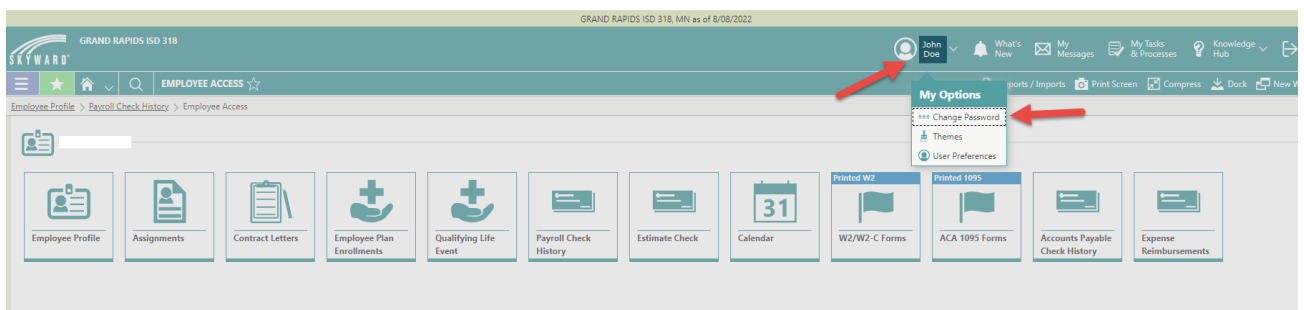


You will receive an email from Skyward to your district email with a link to reset your password. If you do not have a district email, check the email address you listed with the district as your email contact.

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.

## Change My Password

Enter Password Details

 Save  Cancel

 The password being changed is the Skyward password.

### CURRENT PASSWORD DETAILS

\*Current Password

 [Show](#)

### NEW PASSWORD DETAILS

New Password Must

- Be 8-64 characters in length

\*New Password

 [Show](#)

\*Confirm New Password

 [Show](#)