




# 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)





**Independent School District 318**  
Teaching and Learning for Life to Achieve Excellence

  
Enroll Now

  
Closings

  
Menus

  
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Employee Information

Welcome

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Employee Handbook

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Labor Management Committee

Payroll Information

Safety

Employee Information

[Human Resources Point of Contact Guide](#)

Human Resources Director  
Kasie VanQuekelberg, 218-327-5708

[Click here](#) to sign up for a phone meeting with Kasie. Select the meeting you want, in the where field please enter the phone number you want me to call, and in the description box enter the topic of the meeting so I can be prepared.

Payroll/Benefits Director  
Jenny Lund, 218-327-5806

Payroll Clerk  
Isaac Olson, 218-327-5790

Campus & Student Enrollment  
Linda Larsen, 218-327-5824

Student Enrollment & Support Secretary  
Emily Hermel, 218-327-5707

Quick Links

[Frontline Education - Absence Management, Time, and Reporting](#)  
System Phone Number: 1-800-942-3767  
System Help Desk: 218-327-5722  
Mobile App Code: 7354

[Staff Email](#)

[Infinite Campus](#)

[Send a Mass Notification using Blackboard](#)

[Peachjar](#)

[Skyward](#)

[My Paycheck](#)

[EduCLIMBER](#)

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*

If it is your first time signing in, and you do not know your employee ID and/or password, click the *Forgot your Username or Password* link to create a password.

## GRAND RAPIDS ISD 318

Username

Password

[Show](#)

**Sign In >**

[Forgot your Username or Password?](#)

OR



Sign In with Google



Version: 1.230.2.11109

Enter your Employee ID or your email address you listed with the district as your contact in the field.


Click Submit.

GRAND RAPIDS ISD 318

Username or Email Address

Submit >

< Sign In



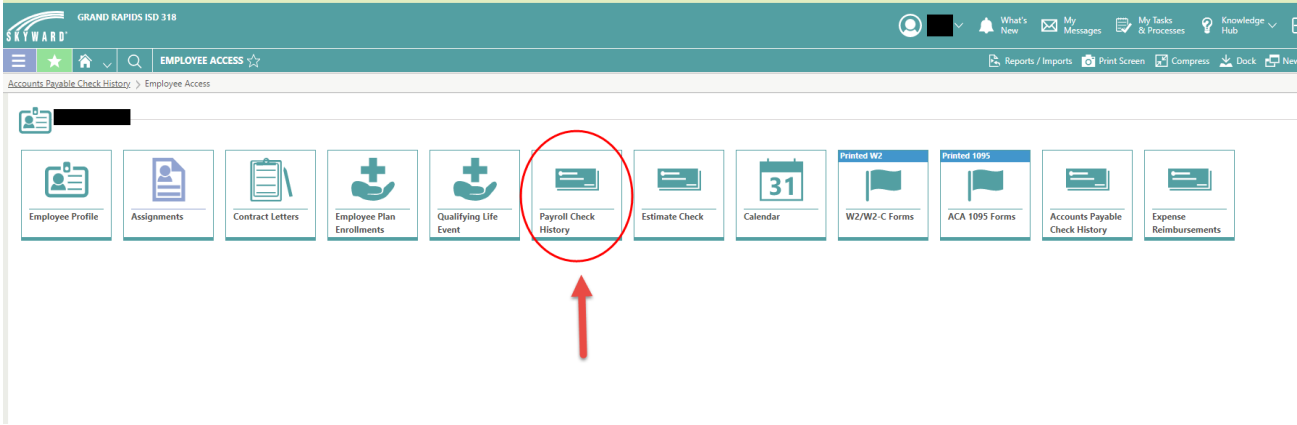
You will receive an email from Skyward to the email address you listed with the district as your email contact.

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

## How to 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

PAYROLL CHECK HISTORY

Payroll Check History

CHECKS

MM/DD/YYYY

31

View: Skyward Default

Filter: Net Checks

Quick Filter

	Check Date	Check Number	Pay Gross	Net Check Amount	Payment Type	Payroll Type
	01/31/2023	9000001426	1,760.26	1,233.39	A - ACH	R - Regular
	01/13/2023	9000000025	1,705.95	1,195.29	A - ACH	R - Regular

Record Options

Print Check Stub

Report Options

Wage Statement

## 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*.

GRAND RAPIDS ISD 318

John Doe

What's New

My Messages

My Tasks & Processes

Knowledge Hub

EMPLOYEE ACCESS

Employee Profile > Payroll Check History > Employee Access

Employee Profile

Assignments

Contract Letters

Employee Plan Enrollments

Qualifying Life Event

Payroll Check History

Estimate Check

Calendar

Printed W2

Printed 1095

ACA 1095 Forms

Accounts Payable Check History

Expense Reimbursements

My Options

Change Password

Themes

User Preferences

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