

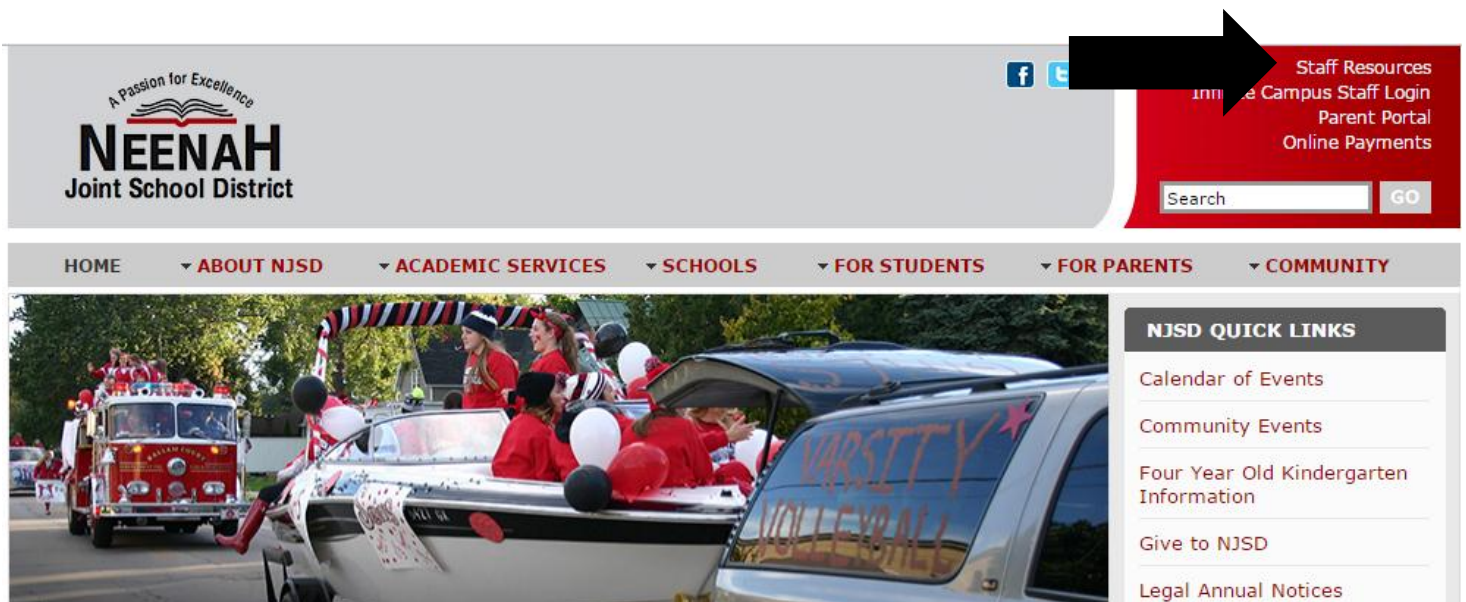
# Accessing the Skyward Employee Portal

## Login Information

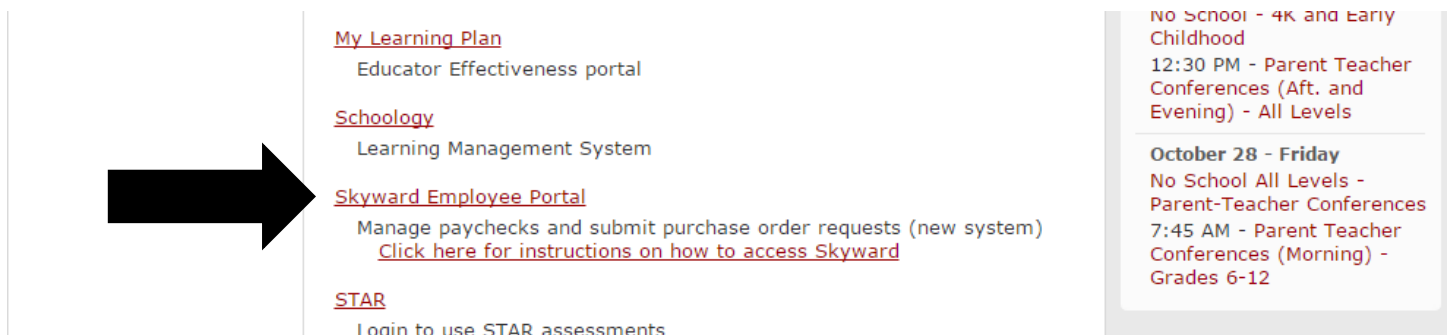
Your Username will be your first initial and last name, no spaces. (Example: John Smith's username is jsmith)

If this is your first time accessing Skyward, your temporary password will be Retiree. The first time you login, you will be required to change this password. Write your new password in the space provided below and keep in a safe and secure place for future reference.

Click on the **Staff Resources** link located on our District's home page ([www.neenah.k12.wi.us](http://www.neenah.k12.wi.us)).



On the next page, click the **Skyward Employee Portal** Link



Enter your Username and Password in the appropriate fields and click **Sign In**.

SKYWARD®

Neenah Joint School District  
Business Management Software

Login ID:

Password:

Sign In

[Forgot your Login/Password?](#)

05.16.06.00.11

Click on the Employee Information button near the top left corner of the page.

Neenah Joint School District

Account Preferences Exit ?

Home Employee Information Employee Access

Jump to Other Dashboards

- \*Calendar
- Skyward User**
- Employee
- Reset Dashboards Select Widgets

Calendar Events

|            |             |
|------------|-------------|
| 10/10/2016 | A/P Cut-Off |
| 10/25/2016 | A/P Cut-Off |

Web Favorites

Add links to your favorite sites on the web.

Add Web Favorite

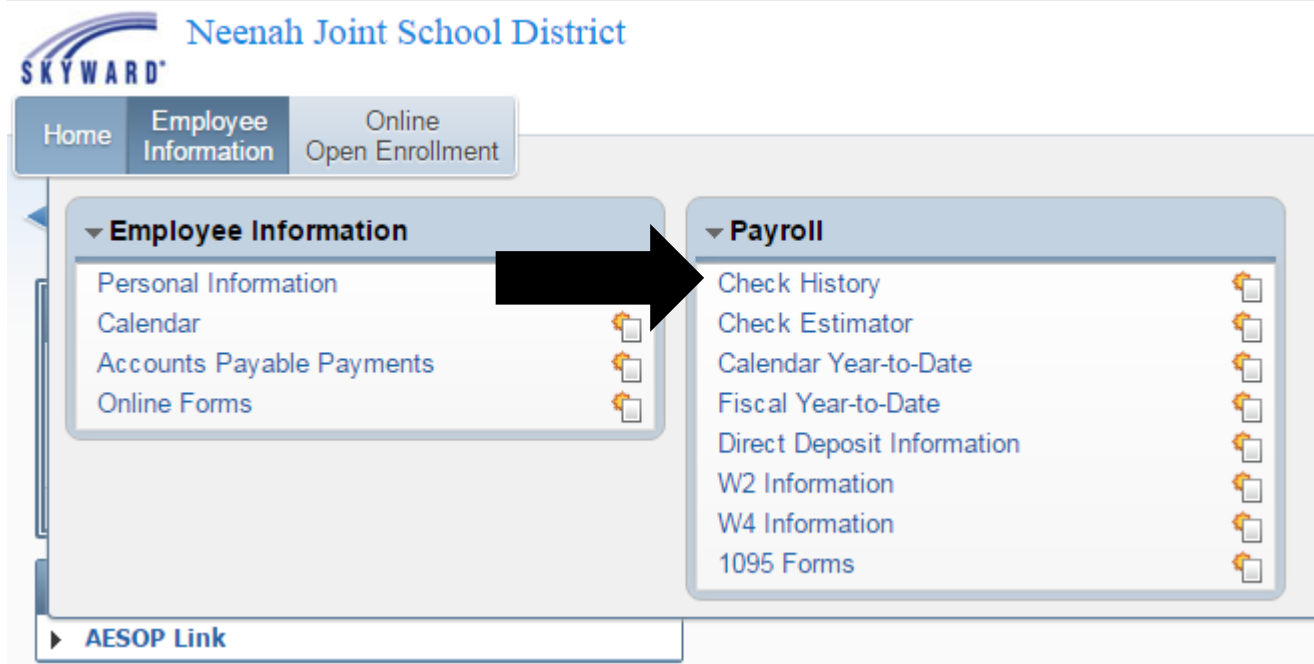
District Information

**Neenah Joint School District**  
410 S COMMERCIAL ST  
NEENAH WI 54956

Documents Newsfeed

► **AESOP Link**

Under the **Payroll** menu, click **Check History**



Your check history will appear on the screen.

Click on the arrow expand the check detail

Click on Show Check to see printable version

Use this number to show more checks that appear on the screen

To search by check date, enter date here.

| Check Date   | Check Number | Gross Wages | Net Amount | C/T |
|--------------|--------------|-------------|------------|-----|
| ▶ 08/05/2015 | 150082       | 0.00        | 0.00       | R   |
| ▶ 07/02/2015 | 150074       | 0.00        | 0.00       | R   |
| ▶ 06/05/2015 | 150066       | 0.00        | 0.00       | R   |
| ▶ 05/05/2015 | 150057       | 0.00        | 0.00       | R   |
| ▶ 04/03/2015 | 150048       | 0.00        | 0.00       | R   |
| ▶ 03/05/2015 | 150039       | 0.00        | 0.00       | R   |
| ▶ 02/05/2015 | 150030       | 0.00        | 0.00       | R   |
| ▶ 01/05/2015 | 150020       | 0.00        | 0.00       | R   |

Views: Date Seq - Check Detail Information Filters: \*Skyward Default

Show Check

Show Check with YTD Amts

20 8 records displayed Check Date:

Click EXIT to log off Skyward.