

Procedure:

**Viewing paychecks and
time off balances**



Start Young. Involve Parents.

Effective Date: 10/22/18



1. Click on Skyward Icon on desktop
2. Log in (using same log in as computer log in – first name, last initial and then your password)

A screenshot of the Skyward login interface. At the top center is the Skyward logo, which consists of a blue arc above the word "SKYWARD" in blue, all-caps, sans-serif font. Below the logo, the text "Lumin Education" and "HR/Finance/Employee" is displayed in a blue, sans-serif font. The login area has a light gray background and contains two input fields: "Login ID:" followed by a light green rectangular box, and "Password:" followed by a light purple rectangular box. Below the password field is a light blue button with the text "Sign In". Underneath the button is a link that says "Forgot your Login/Password?". In the bottom right corner of the login area, the version number "05.18.06.00.09-11.7" is displayed.

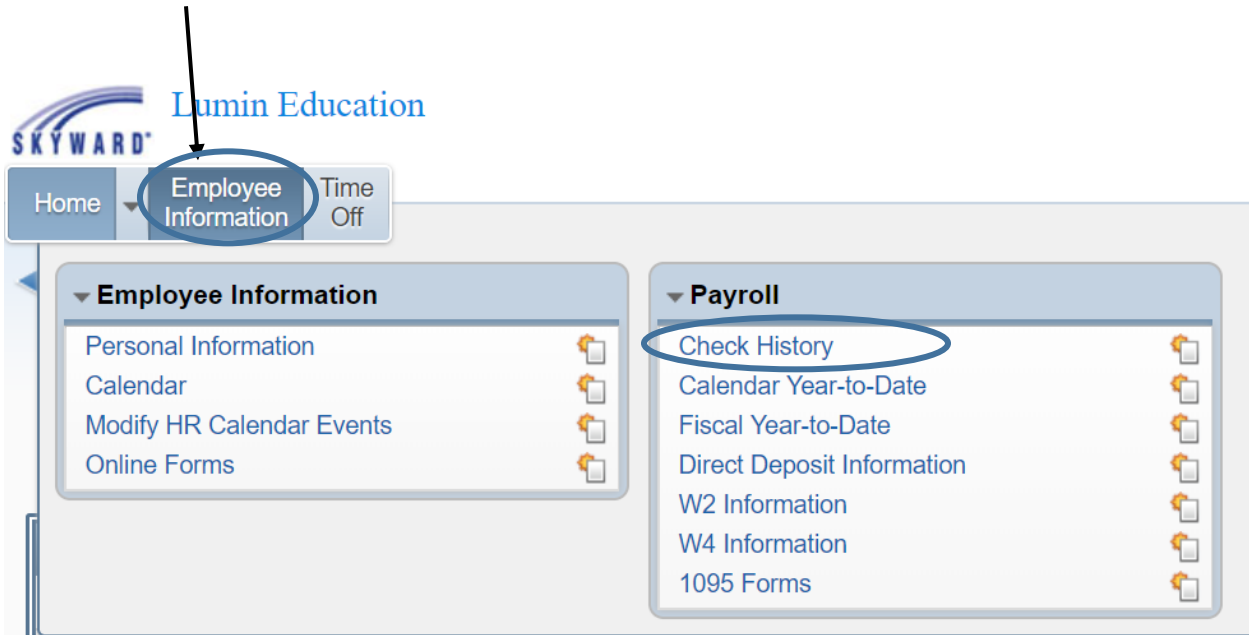
Procedure:

**Viewing paychecks and
time off balances**



Start Young. Involve Parents.

To Find Paycheck Stub or History



To Find Sick, Personal or Vacation Balances

