

**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)

The login screen for Skyward Lumin Education. At the top center is the Skyward logo, which consists of three blue curved lines 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, 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.

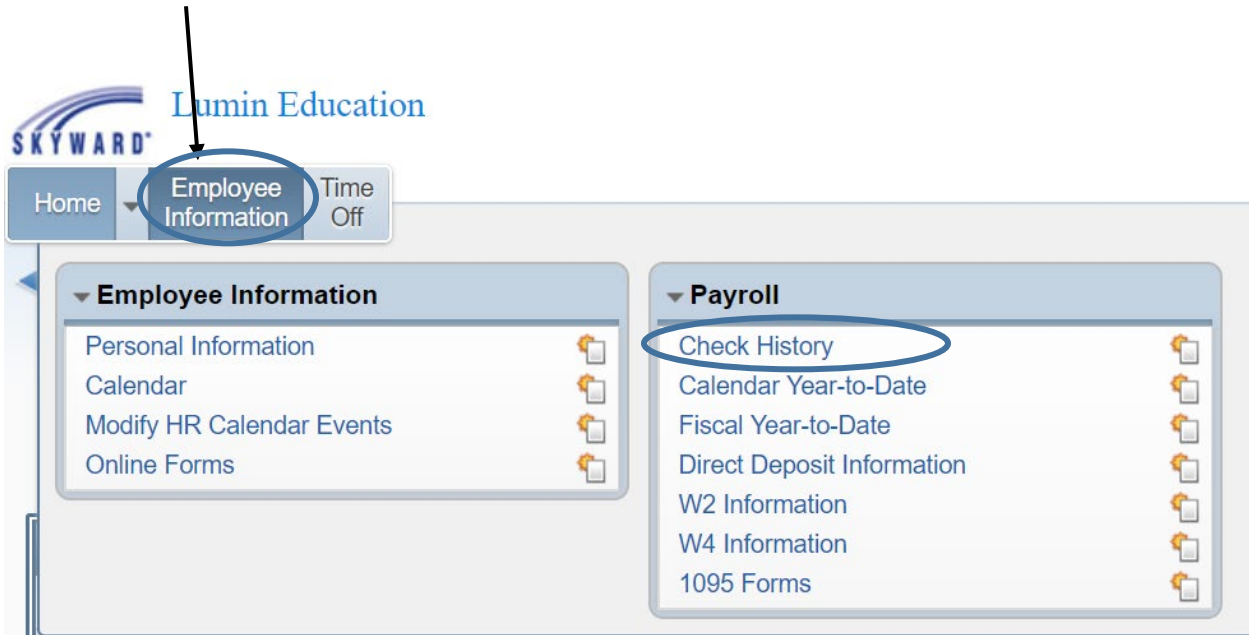
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**To Find Paycheck Stub or History**



**To Find Sick, Personal or Vacation Balances**

