

Skyward Login for D39 Employees

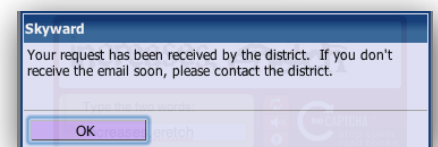
Wilmette Public Schools District 39 QuickStart Guide

District 39 employees have access to their payroll information and, if a certified teacher, the ability to enter requests for coursework pre-approval/salary credit/tuition reimbursement via Skyward.

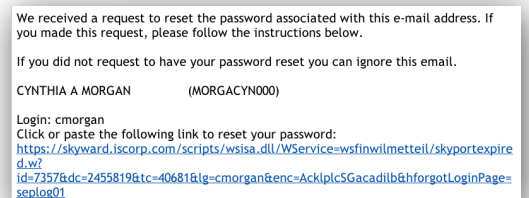
Once your email account has been created follow these steps to access Skyward

FOR FIRST TIME SKYWARD USERS:

1. Go to District 39 home page (www.wilmette39.org). Choose **For Staff > choose Logins**. Scroll down to **Skyward**. Or click this [link](#) if you are viewing a PDF.
2. The **FIRST** time you visit Skyward, you need to click on “Forgot your Login/Password?”
3. You will get a screen like this where you enter the characters shown at the top part of the box and your entire email address below. Click “Submit”.
4. You will get a message that tells you to wait a short while for an email with your login and temporary password. Click OK.
5. Shortly, (it may take 5 - 10 minutes) you will receive an email giving you your **Login** and a link to the site where you can create your own **password**. Be sure to record the login before you click on the link.



NOTE: There have been many different “formulas” for creating logins through the years so not everyone’s is the same.



We received a request to reset the password associated with this e-mail address. If you made this request, please follow the instructions below. If you did not request to have your password reset you can ignore this email.

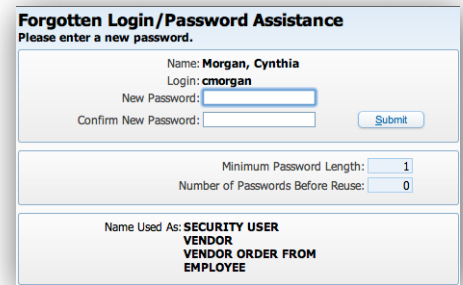
CYNTHIA A MORGAN (MORGACYN000)

Login: cmorgan
Click or paste the following link to reset your password:
<https://skyward.iscorp.com/scripts/wsisa.dll/WSservice=wsfinwilmetteil/skyportexpire.d.w?id=7357&dc=2455819&tc=40681&lg=cmorganRenc=Ackplc5Gacadi1b&hforgotLoginPage=seplug01>

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6. When you click on that link, you will get this window where you can create and confirm your personal password. (Be sure to keep a record of it.)



Forgotten Login/Password Assistance
Please enter a new password.

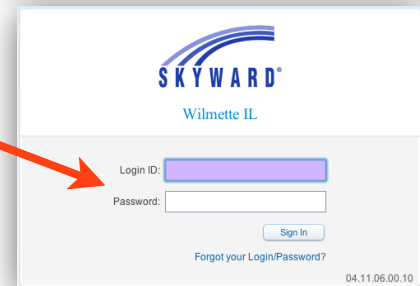
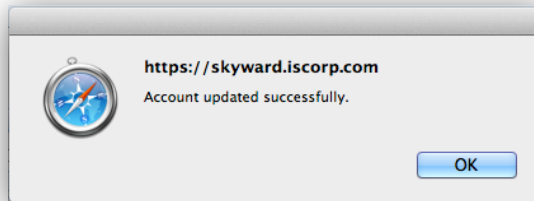
Name: **Morgan, Cynthia**
Login: **cmorgan**

New Password:
Confirm New Password:

Minimum Password Length:
Number of Passwords Before Reuse:

Name Used As: **SECURITY USER
VENDOR
VENDOR ORDER FROM
EMPLOYEE**

7. If successful, you will get a window telling you that you were successful and you will be returned to the original Skyward home page where you should enter the **Login** and the **new password**.

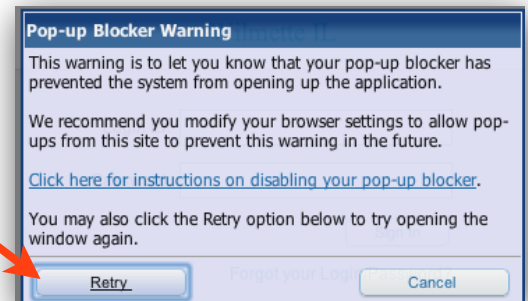


SKYWARD
Wilmette IL

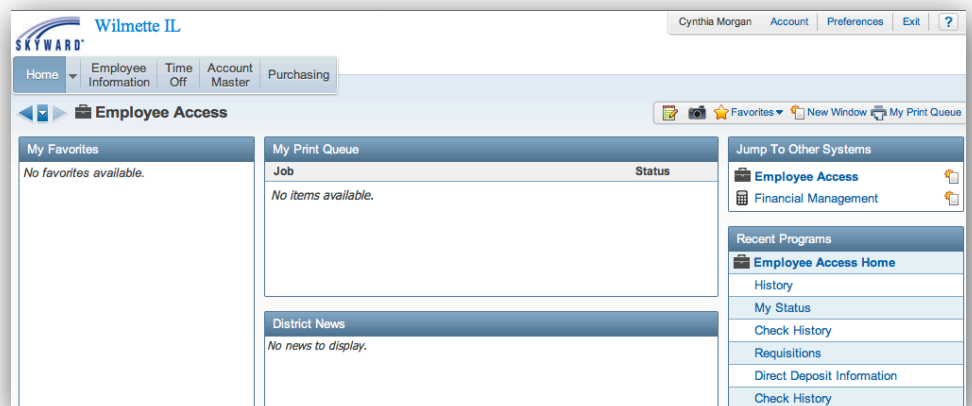
Login ID:
Password:

Forgot your Login/Password? 04.11.06.00.10

8. The first time you enter Skyward, you might get this message about “popup blocker”. Just click Retry for now. There is a separate QSG to cure this.



9. If successful, you will get this screen where you have several choices.



SKYWARD Wilmette IL
Cynthia Morgan Account Preferences Exit ?

Home Employee Information Time Off Account Master Purchasing

Employee Access

My Favorites
No favorites available.

My Print Queue
Job Status
No items available.

District News
No news to display.

Jump To Other Systems
Employee Access
Financial Management

Recent Programs
Employee Access Home
History
My Status
Check History
Requisitions
Direct Deposit Information
Check History

10. See the QuickStart Guide for the activity you wish to pursue next.