Skyward Login for D39 Employees

Wilmette Public Schools District 39
QuickStart Guide

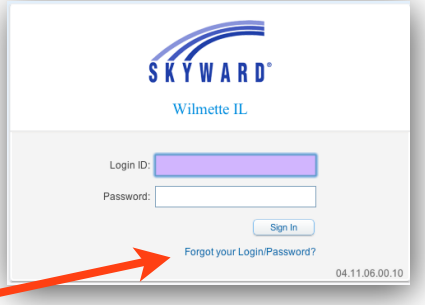
District 39 employees have access to their payroll information and, if a certified teacher, the ability to enter requests for coursework pre-approval/salary credit/tuition reimbursement via Skyward.

FOR FIRST TIME EMAIL USERS: Upon employment, you will receive an application for an email account from the Human Resources Department. Also, you will need to complete the "Personal Password" form. You will be notified when the account is set up by your building Tech Department. This must be done **before** accessing Skyward, as your Skyward login and temporary password will be sent to this email account the first time you attempt to use it.

FOR FIRST TIME SKYWARD USERS:

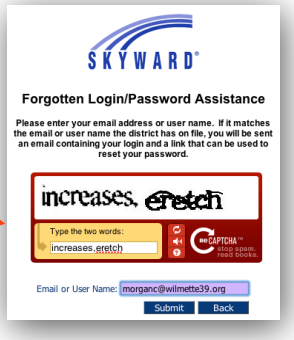
1. Go to District 39 home page (www.wilmette39.org). Choose **For Staff** > choose **Logins**. Scroll down to **Skyward.** Or click this link if you are viewing a PDF.

   https://skyward.wilmette39.org/scripts/wsisa.dll/WService=wsFin/seplog01.w

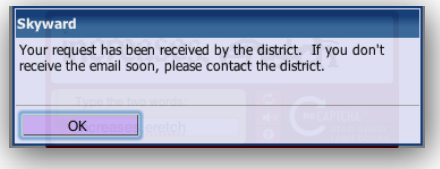


2. The **FIRST** time you visit Skyward, you need to click on "Forgot your Login/Password?"

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".

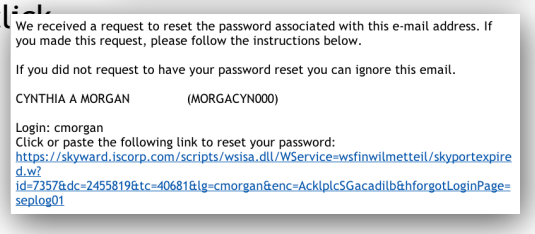


4. You will get a message that tells you to wait a short while for an email with your login and temporary password. Click OK.



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.

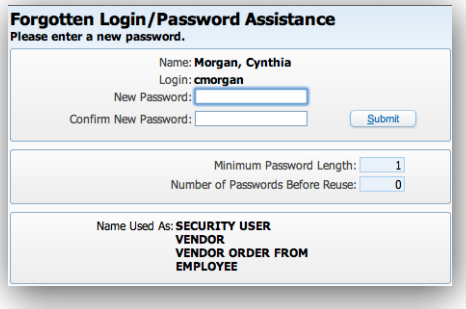
   NOTE: There have been many different "formulas" for creating logins through the years so not everyone's is the same.



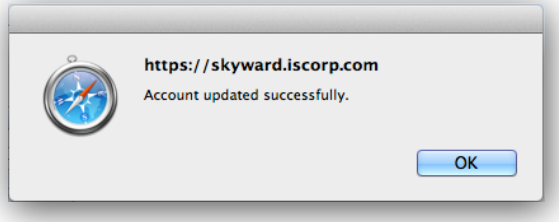
Skyward Login for D39 Employees

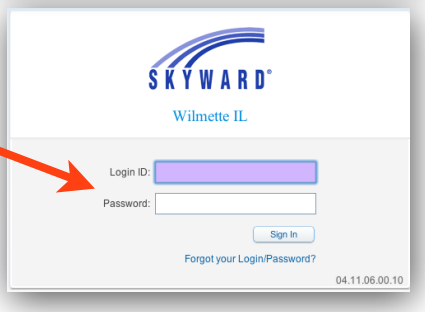
Wilmette Public Schools District 39
QuickStart Guide

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.)

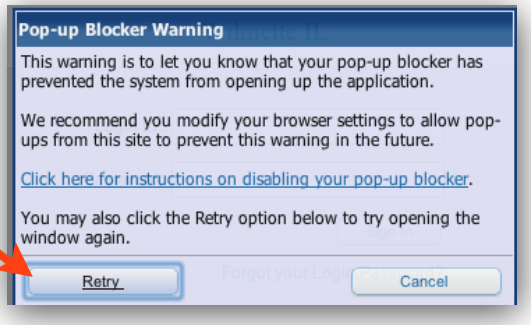


7. If successful, you will get a window telling you that you were successful and you will be returned to the original Skyward home page where you should enter the **Login** and the **new password.**

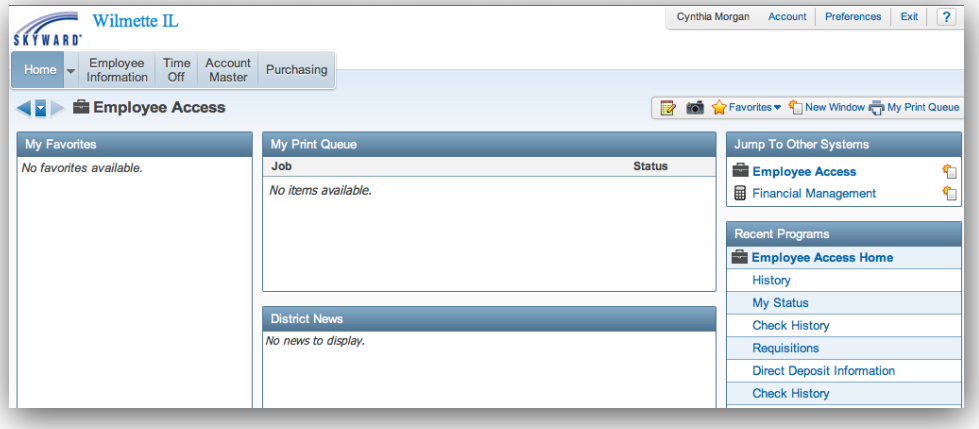




8. The first time you enter Skyward, you might get this message about "popup blocker". Just click Retry for now. There is a separate QSG to cure this.



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



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