

**SECTION I – SKYWARD EMPLOYEE ACCESS**

[HOW TO ACCESS SKYWARD – EMPLOYEE ACCESS](#)

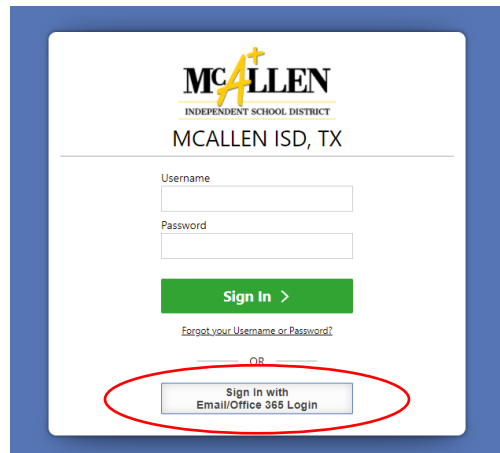
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## HOW TO ACCESS SKYWARD – EMPLOYEE ACCESS

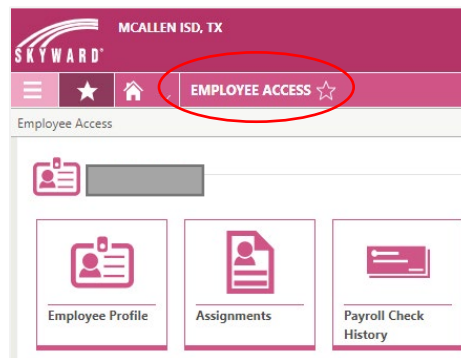
Thru Skyward Business>Employee Access an employee is able to:

- View their own employee profile and assignment information;
- Create a time off absence and view time off balance information
- Manage payroll information such as access to print/download a check stub, view payroll check history information and access a copy of your W-2 Wage Statement.

1. Login to Skyward Business/Finance: <https://skyward.iscorp.com/McAllenTXBus>  
(Skyward Business/Finance App is also available through My Apps)



2. Click on Sign in with Email/Office 365 Login
  - Username: MISD email address
  - Password: Email password
3. Once you are logged in, check to see that you are in Employee Access



- If your screen says something other than Employee Access, click on the drop-down arrow next to the home image and select Employee Access