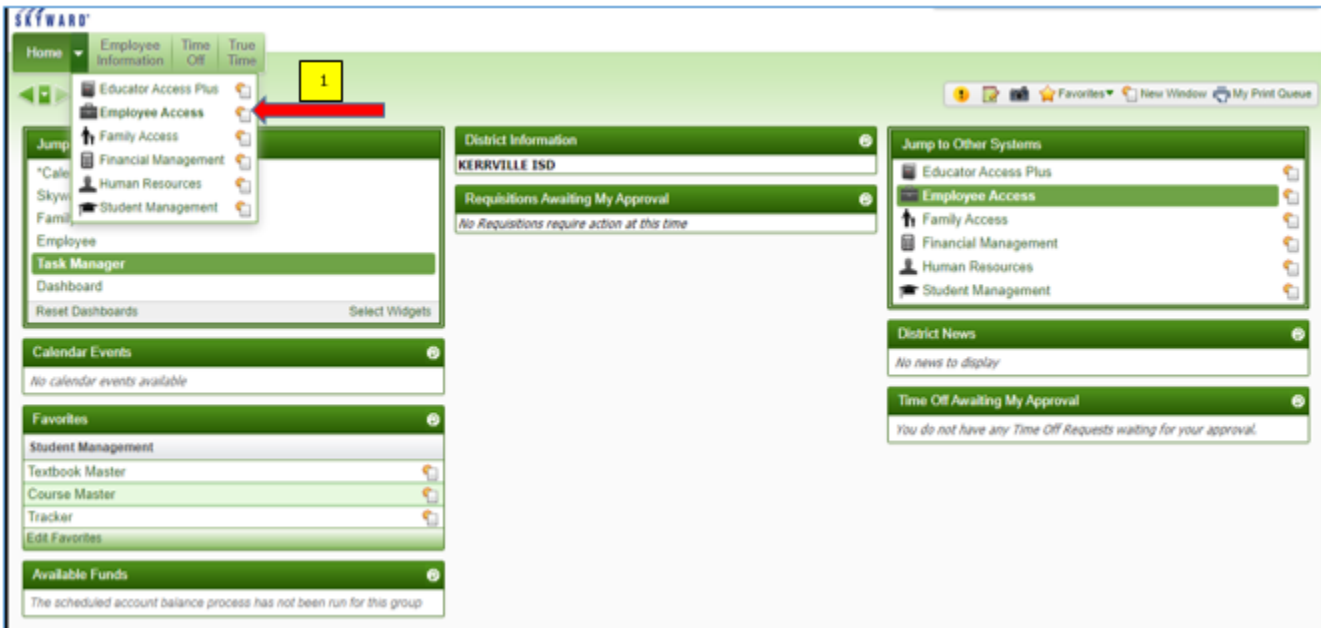


## Instructions for Changing Your Phone Number and/or Email Address in Skyward

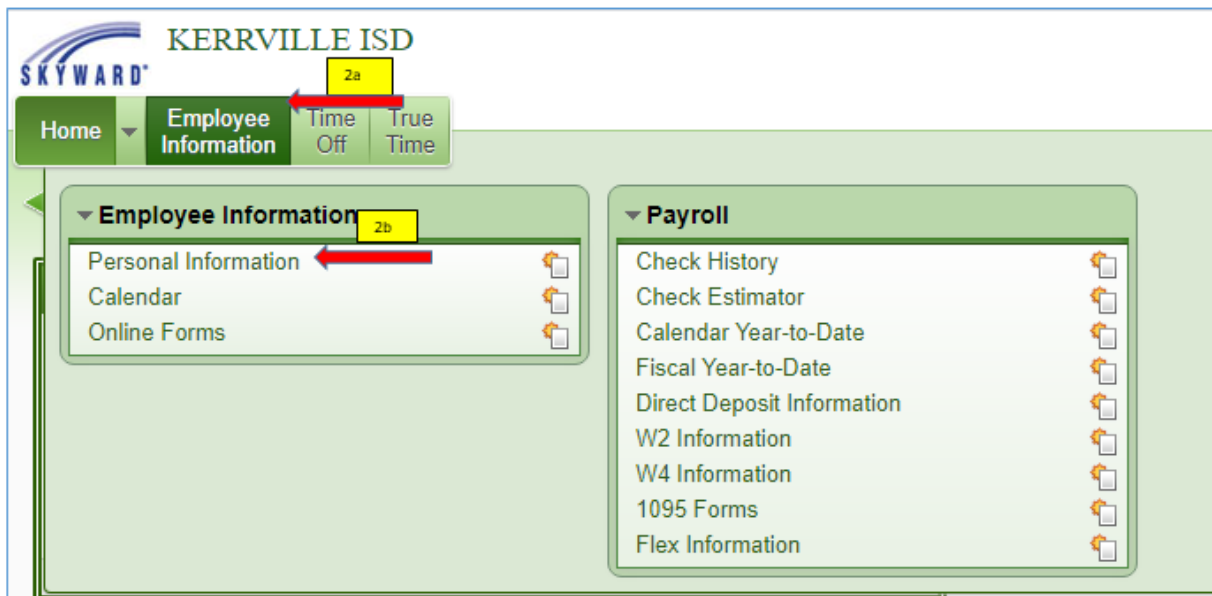
Dear Parents,

If you need to update your phone number or email address in Skyward, please follow the steps below. **Home addresses cannot be changed in Skyward until our school offices re-open and the Address Verification process has been completed.** If you have questions, please call your school's office.

**STEP #1:** On your Skyward Home Screen, select "Employee Access" from the drop-down menu next to the "Home," located in the upper left corner of your screen.



**STEP #2:** In the "Employee Access" screen, click on "Employee Information" and then "Personal Information."



**STEP #3:** In the "Employee Info" screen, click on the "Request Changes" button.

**Employee Info**

[View History](#)

**Employee Information**

**Request Changes**

**Name**

Former Name:  Conf.

**STEP #4:** This is where you'll make changes to your phone number(s) and/or email addresses.

**STEP #5:** Click the "Save" button. Changes that you make to your phone numbers no longer require approval. However, you will need to await approval for changes made to your email address.

**Request Changes - Employee Information**

Employee:  [Save](#) [Back](#)

**Demographic Request Change - Employee Information**

**Name**

Former Name:  Conf.

Spouse Name:  Conf.

**Phone**

Phone 1: (830)  Ext:  PCat1:  Conf.

Phone 2: (830)  Ext:  PCat2:  Type:  Conf.

Phone 3:  Ext:  PCat3:  Type:

1st Email:  Type:

2nd Email:  Type:

3rd Email:  Type: