

## Accessing the Skyward Employee Portal

### Username and Password:

Your username has been set for you. Your username is the prefix of your employee email.

Please do not access Employee Access until you have set your email password. Your password for Employee Access is the same as your email password.

From your browser of choice go to the URL: [www.fonddulac.k12.wi.us](http://www.fonddulac.k12.wi.us) seen below.



In a few moments you will be redirected to the Skyward login portal for employees. Enter your unique username and the temporary password:



**FOND DU LAC SCHOOL DISTRICT**

Login ID:

Password:


[Sign In](#)

[Forgot your Login/Password?](#)

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Login Area: All Areas

Click the Employee Information Button:



**FOND DU LAC SCHOOL DISTRICT**

Scott Bunyea   Account   Preferences   Exit   ?

Home   **Employee Information**   Time Off

Employee Access

Jump to Other Dashboards

- \*Calendar
- Employee**
- Reset Dashboards   Select Widgets

Recent Programs

- Employee Access Home
- My Status
- Check Estimator
- Personal Information

Favorites

No favorites available.

District News

No news to display

My Print Queue

Job	Status
No items available.	

Click on Check History under payroll:

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Scott Bunyea Account Preferences Exit ?

Home Employee Information Time Off

Employee Information

- Personal Information
- Calendar
- Online Forms

Payroll

- Check History
- Check Estimator
- Calendar Year-to-Date
- Fiscal Year-to-Date
- Direct Deposit Information
- W2 Information
- W4 Information
- Flex Information

Professional Development

- History

My Status

Check Estimator

Personal Information

Your Check History will appear on screen:

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Scott Bunyea Account Preferences Exit ?

Home Employee Information Time Off

Check History

Views: Check Date Seq - Check Detail Information Filters: \*Skyward Default

Check Date	Check Number	Gross Wages	Net Amount	C T
▶ 07/25/2014	901116112	1,460.00	1,046.07	R
▶ 07/21/2014	901044311	0.00	0.00	R
▶ 07/11/2014	901115742	1,314.00	934.58	R
▶ 07/10/2014	901043593	0.00	0.00	R
▶ 06/27/2014	901115079	1,429.60	1,021.49	R
▶ 06/26/2014	901042880	0.00	0.00	R
▶ 06/13/2014	901114118	1,429.60	1,021.49	R
▶ 05/30/2014	901112457	1,429.60	1,021.49	R
▶ 05/30/2014	901042160	0.00	0.00	R
▶ 05/16/2014	901111527	207.36	177.40	R

10 10 records displayed Check Date:

Use these two buttons to show a printable check with or without YTD numbers

Click the arrow to see check details

Use this to change the amount of checks shown

Use this to search by check date

**Click EXIT to log off**