

Accessing the Skyward Employee Portal

Username and Password:

Your username and password have been set for you. Each username is comprised of the first 5 letters of your last name followed by the first 3 letters of your first name and 3 zeros. If you do not have 5 letters in your last name a "space" will be used for each letter you are short to make a total of 5 last name characters.

The password has been set to a temporary one-time use of fondy123. Once you log in for the first time you will be prompted to change it to something unique.

Example:

Jennifer Wilson's username would be **wilsojen000**

Micheal Thomas's username would be **thomamic000**

Dana Lee's username would be **lee dan000**

Your username may differ from this format if it is the same as another Skyward user. If this is the case you will contact HR for your unique username

From your browser of choice go to the URL: www.fonddulac.k12.wi.us seen below.

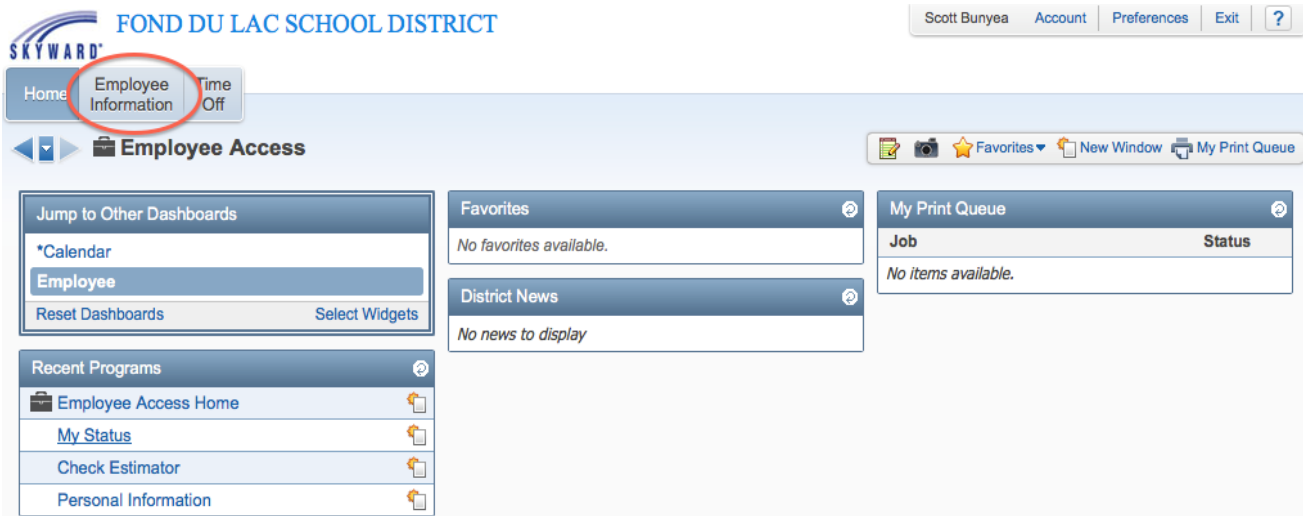
The screenshot displays the website for Fond Du Lac School District. At the top left, there is a logo with a lighthouse and the text "PRIDE • ACHIEVEMENT • GROWTH" and "FOND DU LAC SCHOOL DISTRICT". Below the logo is a navigation bar with links for DISTRICT, BOARD OF EDUCATION, DISTRICT DEPARTMENTS, SCHOOLS, PARENTS, STAFF, and CALENDAR. A search bar is located on the right side of the navigation bar. Below the navigation bar, there are three main content areas: "SCHOOLS/DEPARTMENTS" with the text "Find the school or department of your choice.", "TEACHERS/STAFF" with the text "Looking for a specific teacher or staff member? Click here.", and "IMPORTANT NOTICES" with the text "Read the important notices from the school district." On the right side, there is a vertical dropdown menu for the STAFF link, containing the following options: Employee Access, Health & Wellness, Administrators, Email Contact, Staff Email, Phone Directory, Staff Pages, and Staff Login. A red speech bubble points to the STAFF link in the navigation bar with the text "Hover over the 'Staff' icon and select 'Employee Access'". At the bottom right, there is a logo for "FANS FOR FRUTH" and a button that says "REGISTER TODAY!" with the text "Already Registered?" below it.

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



The image shows the Skyward login portal for Fond Du Lac School District. At the top, there is a logo with the word "SKYWARD" in blue, stylized letters, and "FOND DU LAC SCHOOL DISTRICT" below it. The main area contains a login form with two input fields: "Login ID:" and "Password:". Below the password field is a "Sign In" button. Underneath the button is a link that says "Forgot your Login/Password?". In the bottom right corner of the login area, the date "05.14.06.00.05" is displayed. At the very bottom of the page, there is a "Login Area:" label followed by a dropdown menu currently set to "All Areas".

Click the Employee Information Button:



The image shows the "Employee Access" dashboard for Fond Du Lac School District. At the top left is the Skyward logo and the text "FOND DU LAC SCHOOL DISTRICT". On the top right, there is a user profile for "Scott Bunyea" with links for "Account", "Preferences", "Exit", and a help icon. Below the header is a navigation bar with buttons for "Home", "Employee Information" (which is circled in red), and "Time Off". The main content area is titled "Employee Access" and features several widgets: "Jump to Other Dashboards" with links for "Calendar" and "Employee"; "Recent Programs" listing "Employee Access Home", "My Status", "Check Estimator", and "Personal Information"; "Favorites" showing "No favorites available."; "District News" showing "No news to display"; and "My Print Queue" showing "No items available." with a table header for "Job" and "Status".

Click on Check History under payroll:

SKYWARD[®] FOND DU LAC SCHOOL DISTRICT

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:

SKYWARD[®] FOND DU LAC SCHOOL DISTRICT

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	

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

10 10 records displayed Check Date:

Click EXIT to log off