

Logging into SKYWARD Web

- 1. Go to the Gadsden County Public Schools website (http://gadsdenschools.org)
- 2. Locate the small gold "SKYWARD Icon" at the top of the page and click to access the SKYWARD Login screen displayed to the right.

Note: When you log on the first time use:

User-id: The name portion (Red X's) of your email address -(XXXXXXX@gcpsmail.com),

Password: Change123\$

3. Once you have logged on and entered your new password, the "Employee Access" screen will display, see (Inset B).

Note: If you are an administrator, principal or office manager with access to Finance and HR, "Employee Access" may be listed in the top far right menu box called "Jump to Other Systems", simply click on "Employee Access" from here.

EMPLOYEE ACCESS— View and Print Online Paystub

In Employee Access, the Main screen will display the modules you can access.

To view and print copies of your check(s):

- 1. Select "Employee Information"
 - 2. Under "Payroll"
 - 3. Select "Check History"



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4. "Checks"— Double click the check number or highlight the check and click the "Show Check" button on the right to display the check information. Once open,

the "Print" button will print a copy of your check stub.

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