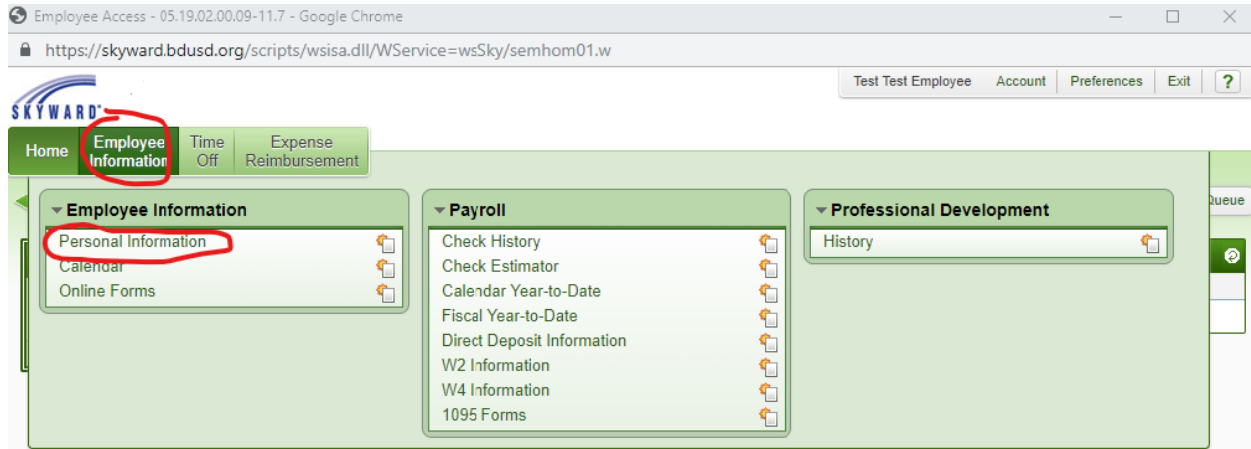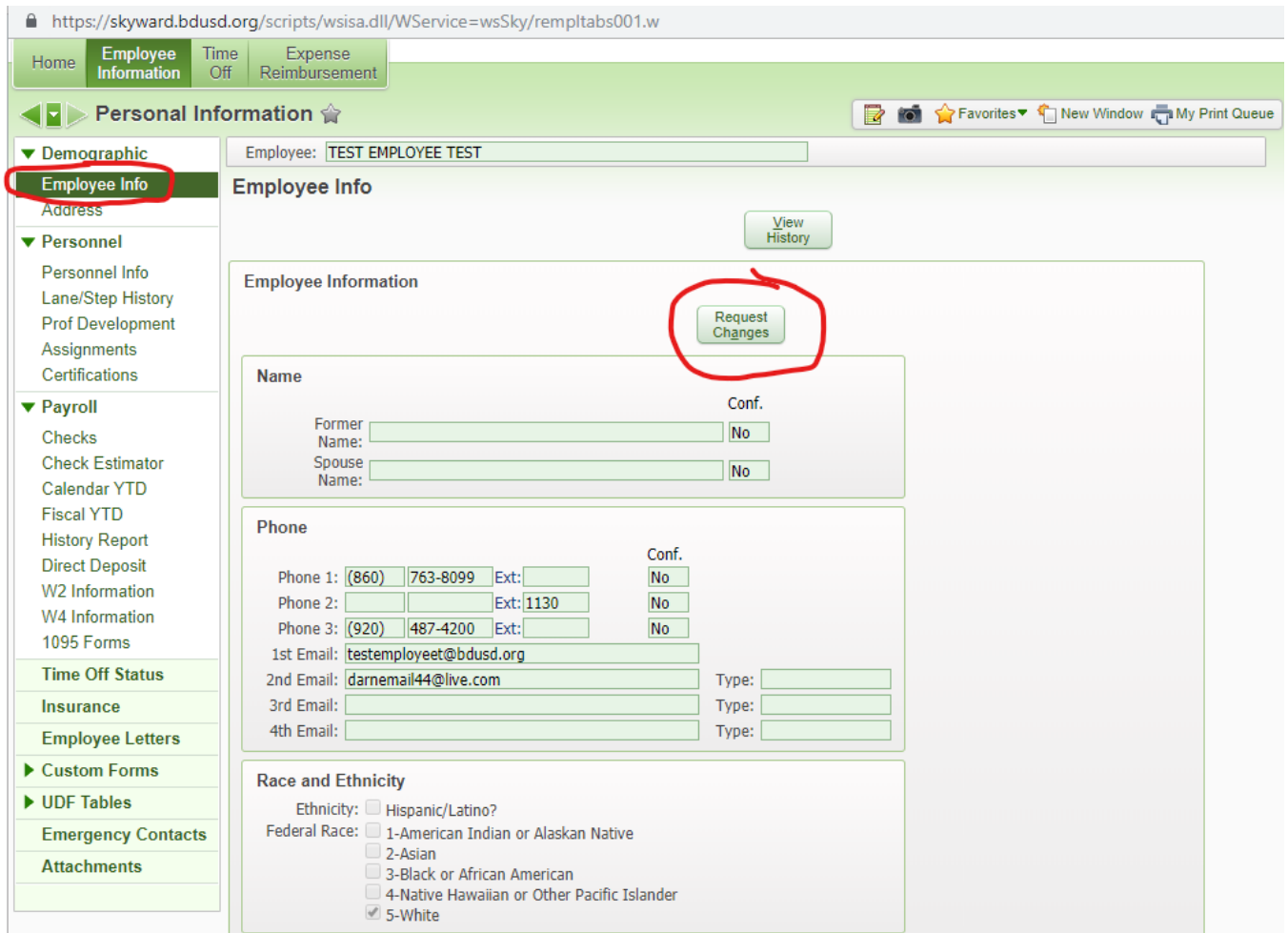# How to Update Your Personal Information In Skyward
(i.e. Address, phone number, emergency contacts, etc)

Log into **Employee Access** in Skyard.

Go to Employee Information > Personal Information

Each tab on the left can be viewed, and some you may request changes. Hit the "Request Changes Button" and you are able to revise the fields and request changes that are sent to HR for approval.

SKYWARD

| Home | Employee Information | Time Off | Expense Reimbursement |

◀ ▣ ▶ **Personal Information** ☆   📝 📷 ⭐Favorites▼ 🗔New Wir

Employee: TEST EMPLOYEE TEST

Address

View History

Address

Primary/Mailing Address Conf: Yes

Primary

705 MCKINLEY ST
BEAVER DAM, WI 53916

Request Changes

Mailing

Request Changes

Demographic
- Employee Info
- Address
- ▶ Personnel
- ▶ Payroll
- Time Off Status
- Insurance
- Employee Letters
- ▶ Custom Forms
- ▶ UDF Tables
- Emergency Contacts
- Attachments

🔒 https://skyward.bdusd.org/scripts/wsisa.dll/WService=wsSky/rempltabs001.w

Test Test Employee   Account   Preferences   Exit   ?

SKYWARD

| Home | Employee Information | Time Off | Expense Reimbursement |

◀ ▣ ▶ **Personal Information** ☆   📝 📷 ⭐Favorites▼ 🗔New Window 🖨My Print Queue

Employee: TEST EMPLOYEE TEST

Emergency Contacts

Views: General ▼   Filters: *Skyward Default ▼   🔽 📊 📝 📑 🖨 | Add |
                                                                        | Edit |
                                                                        | Delete |

Seq # ▲	Last Name	First	Middle	Rel	Primary Phone	Second Phone	Third Pho
01	ROGERS	GREG		SP	(920) 235-6515		

Move Up
Move Dn

20 ▼   1 records displayed   Sequence #: [   ]

Sidebar:
- Address
- ▼ Personnel
  - Personnel Info
  - Lane/Step History
  - Prof Development
  - Assignments
  - Certifications
- ▼ Payroll
  - Checks
  - Check Estimator
  - Calendar YTD
  - Fiscal YTD
  - History Report
  - Direct Deposit
  - W2 Information
  - W4 Information
  - 1095 Forms
- Time Off Status
- Insurance
- Employee Letters
- ▶ Custom Forms
- ▶ UDF Tables
- Emergency Contact
- Attachments

Home	Employee Information	Time Off	Expense Reimbursement

◀ ▾ ▶ **Personal Information** ☆

Demographic
- ▾ Demographic
  - **Employee Info**
  - Address
- ▶ Personnel
- ▶ Payroll
- Time Off Status
- Insurance
- Employee Letters
- ▶ Custom Forms
- ▶ UDF Tables
- Emergency Contacts
- Attachments

Employee: TEST EMPLOYEE TEST

Employee Info

View History

Employee Information

Request Changes

Name

		Conf.
Former Name:		No
Spouse Name:		No

Phone

				Conf.
Phone 1:	(860)	763-8099	Ext:	No
Phone 2:			Ext: 1130	No
Phone 3:	(920)	487-4200	Ext:	No
1st Email:	testemployeet@bdusd.org			
2nd Email:	darnemail44@live.com		Type:	
3rd Email:			Type:	
4th Email:			Type:	

Race and Ethnicity

Ethnicity: ☐ Hispanic/Latino?

Federal Race: ☐ 1-American Indian or Alaskan Native
☐ 2-Asian
☐ 3-Black or African American