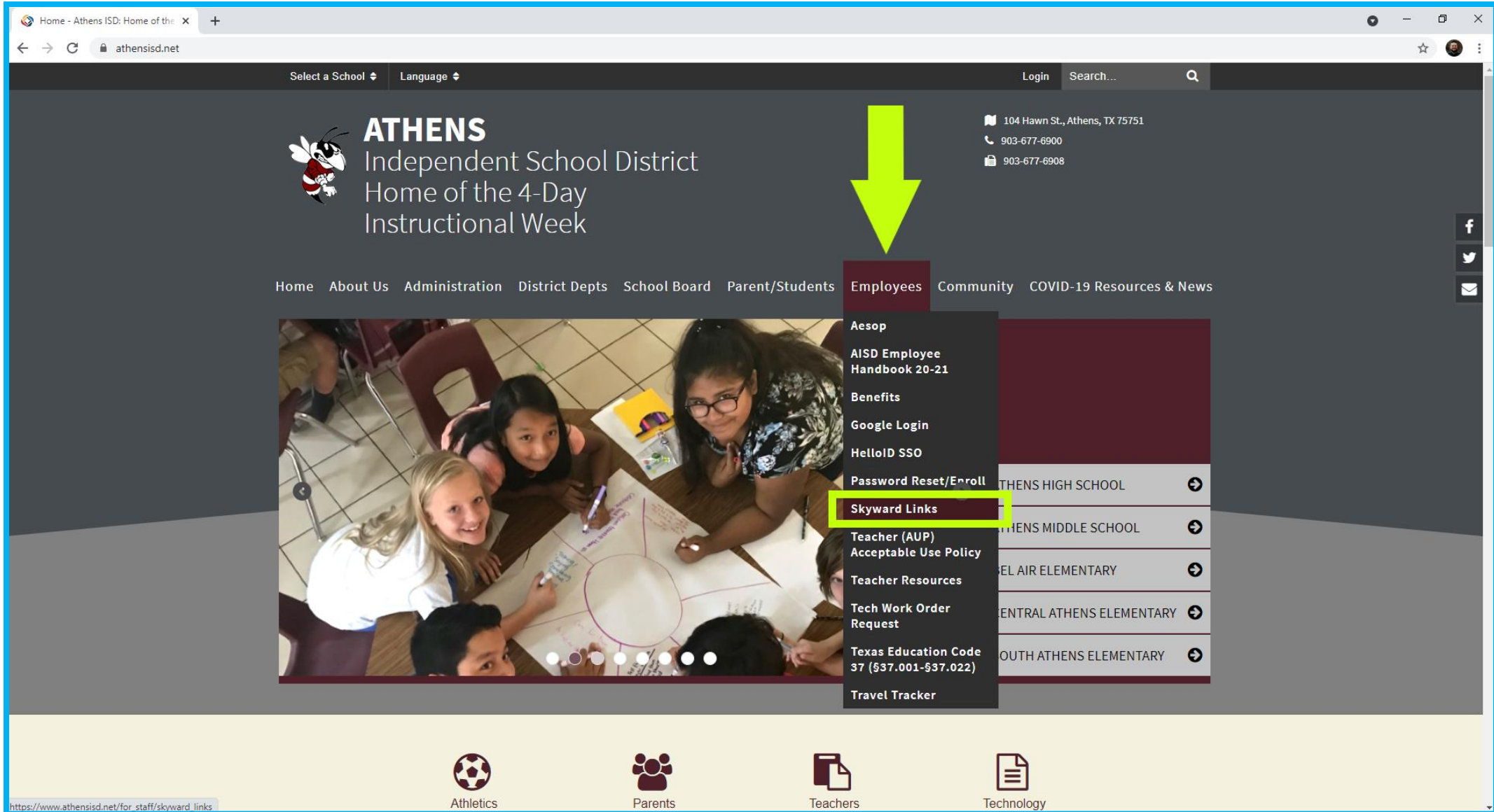
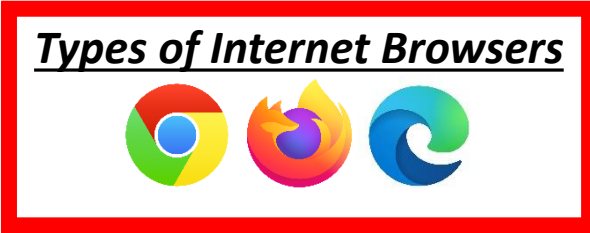




Instructions on Logging into and Navigating  
Inside Skyward

Open your internet browser and type [www.athensisd.net](http://www.athensisd.net) into the address bar. Once you get to the home page, hover over the ***Employees*** tab and select ***Skyward Links***



The screenshot shows the Athens ISD website with the following elements:

- Header: "ATHENS Independent School District Home of the 4-Day Instructional Week" with a bee mascot logo.
- Contact info: 104 Hawn St., Athens, TX 75751; 903-677-6900; 903-677-6908.
- Navigation: Home, About Us, Administration, District Depts, School Board, Parent/Students, **Employees**, Community, COVID-19 Resources & News.
- Employees dropdown menu (highlighted):
  - Aesop
  - AIISD Employee Handbook 20-21
  - Benefits
  - Google Login
  - HelloID SSO
  - Password Reset/Enroll
  - Skyward Links** (highlighted)
  - Teacher (AUP) Acceptable Use Policy
  - Teacher Resources
  - Tech Work Order Request
  - Texas Education Code 37 (\$37.001-\$37.022)
  - Travel Tracker
- Right sidebar: Athens High School, Athens Middle School, Bel Air Elementary, Central Athens Elementary, South Athens Elementary.
- Footer: Athletics, Parents, Teachers, Technology.

# Once on the Skyward links page, select Skyward Employee Access

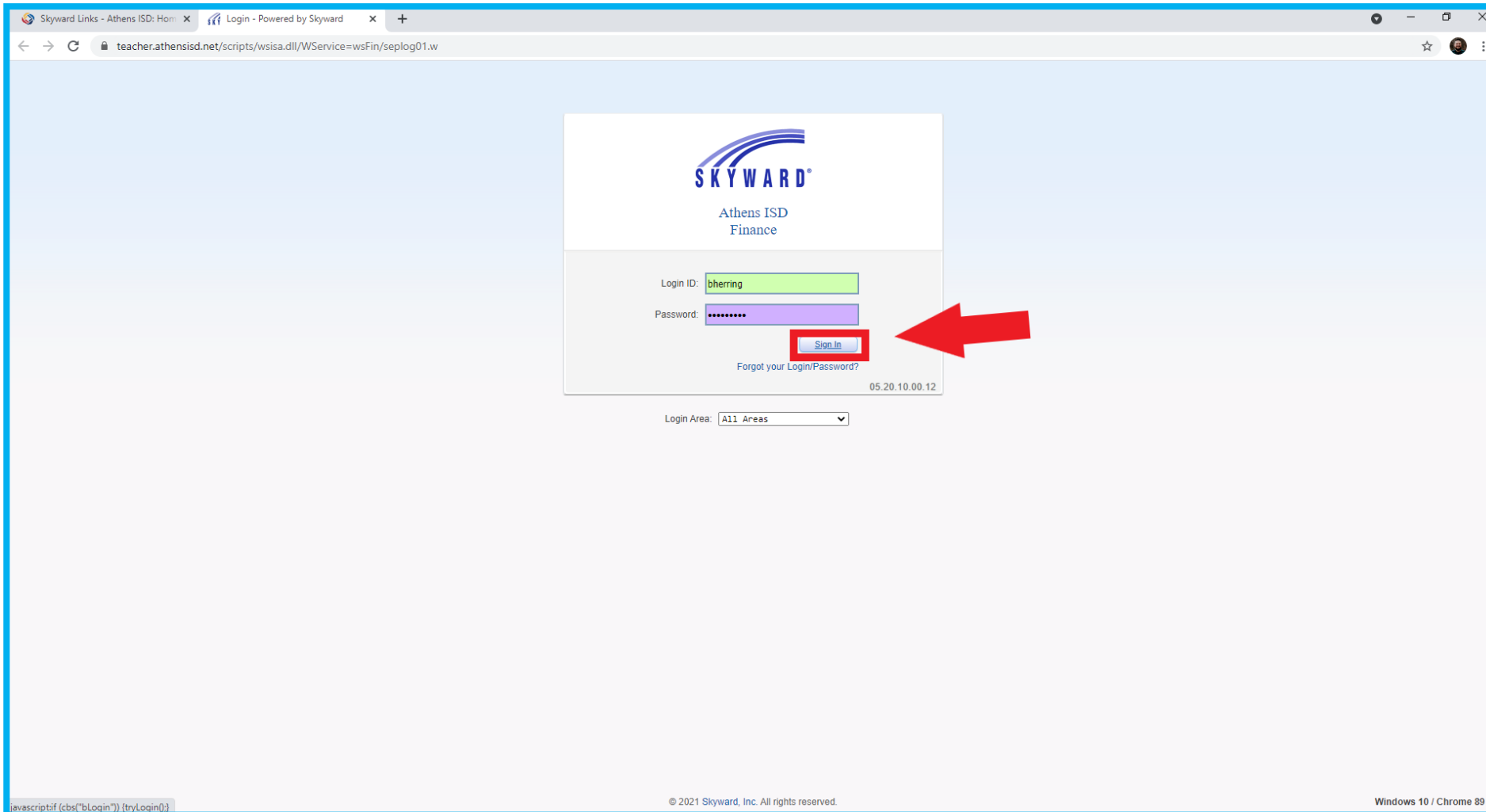
The screenshot shows a web browser window with the URL `athensisd.net/for_staff/skyward_links`. The page header includes a navigation bar with "Select a School", "Language", "Login", and a search bar. The main header features the Athens ISD logo and the text "ATHENS Independent School District Home of the 4-Day Instructional Week". A navigation menu below the header includes "Home", "About Us", "Administration", "District Depts", "School Board", "Parent/Students", "Employees" (highlighted with a yellow bar), "Community", and "COVID-19 Resources & News".

The main content area is divided into two columns. The left column is a sidebar with the following links: Aesop, AISD Employee Handbook 20-21, Benefits, Google Login, HelloID SSO, Password Reset/Enroll, Skyward Links, Teacher (AUP) Acceptable Use Policy, Teacher Resources, Tech Work Order Request, Texas Education Code 37 (§37.001-§37.022), and Travel Tracker. The right column is titled "Skyward Links" and contains the breadcrumb "Athens ISD: Home of the 4-Day Instructional Week / Employees / Skyward Links". Below this is a list of links: SkyMobile, Skyward Employee Access (highlighted with a red box), and Skyward Web & Gradebook. A large red arrow points from the right towards the "Skyward Employee Access" link.

At the bottom of the page, the URL `https://teacher.athensisd.net/scripts/wsis.dll/WService=wsFin/seplog01.w` is visible.

Once on the Skyward landing page, type in your username, first initial, and last name only. Then type in your password, and select Sign In

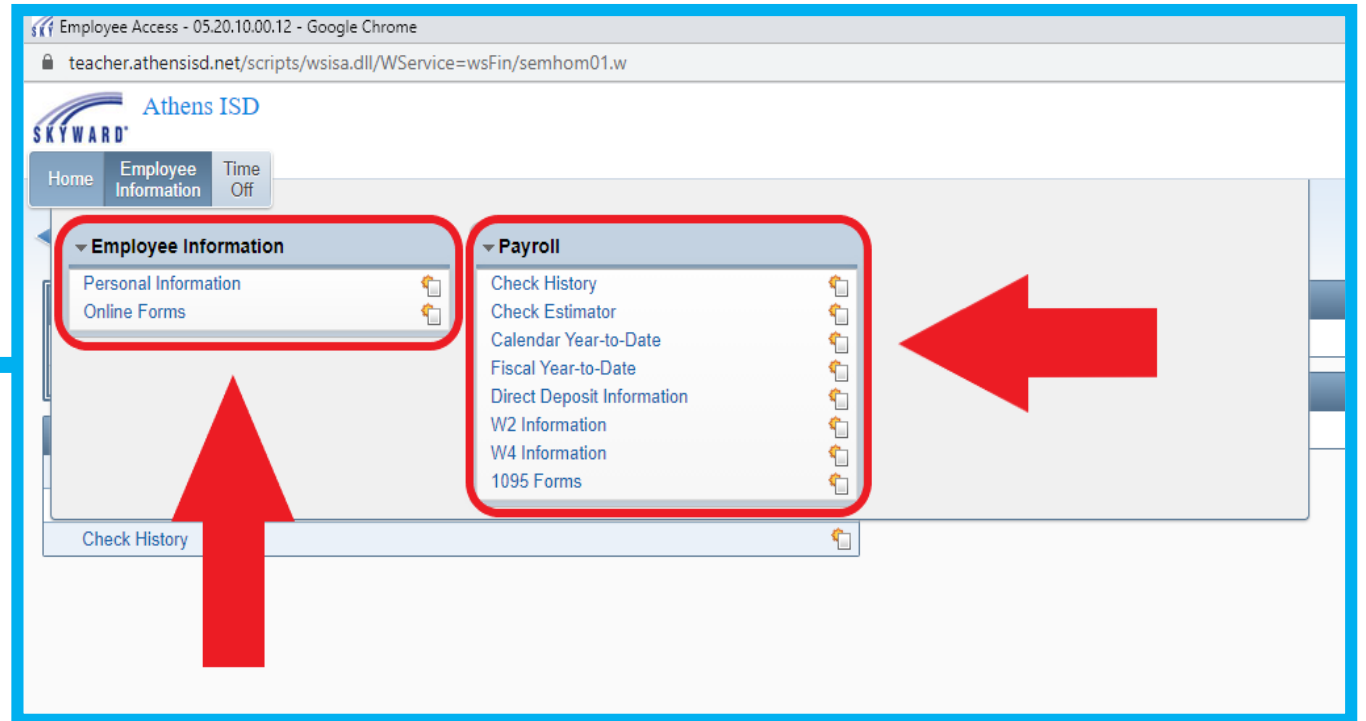
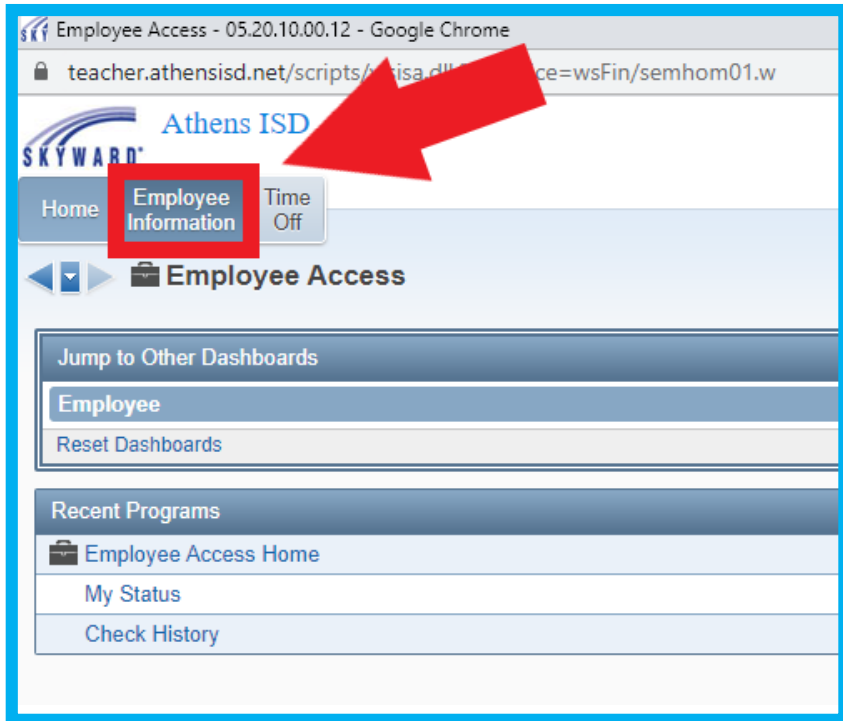
**NOTE: this is the password you used to log into your computer and email**



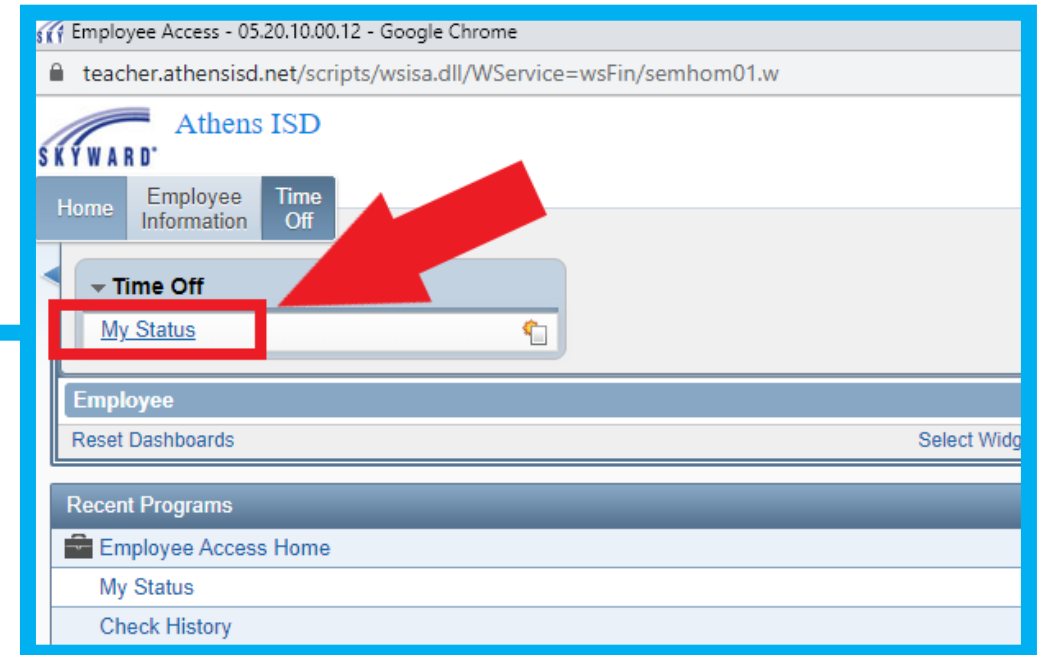
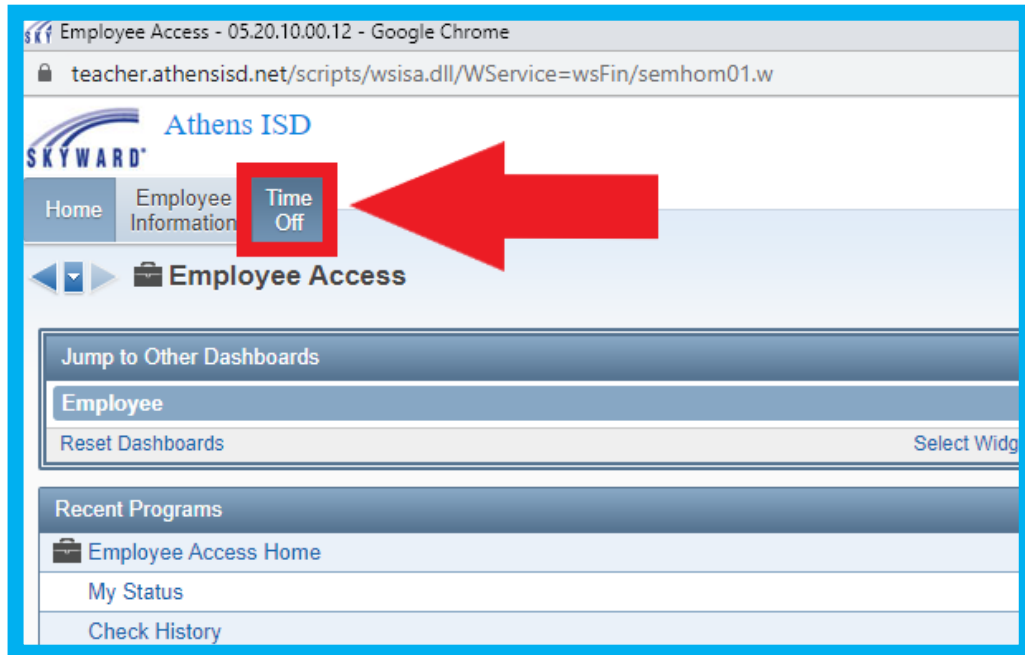
**NOTICE: You will not add the @athensisd.net to the end of the username, just your first initial and last name.**

**NOTICE: If you receive a pop-up blocked for Skyward select always allow pop-ups for Skyward**

Once you are logged into Skyward, you can select the *Employee Information* tab at the top left hand corner. This tab will drop down all of your options such as *personal information, online forms, and payroll information.*



You can also select the *Time Off* tab at the top left hand corner, and select *My Status* in the drop down menu.



Once you have selected *My Status*, you will be able to view the time off page. Here you will be able to see *Dock Days, Local Leave, Paid Vacation, and State Personal Days*. Simply select the drop down arrow in order to take a closer look

My Time Off Status - 05.20.10.00.12 - Google Chrome  
teacher.athensisd.net/scripts/wsisa.dll/WService=wsFin/rtorqbrws007.w

Athens ISD  
Home Employee Information Time Off

My Time Off Status

Views: General Filters: \*Skyward Default

Time Off Code	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available
▶ DOCK DAYS				0 Days			0 Days
▶ LOCAL LEAVE		7.5 Days	7.5 Days	0 Days			0 Days
▼ PAID VACATION		20.5 Days	18.5 Days	2 Days			2 Days

▼ Current Year (Includes all dates)

▼ Pending Requests  
There are no Pending Requests available.

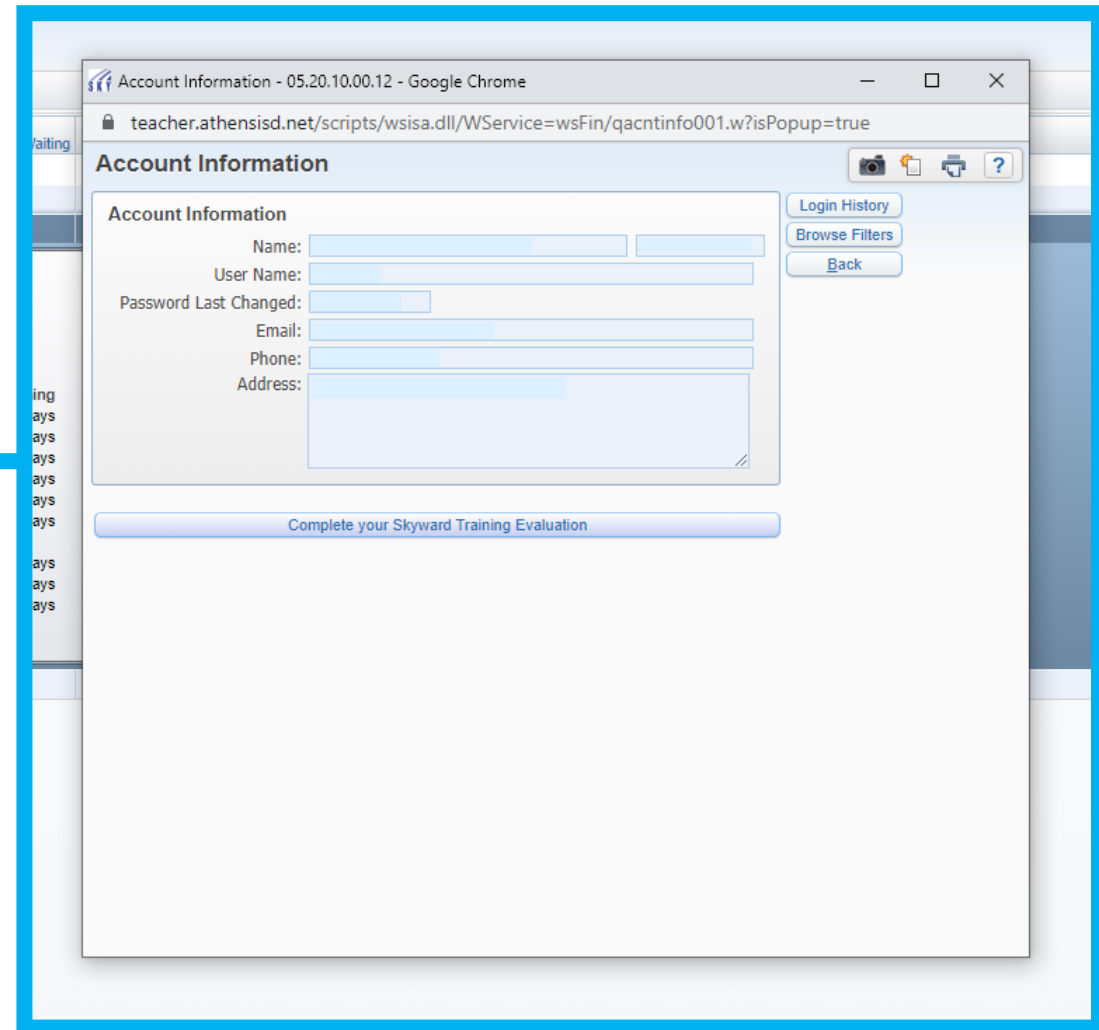
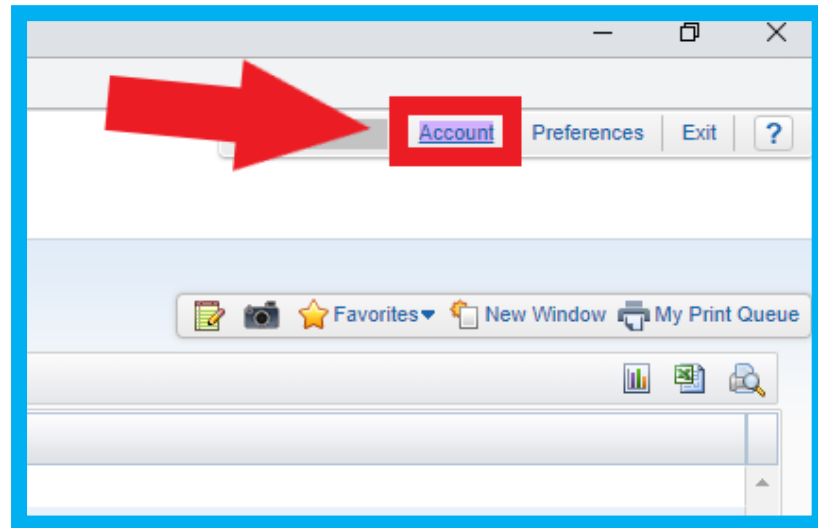
▼ Time Off Transactions (up to today's date) [Print Time Off Transactions](#)

Date	Description/Reason	Allocated	Used	Remaining	Unpaid
01/14/2021 Thu	Import-Sub Trk 01/27/21 a		1 Days	2 Days	
01/13/2021 Wed	Import-Sub Trk 01/27/21 a		1 Days	3 Days	
12/22/2020 Tue	Import-Sub Trk 01/06/21 a		1 Days	4 Days	
12/21/2020 Mon	Import-Sub Trk 01/06/21 a		1 Days	5 Days	
07/09/2020 Thu	Import-Sub Trk 07/21/20 a		1 Days	6 Days	
07/01/2020 Wed	ALLOCATION / ALLOCATION	7 Days		7 Days	
02/20/2020 Thu	Import-Sub Trk 03/02/20 a		1 Days		
02/19/2020 Wed	Import-Sub Trk 03/02/20 a		1 Days	1 Days	
02/12/2020 Wed	RECLASS FOR / ADJUSTMENT		1 Days	2 Days	
02/12/2020 Wed	RECLASS FOR / ADJUSTMENT		1 Days	3 Days	

More Time Off Transactions

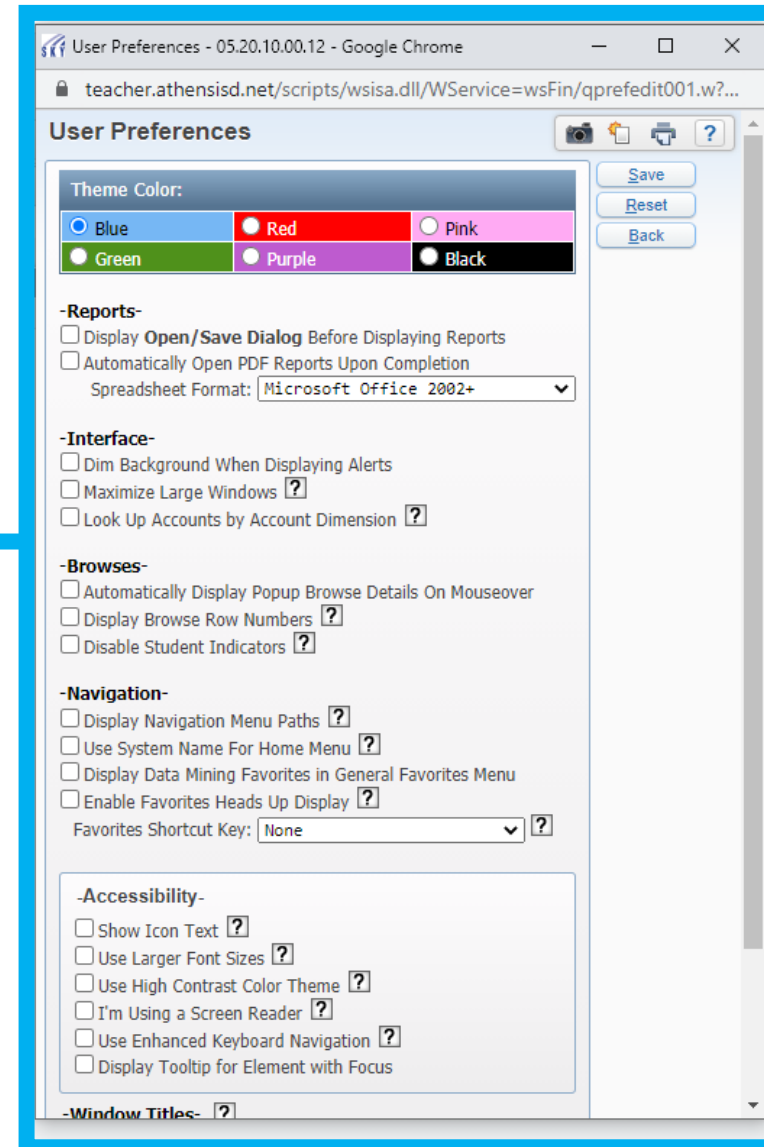
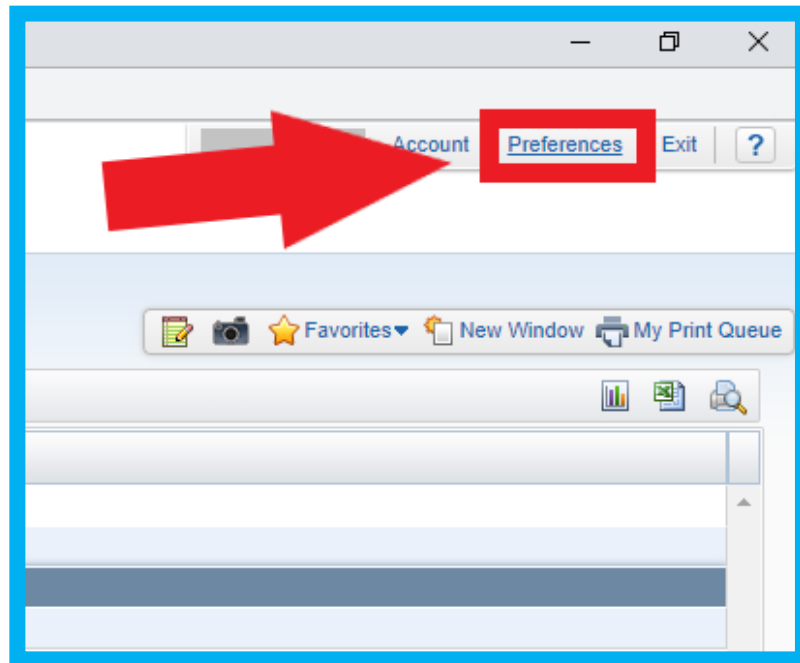
▶ STATE PERSONAL	21 Days	15 Days	6 Days			6 Days
------------------	---------	---------	--------	--	--	--------

If you select Account in the top right hand corner of Skyward, it will open Account Information where you can make adjustments or changes as they come up.





If you select Preferences in the top right hand corner of Skyward, it will open User Preferences where you can make adjustments or changes to your Skyward profile preferences such as theme color, report settings etc.



**You have successfully  
completed instructions  
on how to log into  
Skyward and navigating  
the options inside.**

**Stop Here**