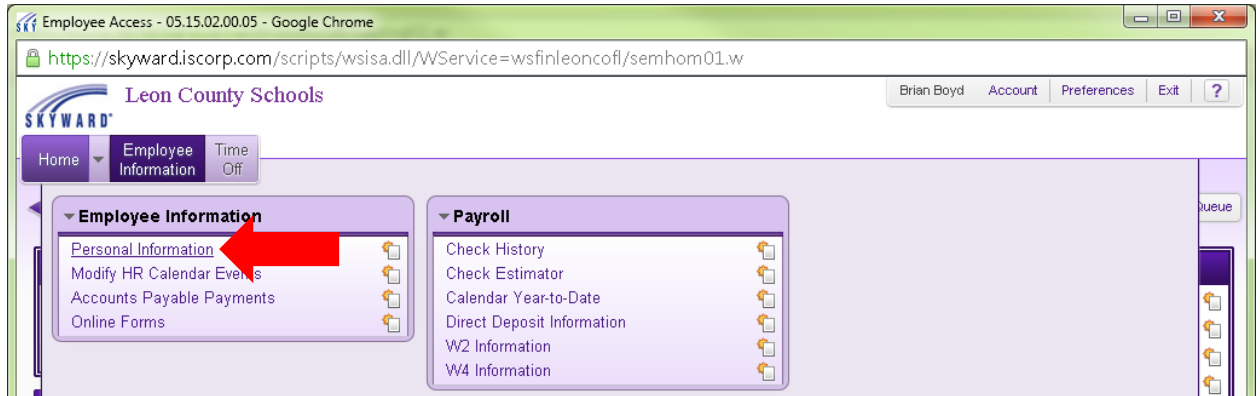
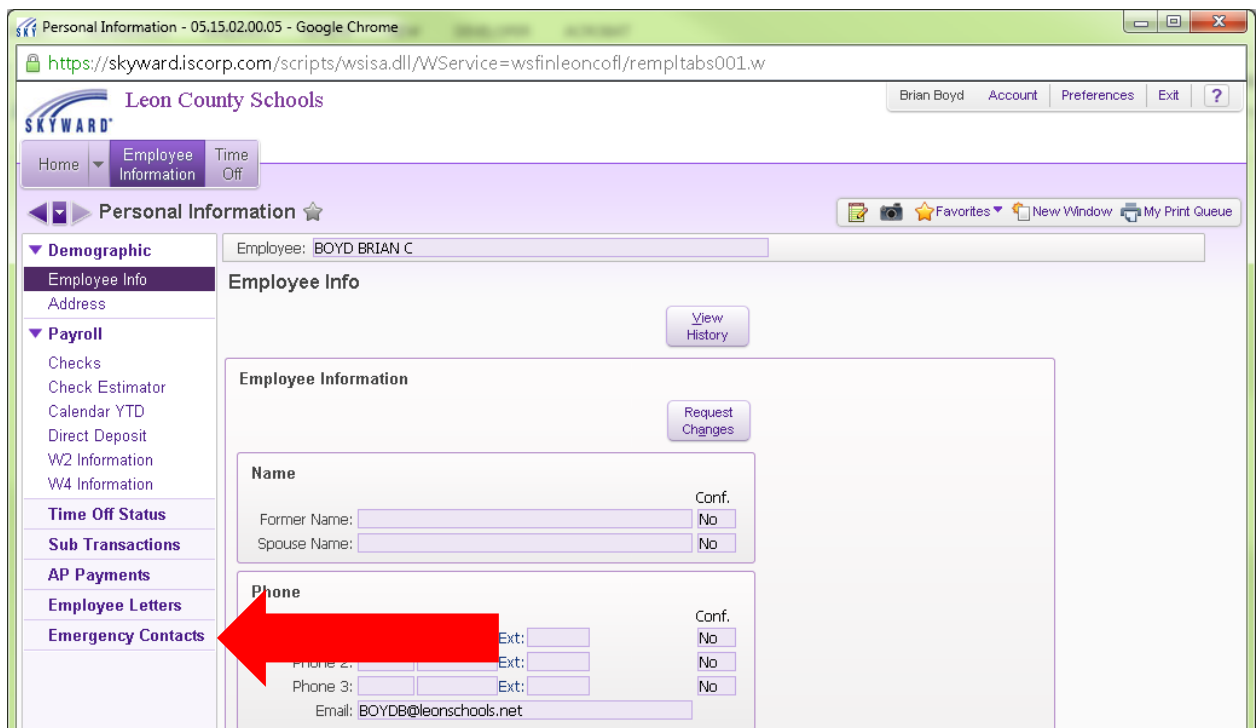


Entering Emergency Contact Information into Skyward Employee Access

- 1) After Logging in to Skyward, Click Employee Information -> Personal Information from the top menus.



- 2) Once in Personal Information, Emergency contacts will be the last tab on the left.



- 3) You currently should not have any information in the system, so click the add button.



- 4) You must enter First Name, Last Name, and a Phone Number for every emergency contact. Relationship may also be helpful information to enter. When finished, remember to click the “save” button.

Request a New Emergency Contacts

Contact Number:

* First Name: **1**

Middle Name:

* Last Name: **2**

Relationship: **4**

* Primary Phone: Ext: **3**

Ext:

Ext:

Pick Up:

Save

Demographic Information

Gender: Marital Status: Date of Birth:

Race: Language: Fax:

Home Email:

Emergency Comment:

Maximum characters: 256, Remaining characters: 256

- 5) After entering all of your emergency contacts, you can change the order in which they would be contacted using the “Move Up” and “Move Down” buttons on the right.

Emergency Contacts

Views: **General** Filters: ***Skyward Default**

Seq #	Last Name	First	Middle	Rel	Primary Phone	Second Phone	Third Phone
01	BOYD	MOMMA		OTHER	(205) 555-1212		
02	FAIRCHILD	MORGAN		SPOUS	(850) 555-1212		
03	SABAN	NICK		UNCLE	(205) 339-1234		

Move Up



Emergency Contacts

Views: **General** Filters: ***Skyward Default**

Seq #	Last Name	First	Middle	Rel	Primary Phone	Second Phone	Third Phone
01	FAIRCHILD	MORGAN		SPOUS	(850) 555-1212		
02	BOYD	MOMMA		OTHER	(205) 555-1212		
03	SABAN	NICK		UNCLE	(205) 339-1234		

Move Up
Move Dn