

# Skyward User's Manual

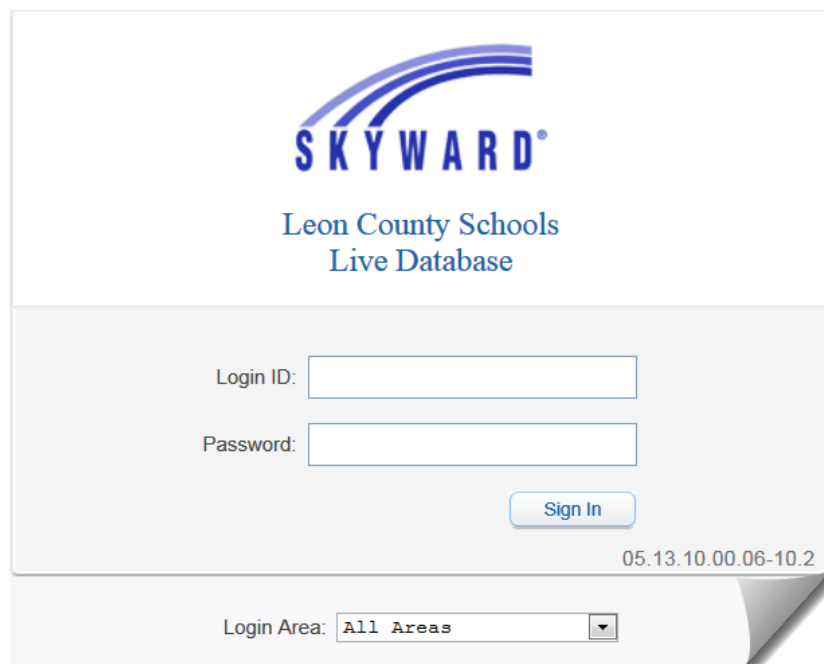


## Skyward School Business Suite, Accessing Skyward - Login

Prepared for  
Leon County School District

*Date: December 2, 2013*

*Version 1.1*



The screenshot shows the Skyward login page. At the top, there is the Skyward logo (a blue arc above the word "SKYWARD") and the text "Leon County Schools Live Database". Below this, there are two input fields: "Login ID:" and "Password:". To the right of the "Password:" field is a "Sign In" button. In the bottom right corner of the login area, the version number "05.13.10.00.06-10.2" is displayed. At the bottom of the page, there is a "Login Area:" label followed by a dropdown menu currently showing "All Areas".

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## Chapter 1. SKYWARD Overview

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### SKYWARD PaC vs. Web Products

There are two versions of Skyward in use, Point and Click (PaC) and the Web version. Skyward programmers have been rewriting their financial software and many areas are now “Web-Enabled.” Some functionality can be accessed via the web and other functionality is only accessible via the PaC version. If functionality found in the PaC has corresponding web functionality it will be indicated by a **purple** bar under the button. If you click on this button you will be redirected to the **Skyward WEB Program**.

The SKYWARD PaC version requires that you login into a separate portal with a separate set of credentials before logging into SKYWARD. To access this portal you must first install a Citrix Client on your machine. Instructions to install the client are found in Chapter 4 of this document.

The SKYWARD Web client is accessible via an URL and does not require that any extra software be installed.

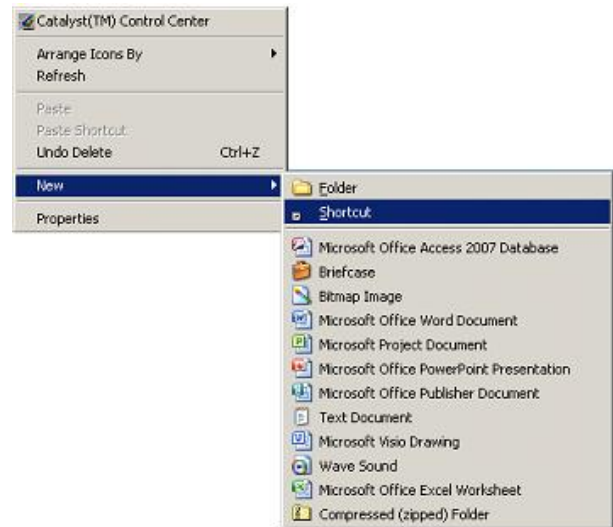
The following table lists SKYWARD functionality and the appropriate platform to use.

FUNCTIONALITY	PaC	WEB
Purchase Requisitions		X
Receiving Goods\Merchandise		X
Budget Transfers		X
Payroll Worksheets	X	
Time Off* (February 2012)	X	
Entering Time for Substitutes		X
Employee Profile		X
Vendors		X

## Chapter 2. Creating a Windows Desktop Shortcut to Skyward

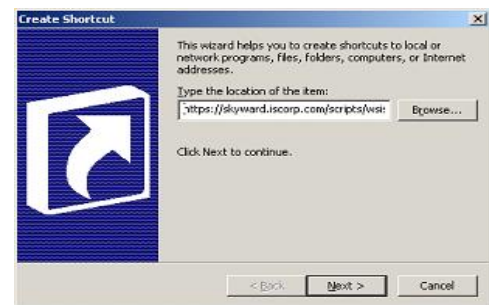
To create a desktop link to the **Skyward PaC client**

RIGHT CLICK on your Desktop, Click New” then Click “Shortcut” from the submenu.



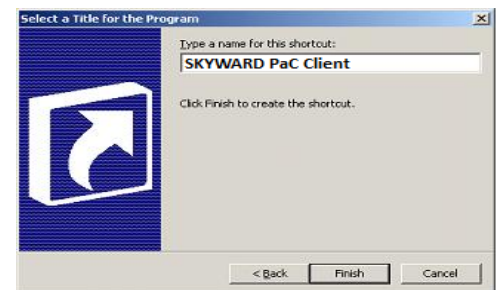
Type <http://webica.iscorp.com/Skyward> into the “Type the location of the item:” box.

Click Next



Type “SKYWARD PaC” into the “Type a name for this Shortcut:” box.

Click Finish, You’re done!



To create a shortcut to the **Skyward Web Client**, repeat the steps above using the URL and name below

URL: <https://skyward.iscorp.com/scripts/wsa.dll/WService=wsfinleoncofl/seplog01.w>

Name: SKYWARD Web Client

If you require any assistance creating a desktop shortcut please contact the TIS Help Desk, (850) 487-7524.

## Chapter 3. Creating a Mac Desktop Shortcut to Skyward

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Open Safari and type the following **Skyward PaC** URL into the address bar:

<http://webica.iscorp.com/Skyward>



Next hover over the address box and when it turns to a hand icon click and drag to your desktop and release



To create a desktop shortcut for the **Skyward Web Client**, repeat the steps above using the address below.

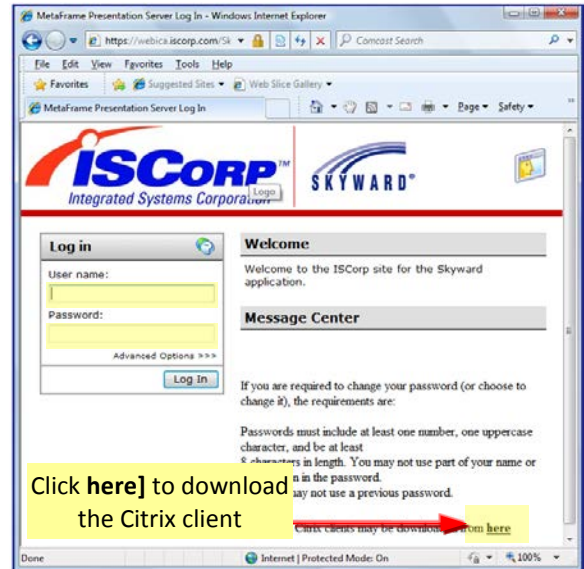
<https://skyward.iscorp.com/scripts/wsisd.dll/WService=wfinleoncofl/seplog01.w>

If you require any assistance creating a desktop shortcut please contact the TIS Help Desk, (850) 487-7524.

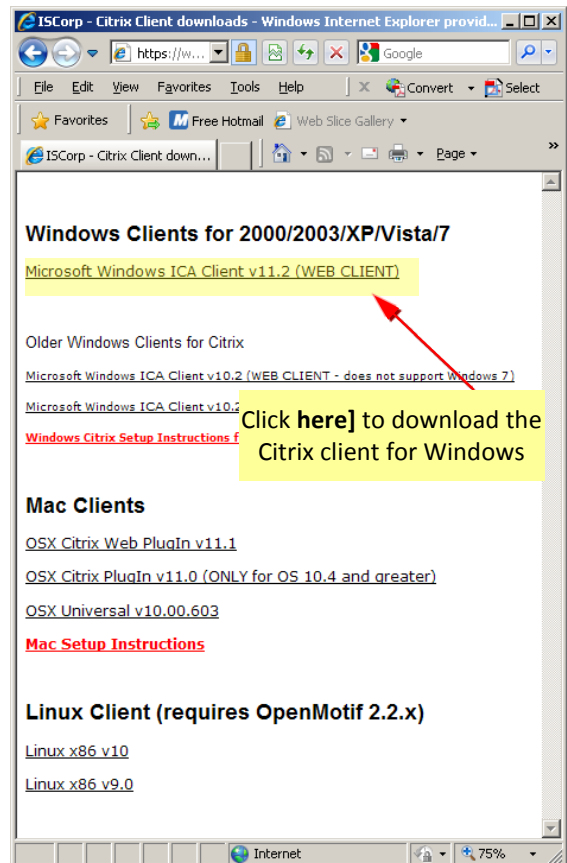
## Chapter 4. Installing the Citrix Client for SKYWARD PaC

The Citrix client is required to access the PaC version of the SKYWARD application. The instructions to install the Citrix client follow.

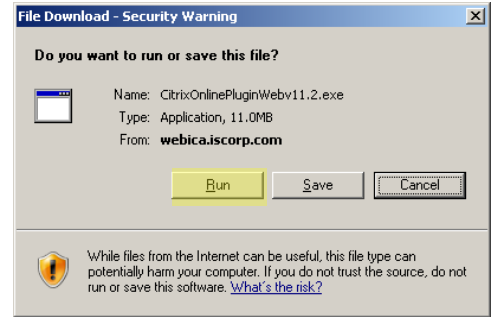
1. Double-click the SKYWARD PaC link on your desktop.
2. From the ISCorp Login screen, Click the **[here]** link to download the latest Citrix client as pictured to the right.



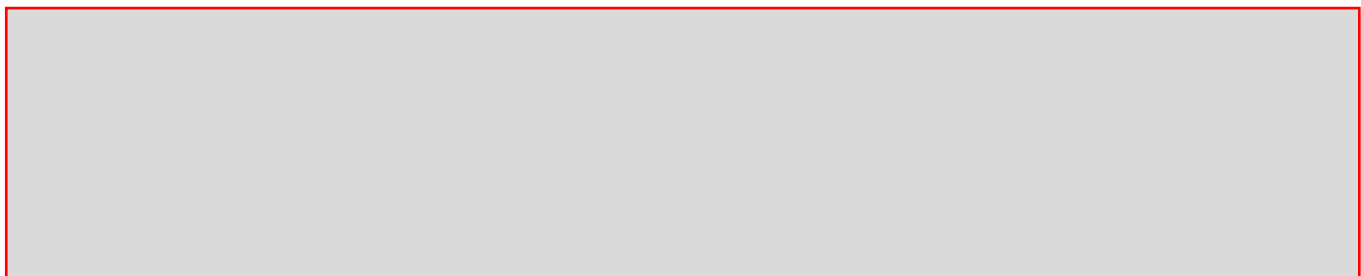
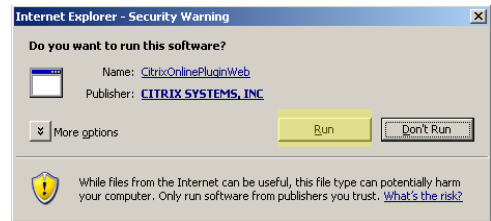
Click the **[Microsoft Windows ICA Client v11.2 (WEB CLIENT)]** link



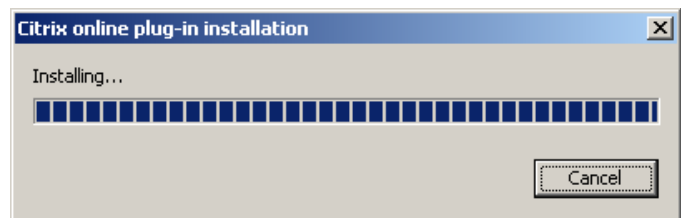
Click the **[Run]** button



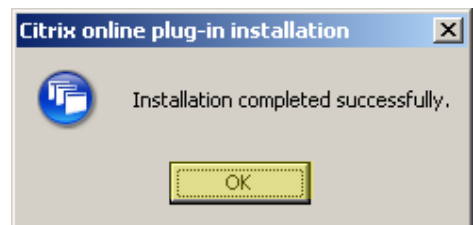
Click the **[Run]** button



The Citrix installation will continue



Click the **[Ok]** button. You have successfully installed the Citrix Client.



Return to your desktop and open the SKYWARD PaC version and login.

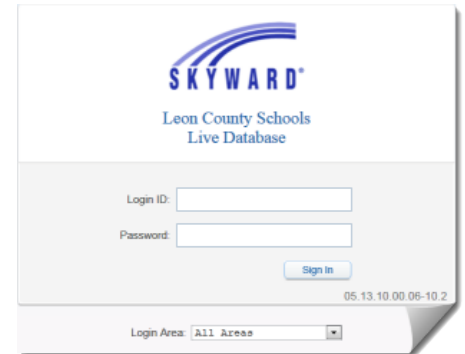
**If you require any assistance logging in please contact the TIS Help Desk, (850) 487-7524 or your TechCon (Schools).**

## Chapter 5. Logging into SKYWARD Web


The Skyward Web application is accessible via the Leon County Schools Home Page or via a desktop icon. Double-click the icon to launch the Skyward Web application.




The following login screen will appear. Enter your Skyward Login ID and Password.




 *The Skyward Login ID is the same as your LCS Network ID.*

 **If you require assistance logging in please contact the TIS Help Desk, (850) 487-7524.**

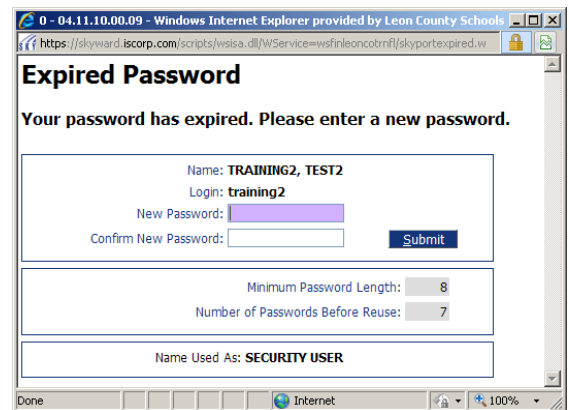
 *The initial password is set to your 2-digit numeric month of birth + the last 5 of your SSN + your 4-digit birth year. If your birth month is (Jan-Sep) use (1-9), if your birth month is (Oct-Dec) then use (10-12); do not use leading zeros.*

2-Digit Birth Month	04
Last 5 of SSN	###-#3-4671
4-Digit Birth Year	1969
Default Password	<b>4434671969</b>

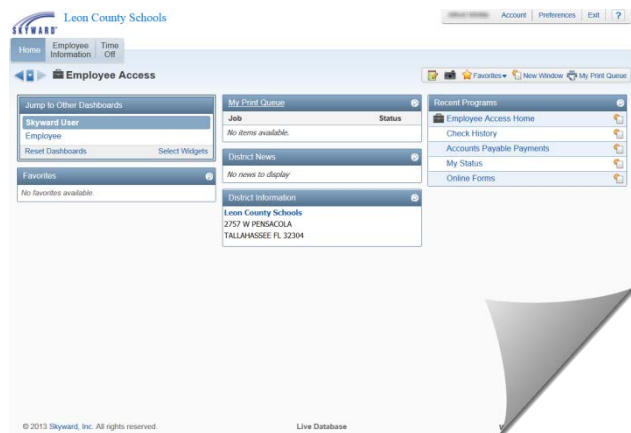
The first time you login to Skyward you will be prompted to change your default password.

 *We recommend that you set your password the same as your LCS password.*

Click the **[Submit]** button



The Main Screen will open, displaying modules that you have access to.






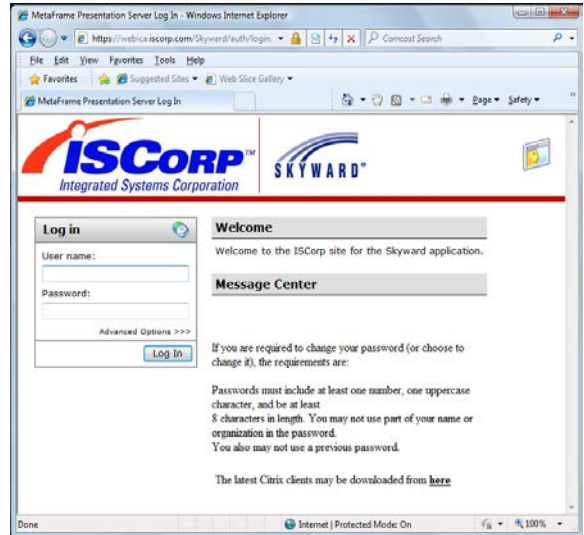
## Chapter 6. Logging into SKYWARD PaC via ISCORP

To access the PaC version of Skyward:

**3a)** Go to <http://webica.iscorp.com/Skyward> and log in using your assigned ISCORP User Name and Password.

Contact the Help Desk if you have not received your ISCorp User name and Password.

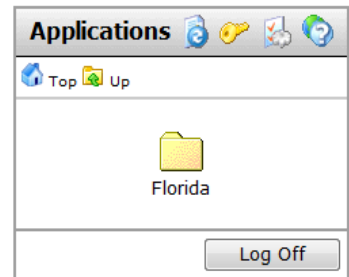
 If you require assistance logging in please contact the TIS Help Desk, (850) 487-7524.



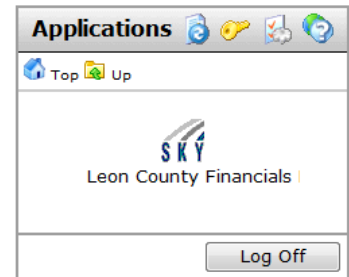
**3b)** The first time you log in from your workstation, you need to click on the "Skyward Applications" folder.



**3c)** Click the "Florida" folder



**3d)** Click on the appropriate application you wish to run (do NOT double-click).





**3e)** Enter your assigned SKYWARD User Name and Password.

*The Skyward User Name is the same as your LCS Network ID.*

*The initial password is set to your 2-digit numeric month of birth + the last 5 of your SSN + your 4-digit birth year.*

*If your birth month is (Jan-Sep) use (1-9), if your birth month is (Oct-Dec) then use (10-12); do not use leading zeros.*

2-Digit Birth Month	04
Last 5 of SSN	###-#3-4671
4-Digit Birth Year	1965
Default Password	<b>4434671965</b>

**3f)** The first time you login to the application you will be prompted to provide a new password.

*We recommend that you set your password the same as your LCS password.*

The Main Screen will open, displaying modules that you have access to.

