Entering Emergency Contact Information into Skyward Employee Access
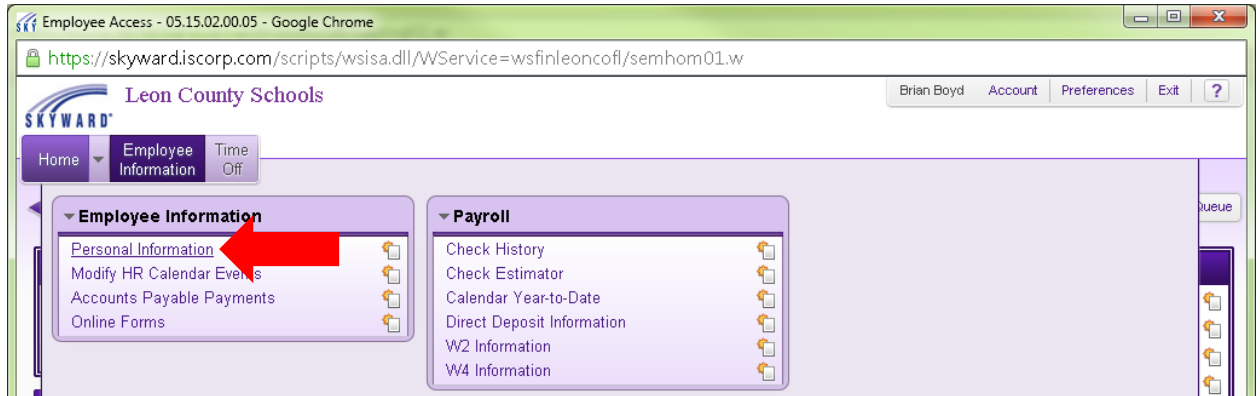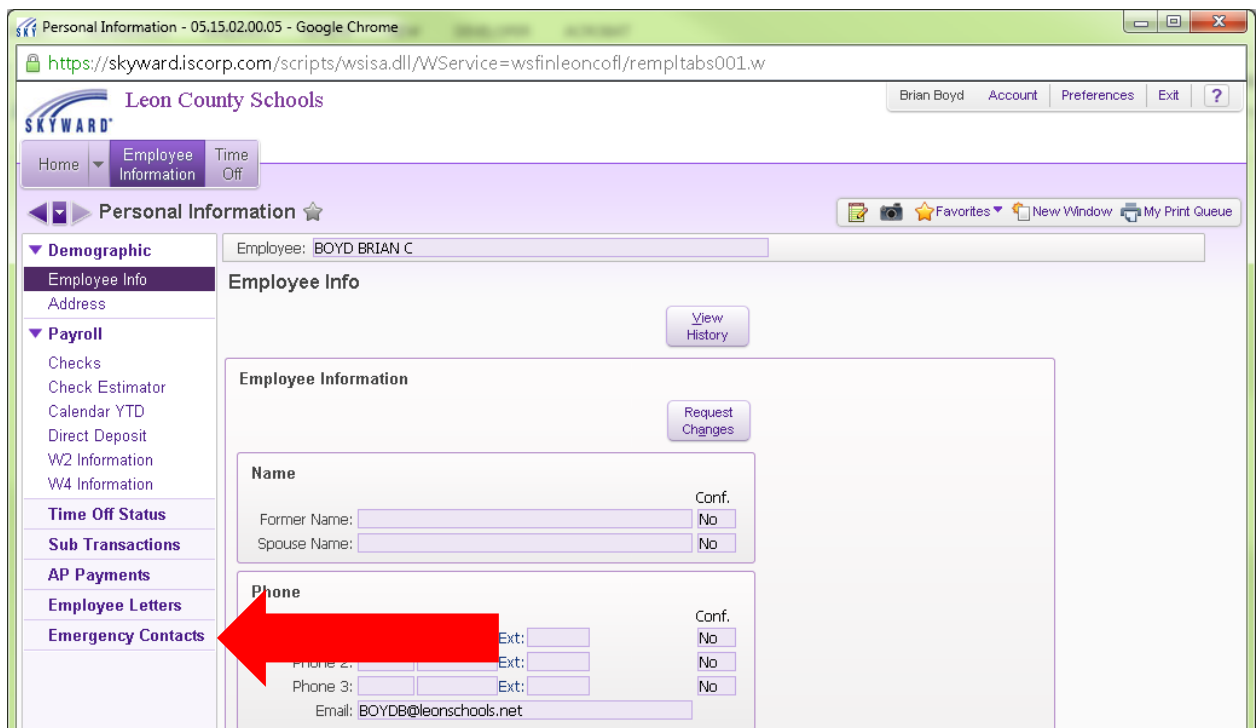
1) After Logging in to Skyward, Click Employee Information -> Personal Information from the top menus.

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.

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.