

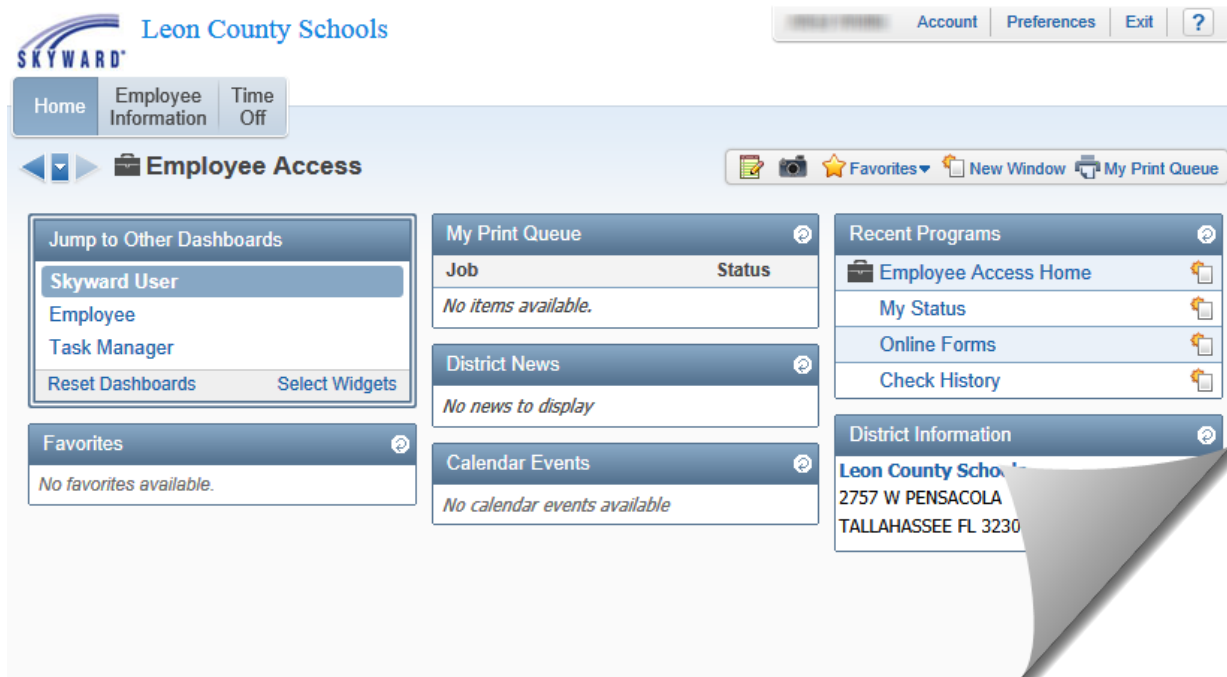
Skyward User's Manual



Skyward School Business Suite, Setting User Preferences -

Prepared for
Leon County School District

*Date: March 6, 2014
Version 1.1*



The screenshot shows the Skyward Employee Access dashboard. At the top left is the Skyward logo and "Leon County Schools". Navigation tabs include "Home", "Employee Information", and "Time Off". A top right menu contains "Account", "Preferences", "Exit", and a help icon. The main area is titled "Employee Access" and contains several widgets:

- Jump to Other Dashboards:** A list with "Skyward User" selected, and other options: "Employee", "Task Manager", "Reset Dashboards", and "Select Widgets".
- My Print Queue:** A table with columns "Job" and "Status", displaying "No items available."
- District News:** A section displaying "No news to display".
- Calendar Events:** A section displaying "No calendar events available".
- Recent Programs:** A list with "Employee Access Home", "My Status", "Online Forms", and "Check History".
- District Information:** A section displaying "Leon County Schools", "2757 W PENSACOLA", and "TALLAHASSEE FL 3230".

Additional interface elements include a "Favorites" section with "No favorites available.", a "My Print Queue" section, and a "Recent Programs" section. The interface also features a "Home" button, "Employee Information", and "Time Off" tabs, and a top right menu with "Account", "Preferences", "Exit", and a help icon. The main area is titled "Employee Access" and contains several widgets.

CHAPTER 1 TABLE OF CONTENTS

Setting User Preferences.....	3
Step 1: Navigate to User Preferences Screen.....	3
Step 2: Modify User Preferences.....	3
District Default.....	4

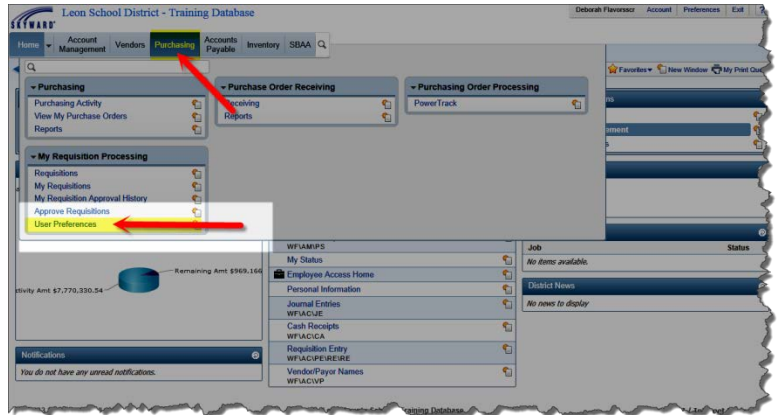
DOCUMENT CONTROL

Author		Skyward Management Team	
Title		Setting User Preferences	
File Name		SKYWARD - Setting User Preferences.Docx	
Milestone		End User Training	
Last Edited		3/6/2014 5:20 PM	
Number of Pages		4	
Version	Revision Date	Revision Comments	Author
1.0	05/29/2013	Created Document	Johhny Nash / Judy Knerr
1.1	12/4/2013	Updated Screens for v15.1	Scott Whittle

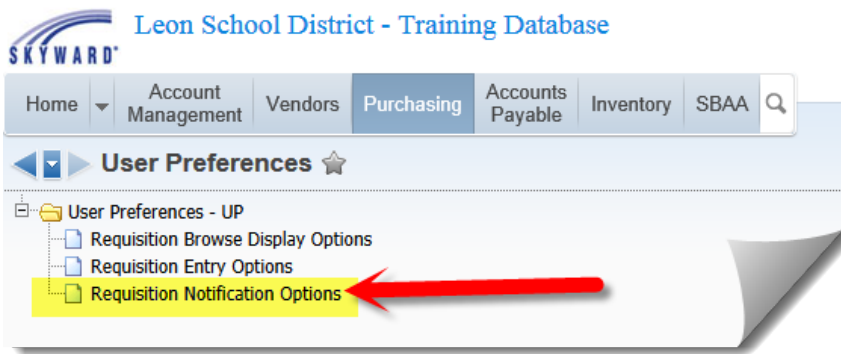
Setting User Preferences

Step 1: Navigate to User Preferences Screen

- 1) Log in to the **WEB** version of Skyward.
- 2) Click on Financial Management (FM), Purchasing (PU), User Preferences (UP)



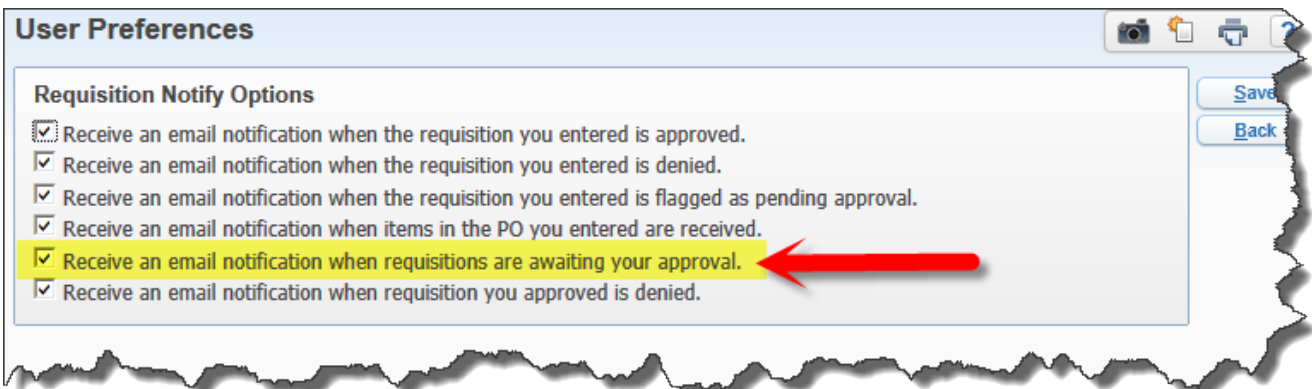
The User Preferences screen opens.



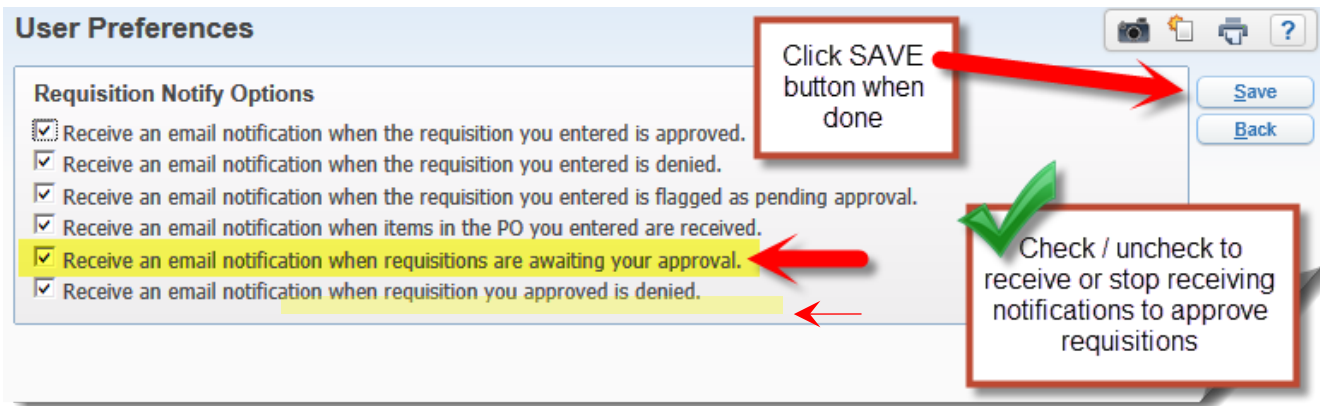
Step 2: Modify User Preferences

The User Preferences screen is where you set options to be notified by email of the status of requisitions.

Notification options include.



Check or uncheck the option to receive or stop receiving the specific email notification.



District Default

There is one notification option that is set by the District and cannot be modified.

- **Receive a summary email notification of requisitions awaiting your approval.**

Each approver will receive a daily email listing the requisitions awaiting your approval that were entered during the previous day.