



SKYWARD USERS MANUAL

LEON COUNTY SCHOOL DISTRICT

Setting User Preferences



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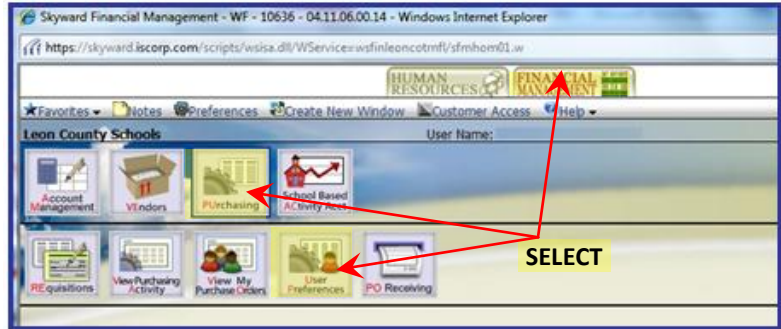
Chapter 1. Setting User Preferences

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)

 **Breadcrumbs: FM/PU/UP**

The User Preferences screen opens.



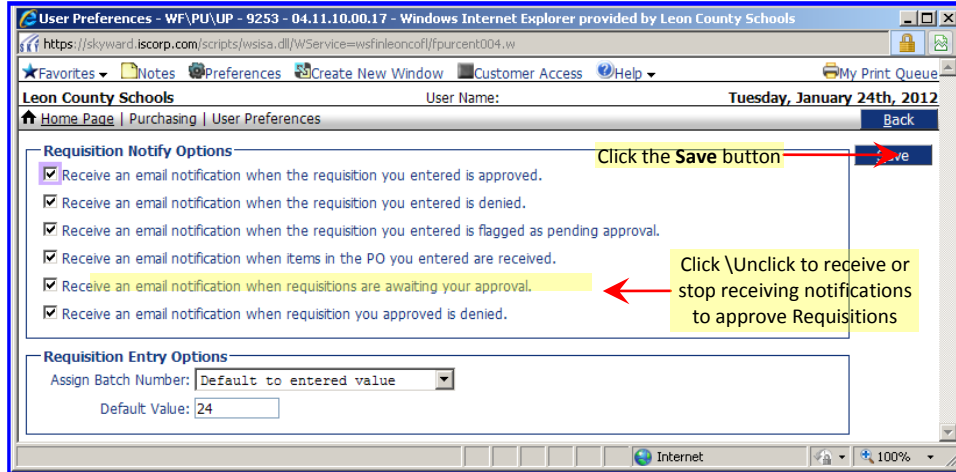
Step 2: Modify User Preferences

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

Notification options include.

Requisition Notify Options
Receive an email notification when the requisition you entered is approved.
Receive an email notification when the requisition you entered is denied.
Receive an email notification when the requisition you entered is flagged as pending approval.
Receive an email notification when items in the PO you entered are received.
Receive an email notification when requisitions are awaiting your approval.
Receive an email notification when requisition you approved is denied.

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.