

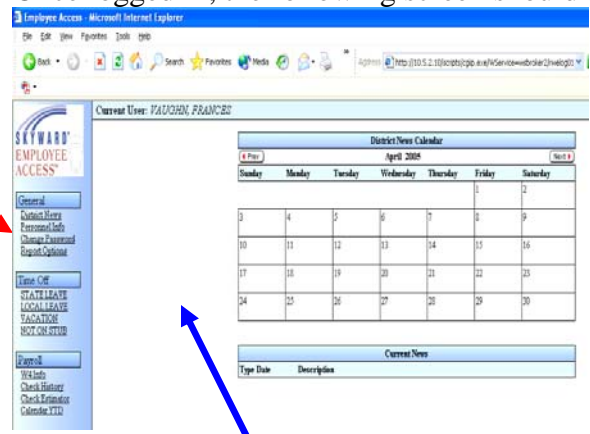
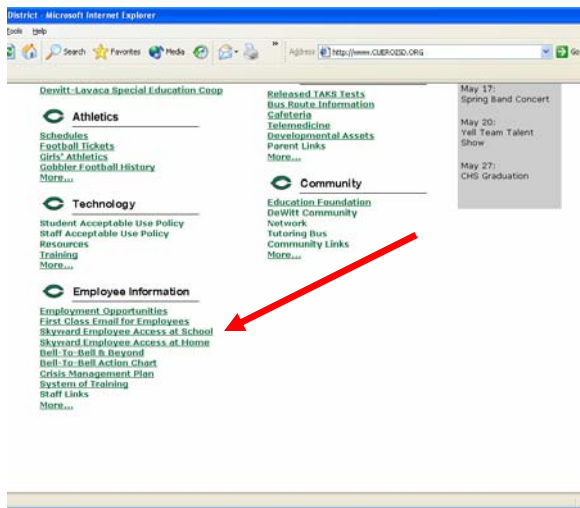
ACCESSING THE SKYWARD EMPLOYEE ACCESS SYSTEM

There are multiple ways of getting access to the new Skyward Employee Access system. One is to go to the www.cueroisd.org website and click on the link for “Skyward Employee Access at School” OR “Skyward Employee Access at Home”. Because of the Internet firewall we have in place, it depends on where you are located on which link you will use. From home, using your own ISP is the second link. The “at School” link is for the internal users on the school network.

NOTE: You can also type in the link on your browser address line and access the system from there.

Your LOGIN and PASSWORD are assigned by the Cuero ISD Central Office payroll staff. Please call 361-275-9478 if having trouble with your login id or your password and they can assist you with the correct information or reset your password if you have forgotten or lost it.

Once logged in, the following screen should appear:



Click inside here before printing.

When selecting the “Skyward Employee Access at School” link, the following website address is used <http://10.5.2.10/scripts/cgiip.exe/WService=wsbroker2/rwestd01.w> and the following screen will appear:

From here, you can Change Password, or print out leave, vacation, and check histories.

HELPFUL HINTS:

Make SURE you have clicked in the screen for what you want to print. **ALWAYS** do FILE, PRINT PREVIEW and you will actually see what is going to print. If you see nothing – close this window and click inside the right side of the screen. Then try the FILE, PRINT PREVIEW selection again.

Make SURE you are using IE 5.5 or higher on a PC, and IE 5.1 on a Macintosh computer. Other browsers that will work are Mozilla FireFox and Netscape 6.2.

