

Update Employee Address in Skyward System

1

Navigate to

<https://skyward.mfisd.txed.net/scripts/cgiip.exe/WService=wsFin/seplog01.w>

2

Enter your login credentials then click "Sign In"

SKYWARD
MARBLE FALLS ISD
Finance/HR - Live Data

Login ID:

Password:

[Forgot your Login/Password?](#)

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Login Area:

3 Click "Employee Information"

The screenshot shows the Skyward Employee Access dashboard for Marble Falls ISD. The user is logged in as Harry Potter. The dashboard includes a navigation menu with options: Home, Employee Information (highlighted with an orange circle), Time Off, True Time, FastTrack Open Positions, and Expense Reimbursement. Below the navigation menu, there is a section titled "Employee Access" with a search bar and a "District Information" dropdown menu showing "MARBLE FALLS ISD". On the left, there is a "Jump to Other Dashboards" section with a list of options: *Calendar, Skyward User (highlighted with an orange circle), Employee, Task Manager, and Reset Dashboards. There is also a "Select Widgets" button.

4 Click "Personal Information"

The screenshot shows the Skyward Employee Information dashboard for Marble Falls ISD. The user is logged in as Harry Potter. The dashboard includes a navigation menu with options: Home, Employee Information (highlighted with an orange circle), Time Off, True Time, FastTrack Open Positions, and Expense Reimbursement. Below the navigation menu, there is a section titled "Employee Information" with a list of options: Personal Information (highlighted with an orange circle), Calendar, and Online Forms. To the right, there is a "Payroll" section with a list of options: Check History, Check Estimator, Calendar Year-to-Date, Fiscal Year-to-Date, Direct Deposit Information, W2 Information, W4 Information, and 1095 Forms.

5 Click "Address" if you need to change your address

The screenshot shows the Skyward HR system interface for Marble Falls ISD. The user is logged in as Harry Potter. The navigation menu on the left includes: Home, Employee Information, Time Off, True Time, FastTrack Open Positions, and Expense Reimbursement. The 'Personal Information' section is active, and the 'Address' option is highlighted with an orange circle. The main content area shows 'Employee Info' for POTTER HARRY JAMES, with a 'Request Changes' button visible.

6 Click on "Request Changes" to change your primary physical address

The screenshot shows the 'Address' section of the Skyward HR system. The 'Primary/Mailing Address Conf:' is set to 'Yes'. The 'Primary' address is displayed as '4 PRIVET DRIVE, MARBLE FALLS, TX 78654'. An orange circle highlights the 'Request Changes' button next to the primary address field. The 'Mailing' address field is also visible with its own 'Request Changes' button.

7 Enter your changes and click "Save"

Any changes to primary or mailing address go to HR for processing

- Primary Address

POTTER HARRY JAMES

Address

Dir: Street | Street: PRIVET DRIVE | PO Box: | City/State: MARBLE FALLS, TX | Township: | Update with Current Primary

New Primary Address Preview

4 PRIVET DRIVE
MARBLE FALLS, TX 78654

Save
Back

8 If you enter anything incorrectly, you can click "Undo Requested Changes"

Information

Employee: POTTER HARRY JAMES

Address | View History

Primary/Mailing Address Conf: Yes

Primary

4 PRIVET DRIVE
MARBLE FALLS, TX 78654

4 PRIVET DRIVE
MARBLE FALLS, TX 78654

Request Changes
Undo Requested Changes

Mailing

Request Changes

Items in Red indicate Change(s) that are pending approval.

9 To change your mailing address, click "Request Changes"

Address

Primary/Mailing Address Conf: Yes

Primary

4 PRIVET DRIVE
MARBLE FALLS, TX 78654

Request Changes

Mailing

Request Changes

ns
rs
tacts

10 Enter your changes

Employee

Employee: POTTER HARRY JAMES

Current Mailing Address

New Primary Address

New Address

Clear Fields Update With Current Mailing Update With New Primary Update With Current Primary

House # Dir Street

Address:

Address 2:

S.U.D.: #: PO Box:

* Zip Code: City/State:

New Mailing Address Preview

Asterisk (*) denotes a required field

11 Click "Save"

Any changes to primary or mailing address go to HR for processing

- Mailing Address

RY JAMES

ss

New Primary Address

Clear Fields Update With Current Mailing Update With New Primary Update With Current Primary

Dir Street

#:

PO Box: 7779

City/State: MARBLE FALLS, TX

New Mailing Address Preview

PO Box 7779
MARBLE FALLS, TX 78654

Save

Back

ed field

12 To change your phone number, click "Employee Info"

MARBLE FALLS ISD

Harry Potter Account

Home Employee Information Time Off True Time FastTrack Open Positions Expense Reimbursement

Personal Information

Demographic Employee Info Address Personnel Payroll Checks Check Estimator Calendar YTD Fiscal YTD History Report Direct Deposit W2 Information W4 Information Time Off Status Sub Transactions Employee Letters

Employee: POTTER HARRY JAMES

Address

Primary/Mailing Address Conf: Yes

Primary

4 PRIVET DRIVE
MARBLE FALLS, TX 78654

Mailing

PO Box 7779
MARBLE FALLS, TX 78654

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13 Click "Request Changes"

The screenshot shows a web application interface for employee information. At the top, there are navigation tabs: "Time Off", "True Time", "FastTrack Open Positions", and "Expense Reimbursement". Below these is a header bar with "Employee Information" and a star icon. A search bar contains "Employee: POTTER HARRY JAMES". A "View History" button is visible. The main content area is titled "Employee Information" and contains a "Request Changes" button, which is circled in orange. Below this are sections for "Name Conf.", "Phone", and "Email". The "Phone" section includes three phone number entries, each with a "PCat" dropdown and a "Conf." checkbox. The "Email" section includes two email address entries, each with a "Type" dropdown.

14 Enter the updated number and click "Save"

The screenshot shows the same web application interface, but now in "Change - Employee Information" mode. The "Request Changes" button is no longer visible. The "Phone" section is now a form with three rows of input fields for phone numbers, "PCat" dropdowns, and "Conf." checkboxes. The "Email" section is also a form with two rows of input fields and "Type" dropdowns. A "Save" button is highlighted in an orange circle. A small image of Harry Potter is visible on the right side of the form.