

# UPDATE EMERGENCY CONTACT INFORMATION

The screenshot shows the Skyward Employee Access web application running in a Mozilla Firefox browser. The browser's address bar displays the URL: <https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/semhom01.w>. The page header includes the Skyward logo and the text "Mansfield Independent School District". A navigation menu contains links for "Home", "Employee Information", "Time Off", "FastTrack Open Positions", and "FastTrack Screener". The user's name, "Grover Cleveland", and links for "Account", "Preferences", and "Exit" are visible in the top right corner.

The main content area is titled "Employee Access" and features several widgets:

- Jump to Other Dashboards:** A list with "Calendar" and "Skyward User" entries, along with "Reset Dashboards" and "Select Widgets" buttons.
- Task Manager:** A widget displaying the message "There are no tasks currently assigned to you."
- Calendar Events:** A widget displaying the message "No calendar events available".
- Task Processes:** A widget displaying the message "No processes found."
- District News:** A scrollable news section with three items:
  - WHAT IS MY 2015-2016 SALARY?** with a link "LOOK IT UP IN EMPLOYEE ACCESS" and text: "Your 2015-2016 salary information is now available to view in Employee Access."
  - WHAT IS 3% OF MIDPOINT?** with a link "CLICK HERE TO FIND OUT MORE" and text: "What does 'increase of 3% of the midpoint for their assigned pay grade' mean?"
  - QUESTIONS ABOUT YOUR SALARY?** with a link "CLICK TO COMPLETE SALARY INQUIRY FORM" and text: "Complete the Salary Inquiry Form and email it to"

The footer of the page contains the following information:

- © 2015 Skyward, Inc. All rights reserved.
- Mansfield ISD LIVE Finance DB
- Windows 7 / Firefox 40

Login to [Skyward Employee Access](#)

## UPDATE EMERGENCY CONTACT INFORMATION

The screenshot shows the 'Employee Access' portal for Mansfield Independent School District. The browser window title is 'Employee Access - 05.15.06.00.05 - Mozilla Firefox'. The URL is 'https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WSservice=wsFin/semhom01.w'. The page features a navigation menu with 'Home', 'Employee Information', 'Time Off', 'FastTrack Open Positions', and 'FastTrack Screener'. The 'Employee Information' button is highlighted with a red box. Below the navigation menu, there are two main sections: 'Employee Information' and 'Payroll'. The 'Employee Information' section contains links for 'Personal Information', 'Calendar', and 'Online Forms'. The 'Personal Information' link is highlighted with a red box. The 'Payroll' section contains links for 'Check History', 'Check Estimator', 'Calendar Year-to-Date', 'Fiscal Year-to-Date', 'Direct Deposit Information', 'W2 Information', and 'W4 Information'. The sidebar on the left contains three sections: 'WHAT IS MY 2015-2016 SALARY?', 'WHAT IS 3% OF MIDPOINT?', and 'QUESTIONS ABOUT YOUR SALARY?'. The footer of the page includes the text 'Mansfield ISD LIVE Finance DB' and 'Windows 7 / Firefox 40'.

Click the **Employee Information** button

Click the **Personal Information** hyperlink

# UPDATE EMERGENCY CONTACT INFORMATION

The screenshot shows a web browser window with the URL `https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/rempltabs001.w`. The page title is "Personal Information - 05.15.06.00.05 - Mozilla Firefox". The header includes the "Mansfield Independent School District" logo and the "SKYWARD" logo. A navigation bar contains links for "Home", "Employee Information", "Time Off", "FastTrack Open Positions", and "FastTrack Screener". The user is logged in as "Grover Cleveland" with links for "Account", "Preferences", and "Exit".

The main content area is titled "Personal Information" and shows the employee name "CLEVELAND GROVER TEST". The left sidebar contains a menu with the following items: "Demographic", "Employee Info", "Address", "Personnel", "Personnel Info", "Lane/Step History", "Prof Development", "Assignments", "Certifications", "Payroll", "Checks", "Check Estimator", "Calendar YTD", "Fiscal YTD", "History Report", "Direct Deposit", "W2 Information", "W4 Information", "Time Off Status", "Sub Transactions", "Employee Letters", "Custom Forms", and "Emergency Contacts". The "Emergency Contacts" link is highlighted with a red box.

The main content area displays the "Employee Info" section with the following fields:

- Name:** Former Name: SMITH, Spouse Name: (empty). Conf. Yes/Yes.
- Phone:** Phone 1: (817) 867-9305, Phone 2: (empty), Phone 3: (empty). Ext. (empty) for all. Conf. Yes/Yes/Yes.
- Emails:** 1st Email: GROVERCLEVELAND@MISDMAIL.ORG, 2nd Email: GROVERCLEVELAND@HOTMAIL.COM, 3rd Email: GROVERCLEVELAND@GMAIL.COM, 4th Email: (empty). Type: Personal/Personal/Personal.
- Race and Ethnicity:** Ethnicity:  Hispanic/Latino?, Federal Race:  1-American Indian or Alaskan Native.

Click the **Emergency Contacts** hyperlink

## UPDATE EMERGENCY CONTACT INFORMATION

The screenshot shows the Skyward web application interface for the Mansfield Independent School District. The browser window title is "Emergency Contacts - 05.15.06.00.05 - Mozilla Firefox". The URL is "https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WSservice=wsFin/rempltabs001.w". The user is logged in as "Grover Cleveland" with options for "Account", "Preferences", and "Exit".

The main navigation menu includes "Home", "Employee Information", "Time Off", "FastTrack Open Positions", and "FastTrack Screener". The "Personal Information" section is active, showing the employee name "Employee: CLEVELAND GROVER TEST".

The "Emergency Contacts" section is displayed with a table. The table has columns for "Seq #", "Last Name", "First", "Middle", "Rel", "Primary Phone", "Second Phone", and "Third Phone". The table is currently empty, with the message "There are no records to display; check your filter settings." The "Views" dropdown is set to "General" and "Filters" is set to "\*Skyward Default".

The "Add" button is highlighted with a red box. Other buttons visible include "Edit", "Delete", "Move Up", and "Move Dn".

At the bottom of the page, there is a JavaScript snippet: `javascript:if (cbs('bAdd')) {pageRedirectEmerCont('add');}`

Click the **Add** button to add a new emergency contact

## UPDATE EMERGENCY CONTACT INFORMATION

Request a New Emergency Contacts - 05.15.06.00.05 - Mozilla Firefox

https://skywardbis.mansfieldisd.org:444/scripts/wsisa.dll/WService=wsFin/r/gen1edit040.w?isPopup=true

### Request a New Emergency Contacts

Contact Number: 1

\* First name: FRANCES

Middle name: FOLSOM

\* Last name: CLEVELAND

Relationship: [dropdown]

\* Primary Phone: (817) 555-1234 Ext: [dropdown]

Pick Up: [dropdown]

Save

Back

#### Demographic Information

Gender: [dropdown] Marital Status: [dropdown] Date of Birth: [calendar]

Race: [dropdown] Language: [dropdown] Fax: [text]

Home Email: [text]

Emergency Comment: [text area]

Maximum characters: 256, Remaining characters: 256

#### Other Information

Employer: [text]

Organization: [text]

Occupation: [text]

Education: [text]

General Comment: [text area]

Maximum characters: 256, Remaining characters: 256

Asterisk (\*) denotes a required field

Enter the following:

- First name
- Last name
- Primary phone number
- Any additional phone numbers available

Click the **Save** button

# UPDATE EMERGENCY CONTACT INFORMATION

The screenshot shows the Skyward HR system interface for Mansfield Independent School District. The user is logged in as Grover Cleveland. The page displays the 'Emergency Contacts' section for the employee 'CLEVELAND GROVER TEST'. A table lists one emergency contact, which is highlighted with a red box. The table has columns for 'eq #', 'Last Name', 'First', 'Middle', 'Rel', 'Primary Phone', 'Second Phone', and 'Third Phone'. The contact listed is '01 CLEVELAND FRANCES FOLSOM' with a primary phone number of '(817) 555-1234'. The interface also includes a sidebar with navigation options like 'Demographic', 'Personnel', and 'Payroll', and a top navigation bar with 'Home', 'Employee Information', 'Time Off', 'FastTrack Open Positions', and 'FastTrack Screener'.

Employee: CLEVELAND GROVER TEST

**Emergency Contacts**

Views: General Filters: \*Skyward Default

eq #	Last Name	First	Middle	Rel	Primary Phone	Second Phone	Third Phone
01	CLEVELAND	FRANCES	FOLSOM		(817) 555-1234		

20 1 records displayed Sequence #:

Verify the information loaded correctly