



Gregory-Portland Independent School District

How to Update Address in Skyward Employee Access

1. Log into Skyward Employee Access.
2. Click on the Employee Information Tab at the top left corner of your screen.

The screenshot shows the Skyward Employee Access interface. At the top, the 'GREGORY-PORTLAND ISD' logo is visible. Below it, a navigation bar contains several tabs: 'Home', 'Employee Information' (circled in red), 'Time Off', 'FastTrack Open Positions', and 'Expense Reimbursement'. Below the navigation bar, there is a 'Jump to Other Dashboards' section with a list of links: 'Skyward User', 'Employee', 'Task Manager', and 'Reset Dashboards'. A 'Notifications' section below shows 'You do not have any unread notifications.'

3. Underneath the Employee Information Menu, select Personal Information.

The screenshot shows the Skyward Employee Access interface with the 'Employee Information' menu expanded. The 'Personal Information' option is circled in red. The menu also shows 'Calendar', 'Accounts Payable Payments', and 'Online Forms'. To the right, the 'Payroll' menu is visible with options like 'Check History', 'Check Estimator', 'Calendar Year-to-Date', 'Fiscal Year-to-Date', 'Direct Deposit Information', 'W2 Information', 'W4 Information', and '1095 Forms'.



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4. On the left-hand side, click on the arrow next to the Demographics tab if you do not see the options for Address.
5. To make changes pertaining to your primary address or mailing address, click on the Request Changes button under the Address section.

The screenshot displays the Skyward system interface for Gregory-Portland ISD. The top navigation bar includes 'Home', 'Employee Information', 'Time Off', 'FastTrack Open Positions', and 'Expense Reimbursement'. The 'Personal Information' section is active, with a sidebar menu on the left. The 'Address' tab is selected in the sidebar. The main content area shows the 'Address' section with a 'Primary' address field containing '1234 COLLEGE ST PORTLAND, TX 78374' and a 'Request Changes' button circled in red. A text box above the button says 'Your current address will show here.'



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6. Make the necessary changes in the New Address Box and click Save. Payroll will receive notification that you have submitted a new address and will approve the change. Be sure to change your mailing address as well if applicable.

The screenshot shows a web browser window with the title "Request Changes - Primary Address - 05.22.02.00.06 - Google Chrome". The address bar shows the URL "skyward.iscorp.com/scripts/wsisa.dll/WService=wsfingregporttx/rge2edit018.w?isPopup=true". The page content is titled "Request Changes - Primary Address" and includes the following sections:

- Employee:** A text box containing "1 VACANCY".
- Current Primary Address:** A text box containing "1234 COLLEGE ST" and "PORTLAND, TX 78374".
- New Address:** A form with several fields: "House #", "Dir", "Street" (with a dropdown menu), "Address 2", "S.U.D.", "#:", "PO Box", "* Zip Code" (with a dropdown menu), "County", "City/State" (with a dropdown menu), and "Township". A button labeled "Update with Current Primary" is located above the "Street" dropdown.
- New Primary Address Preview:** A text box showing a preview of the address: "1234 COLLEGE ST" and "PORTLAND, TX 78374".

A red oval highlights the "New Address" section and the "New Primary Address Preview" section. At the bottom left, a note states: "Asterisk (*) denotes a required field".