Login to your Skyward Employee Access.

Most logins follow this pattern:

- Login ID: First initial, last name, last 4 digits of your SSN
- Password should be one that you've already created

If you need help logging in, please contact HR at 830-693-4357.

S K Y W A R D°							
MARBLE FALLS ISD ***Finance/HR - Live Data***							
Login ID:							
Password:							
	Sign In Forgot your Login/Password?						
		05.22.10.00.02					

Click on Employee Information tab then on the Personal Information link.

Employee FastTrac	k FastTrack Expense ions Screener Reimbursement
Employee Information	- ▼ Payroll
Personal Information	Check History
Calendar 🕤	Check Estimator
Modify HR Calen ents	Calendar Year-to-Date
Online Forms 💙 🕤	Fiscal Year-to-Date
•	Direct Deposit Information
	W2 Information
	W4 Information
	1095 Forms

## Change Address

Click on the **Address** Link to change your Address Click on **Request Changes**. Enter your new address Click **Save** (located at the top right of the screen) Changes will be submitted to HR for approval

Home 👻	Employee Information	Time Off	True Time	FastTrack Open Positions	FastTrack Screener	Expense Reimbursement			
◄ ■ Personal Information 余									
Demogra Employe Address	aphic e Info	Emp Add	ress			(	/jew History		
▼ Personn Personne Lane/Ste Prof Dew Assignme Certificat 1095-C 1095-B Yrs of Ex Fixed Ass	el Info p History elopment ents ions cp sets	Add Prim Pr	dress hary/Mail	ing Address Conf: Y	es		Request		
▼ Payroll Checks Check Es Calendar Fiscal YT	stimator YTD TD	,	ailing			۲ ۲	Request		

## **Change Phone Number**

Click on the **Employee Info** Link to change your Phone Number Click on **Request Changes** and enter your new phone number Click **Save** (located at the top right of the screen) Changes will be submitted to HR for approval

Home - Employee Information	Time True FastTrack Off Time Open Positions	FastTrack Screener	Expense Reimbursement					
Personal Infe	ormation 🚖					🛔 🖕 Favorites	🔹 🀑 New Wi	ndow 🖶 My Print Queue
▼ Demographic	Employee:							
Employee Info Address	Employee Info				Vie	w History		
Personnel Personnel Info Lane/Step History Prof Development	Employee Information			Request Changes				
Assignments Certifications 1095-C	Name Conf.							
Yrs of Exp Fixed Assets	Phone 1:		PCat					Conf. Yes
▼ Payroll	Phone 2: ( )	Ext:	PCat			Type:	Home	Yes
Checks Check Estimator Calendar YTD	Phone 3: ( ) 1st Email: 2nd Email:	Ext:	PCat		Type:	Type:	Work	Yes
Fiscal YTD History Report	4th Email: All Emails Confidential? yes				Type:			