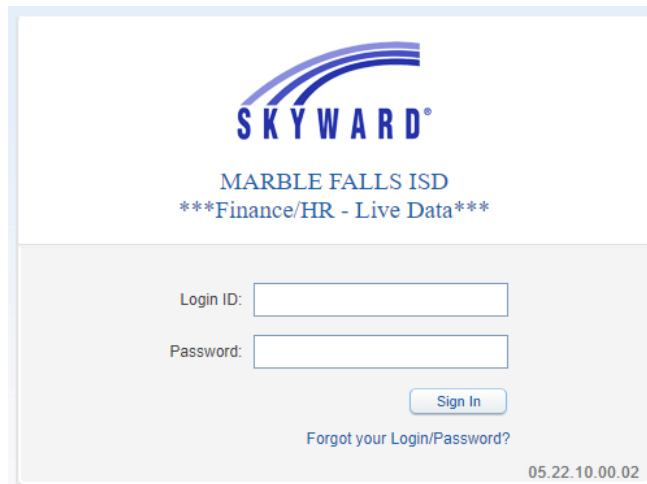# How to Change Your Address and/or Phone Number

[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.
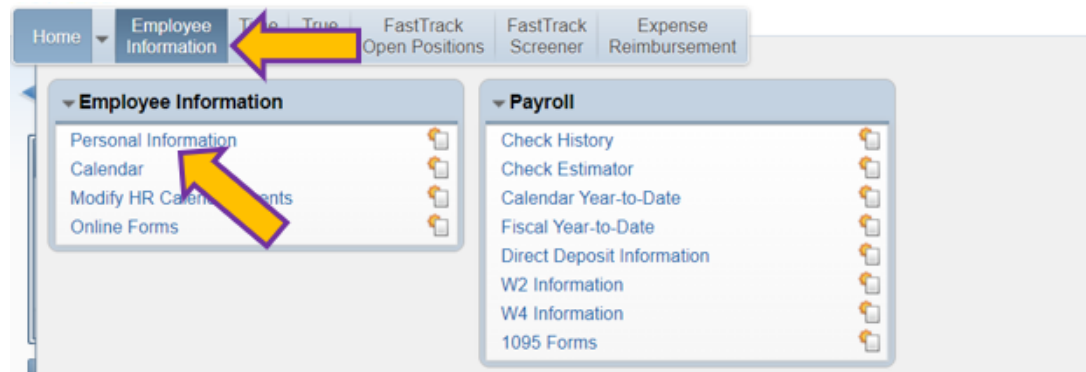


Click on **Employee Information** tab then on the **Personal Information** link.

## 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



## 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