

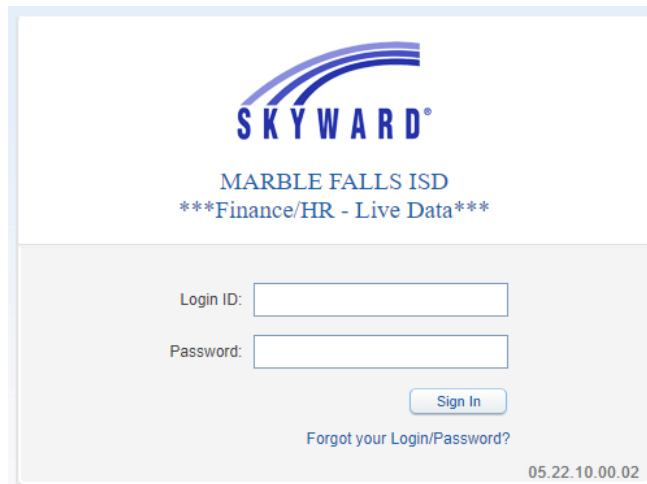
How to Change Your Address and/or Phone Number

[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.



SKYWARD®
MARBLE FALLS ISD
Finance/HR - Live Data

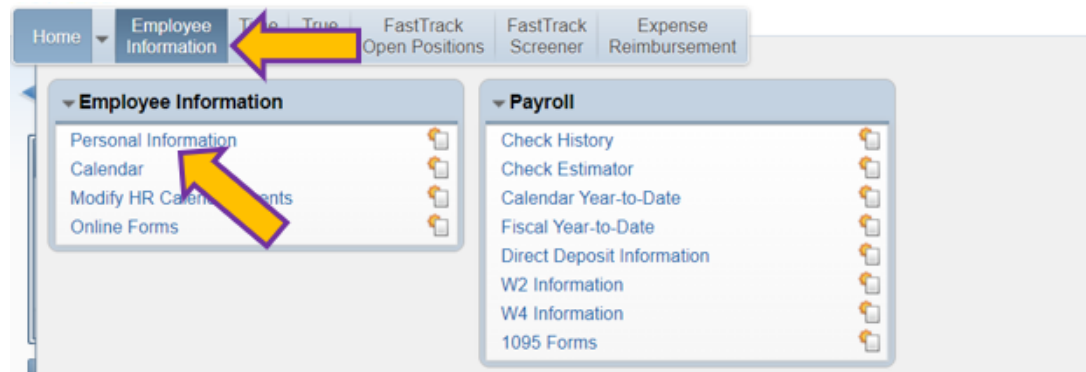
Login ID:

Password:

[Forgot your Login/Password?](#)

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



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

Employee Information

- Personal Information
- Calendar
- Modify HR Calendar Events
- Online Forms

Payroll

- Check History
- Check Estimator
- Calendar Year-to-Date
- 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

The screenshot shows the 'Personal Information' page with the 'Address' section selected. The left sidebar has 'Address' highlighted under 'Demographic'. The main content area shows the 'Address' section with a 'Primary' address field and a 'Request Changes' button. A yellow arrow points to the 'Address' link in the sidebar, and another yellow arrow points to the 'Request Changes' button.

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

The screenshot shows the 'Personal Information' page with the 'Employee Info' section selected. The left sidebar has 'Employee Info' highlighted under 'Demographic'. The main content area shows the 'Employee Information' section with a 'Request Changes' button. A yellow arrow points to the 'Employee Info' link in the sidebar, and another yellow arrow points to the 'Request Changes' button.