

# Skyward Login for D39 Employees

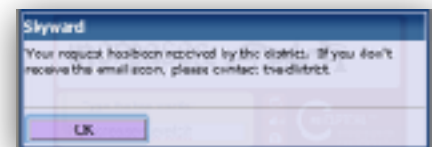
## Wilmette Public Schools District 39 QuickStart Guide

District 39 employees have access to their payroll information and, if a certified teacher, the ability to enter requests for coursework pre-approval/salary credit/tuition reimbursement via Skyward.

Once your email account has been created follow these steps to access Skyward

### FOR FIRST TIME SKYWARD USERS:

1. Go to District 39 home page ([www.wilmette39.org](http://www.wilmette39.org)). Choose **For Staff > choose Logins**. Scroll down to **Skyward**. Or click this [link](#) if you are viewing a PDF.
2. The **FIRST** time you visit Skyward, you need to click on “Forgot your Login/Password?”
3. You will get a screen like this where you enter the characters shown at the top part of the box and your entire email address below. Click “Submit”.
4. You will get a message that tells you to wait a short while for an email with your login and temporary password. Click OK.
5. Shortly, (it may take 5 - 10 minutes) you will receive an email giving you your **Login** and a link to the site where you can create your own **password**. Be sure to record the login before you click on the link.



**NOTE:** There have been many different “formulas” for creating logins through the years so not everyone’s is the same.

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6. When you click on that link, you will get this window where you can create and confirm your personal password. (Be sure to keep a record of it.)

Forgotten Login/Password Assistance  
Please enter a new password.

Name: Megan, Cynthia  
Role: secuser

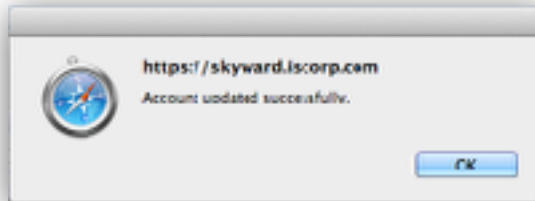
New Password:   
Confirm New Password:

Submit

Minimum Password Length: 3  
Number of Passwords Before Timeout: 6

New User As: SECURITY USER  
SECUR  
SECUR  
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SECUR

7. If successful, you will get a window telling you that you were successful and you will be returned to the original Skyward home page where you should enter the Login and the new password.



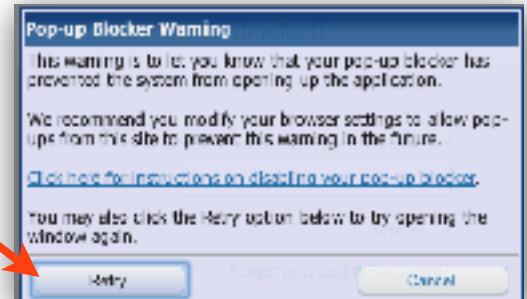
SKYWARD  
WILMETTE IL

Login ID:   
Password:

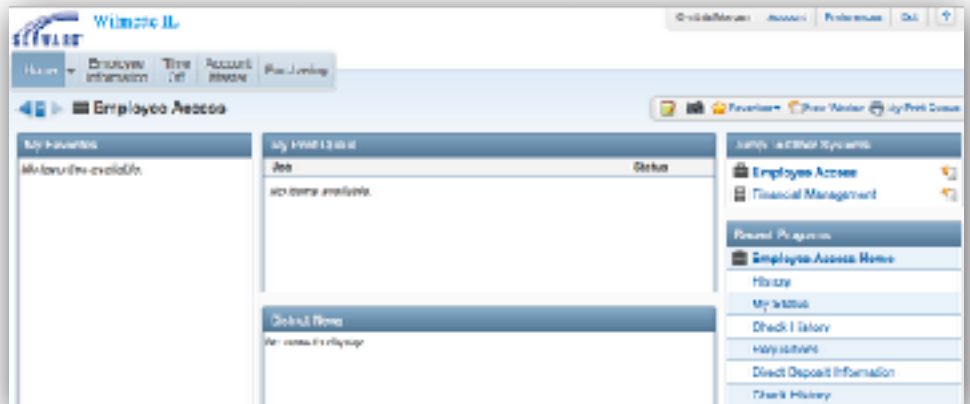
Log In

WILMETTE PUBLIC SCHOOLS DISTRICT 39  
04/11/2010 10:10

8. The first time you enter Skyward, you might get this message about “popup blocker”. Just click Retry for now. There is a separate QSG to cure this.



9. If successful, you will get this screen where you have several choices.



10. See the QuickStart Guide for the activity you wish to pursue next.