Skyward Financial Employee Access Overview

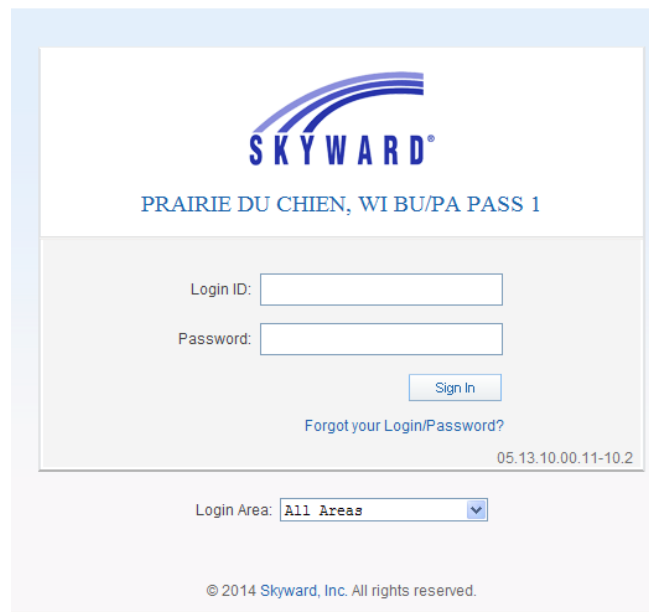The Prairie du Chien School District has made some personnel information available to all employees online. This feature is the result of converting all Personnel and Financial Services to the Skyward Financial system as of January 1, 2014. The information that will be made available relates to purchasing and payroll information. This information is contained on a secure website:

Link is available on PDC School Website > Our District>Staff Resources> Skyward Financial

Link (Hold Ctrl button and click on the following link or copy and paste the following link into your browser):
https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinprairieduchienwi/seplog01.w

This is for the first time logging in only!
- Login ID:
    - All lower case
    - First 8 letters of last name and first 2 letters of first name
    - Example Name Dean Winchester would enter: winchestde
- Password: password
- You will be prompted to change your password.

If you have already logged into Skyward Financial, use the username and password that you were provided.

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When you log in, you may see additional tabs across the top of the screen. Please be sure to select Employee Access.
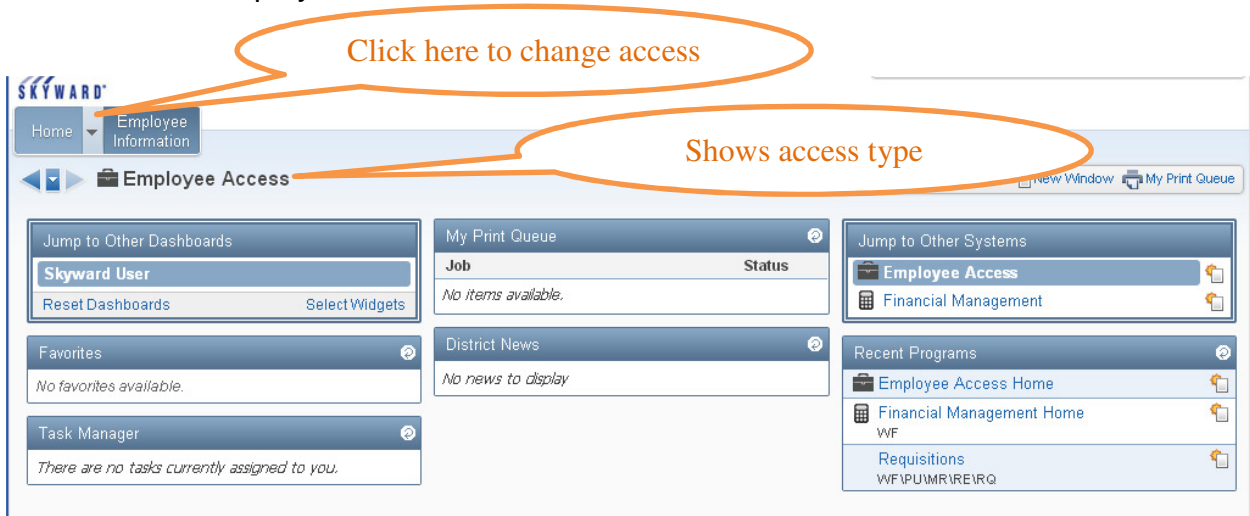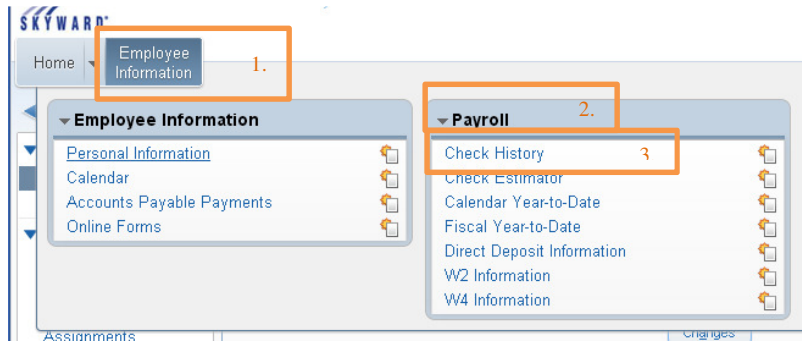

EMPLOYEE INFORMATION: By clicking on Employee Information two more tabs should appear on your screen: Employee Information and Payroll.
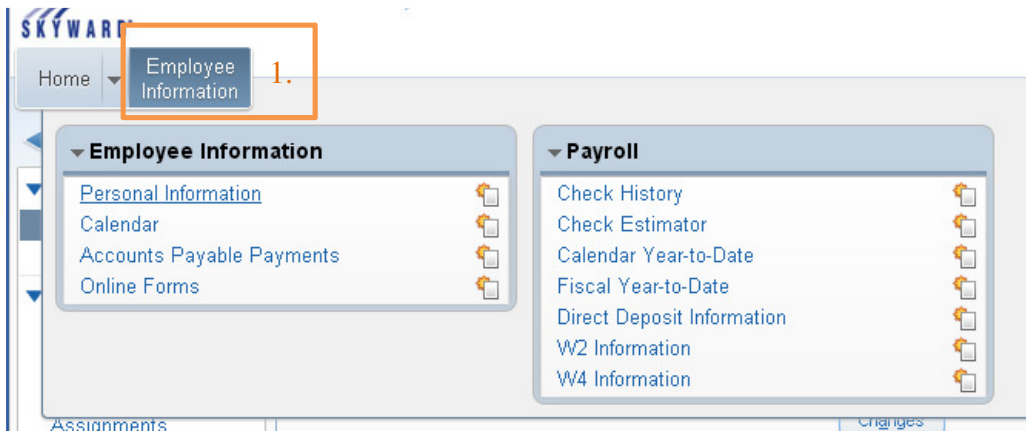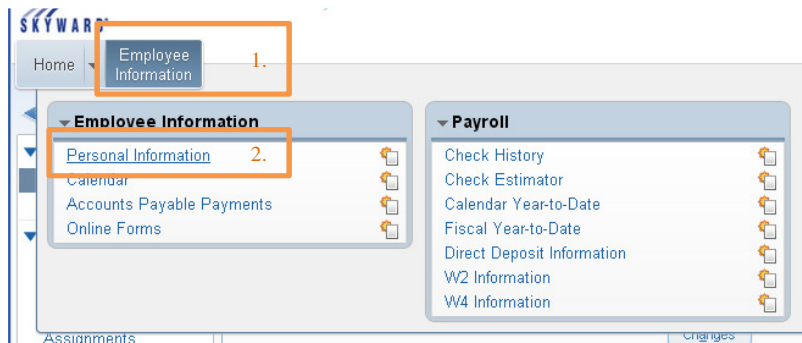
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PAYROLL: To access your paystub online, click **employee information**, **payroll**, and **check history**. (This information can also be found on the personal information area)

PERSONAL INFORMATION: To access and make changes to personal information:

Once you click on personal information you will see a menu on the left hand side: Demographic, Personnel, Payroll, Insurance, Sub Transactions, AP Payments, Emergency Contact, and Attachments. You may enter up to 4 direct deposits.

Under demographics, please take the time to verify your information is correct. To make changes click the **Request Changes** button on the right hand side of the screen, type they changes, and click save. If you do not want your demographic information in the staff directory, you must mark the confidential buttons next to each area. **Please note that changes will refresh overnight.**