



Employee Access – View & Print Online Paystub

Logging into Skyward Staff Access

Instructions to logging into Skyward Staff Access:

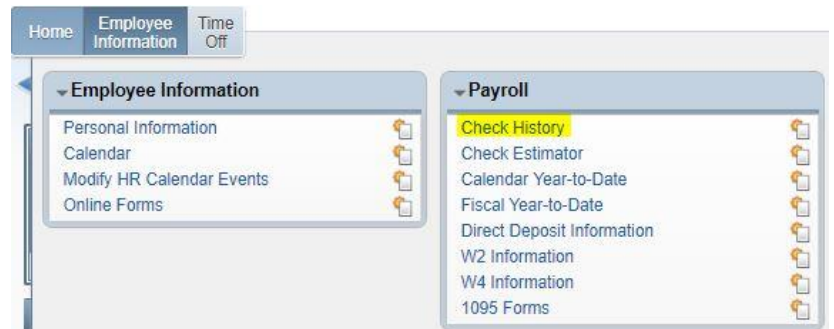
1. [Visit NDSEC Skyward Staff Access.](#)
2. You are then presented with a Skyward Login prompt.
NOTE: Upon hire you received your username and password to login to Skyward. If you require assistance logging in please contact Donna Garmon, (630)894-4653 or dgarmon@ndsec.org.
3. Once you have logged on, you will be presented with either the “Employee Access” screen or, if you have access to more than one Skyward Systems, “Employee Access” will be listed in the top left down arrow to the right of the “Home” button. Click on “Employee Access” from here.

Employee Access – View and Print Online Check(s)

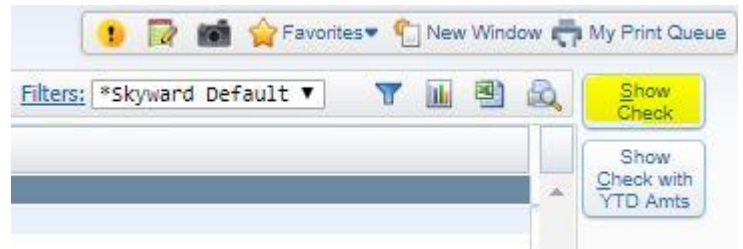
From Employee Access, the Main Screen will open displaying modules that you have access to.

To view and print online Pay Check(s):

1. From the top left of the page click on “Employee Information” then “Check History”.



2. Select the check you would like to view and click “Show Check” on the right hand side of the page.



3. Click “Print” on the right hand side of the page. From there you can print locally.

