

How to access a Web Post in Skyward:

Click on "Employee Access" on the top right side of the screen after login

The screenshot shows the Skyward Employee Access dashboard for Effingham CUSD #40. The page features a navigation menu at the top with options like Home, Employee Information, Time Off, True Time, Work Requests, and Online Open Enrollment. A central 'Employee Access' widget is highlighted with a blue arrow. Other widgets include 'Jump to Other Dashboards' with links for Calendar, Skyward User, Employee, Task Manager, and Reset Dashboards; 'District Information' for Effingham CUSD #40; 'Calendar Events' listing dates and events like PAYDAY and TEACHER INSTITUTE/WORKSHOP; 'Jump to Other Systems' with links for Employee Access and Financial Management; 'Last Five Logins'; 'My Upcoming Meetings'; 'Web Favorites'; and 'Skyward Twitter Feed'. A 'Suggested Widgets' banner at the bottom offers to select new widgets, remind the user tomorrow, or dismiss the message.

Employee Access - 05.16.02.00.05 - Google Chrome
https://skyward.effingham.k12.il.us/scripts/wsisa.dll/WService=wsFin/semhom01.w
Lee Athoff Account Preferences Exit ?

Effingham CUSD #40

Home Employee Information Time Off True Time Work Requests Online Open Enrollment

Employee Access

Jump to Other Dashboards

- *Calendar
- Skyward User
- Employee
- Task Manager
- Reset Dashboards **NEW** Select Widgets

District Information

EFFINGHAM CUSD #40
2803 S BANKER ST
PO Box 130
EFFINGHAM IL 62401

RSS Feeds

Calendar Events

08/12/2016	PAYDAY
08/17/2016	TEACHER INSTITUTE/WORKSHOP
08/26/2016	PAYDAY
09/05/2016	LABOR DAY (HOLIDAY)
09/09/2016	PAYDAY
09/23/2016	PAYDAY
10/07/2016	PAYDAY
10/07/2016	TEACHER INSTITUTE/WORKSHOP
10/10/2016	COLUMBUS DAY (HOLIDAY)
10/21/2016	PAYDAY
11/04/2016	PAYDAY
11/11/2016	VETERANS DAY (HOLIDAY)
11/18/2016	PAYDAY
12/02/2016	PAYDAY
12/16/2016	PAYDAY
12/30/2016	PAYDAY

Web Favorites

Skyward Twitter Feed

Jump to Other Systems

- Employee Access
- Financial Management

Last Five Logins

My Upcoming Meetings

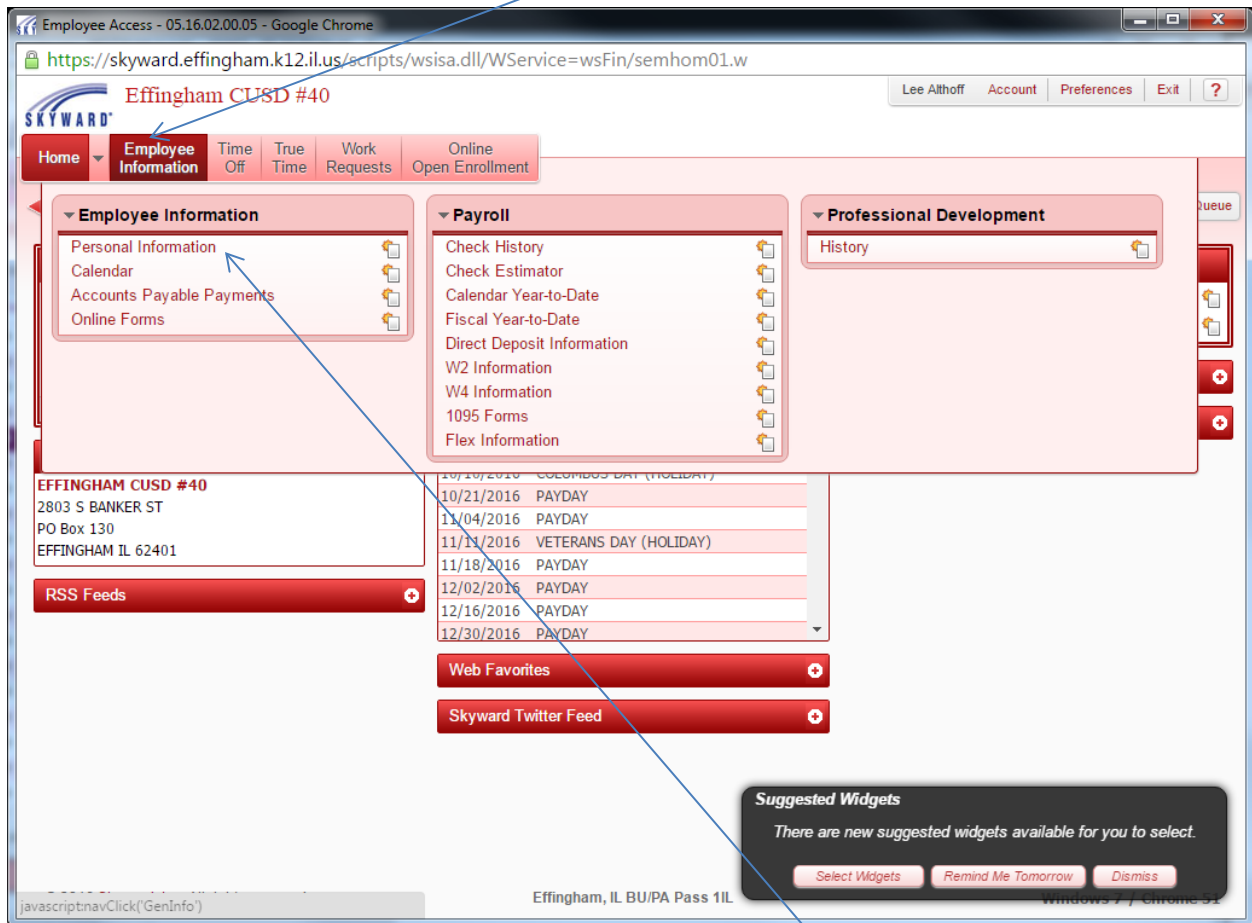
Suggested Widgets

There are new suggested widgets available for you to select.

Select Widgets Remind Me Tomorrow Dismiss

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Then click on "Employee Information" on the top left of the screen



Then click on "Personal Information" directly below Employee Information

Then click on Web Post on the bottom left hand side of the list under Personal Information

The screenshot shows the Skyward web application interface. The browser address bar displays the URL: <https://skyward.effingham.k12.il.us/scripts/wsis.dll/WService=wsFin/rempltabs001.w>. The user is logged in as Lee Althoff. The main navigation menu includes Home, Employee Information, Time Off, True Time, Work Requests, and Online Open Enrollment. The 'Personal Information' section is active, and the 'Web Post' option is selected in the left-hand sidebar. The 'Web Post' area displays a table of unread web posts. The table has columns for Received Date, Description, From, and Status. The first row is highlighted in red and shows a date of 10/30/2015 for 'Medicare Part D Creditable Coverage Information' from 'COCHRAN, GERRI' with a status of 'Unread'. Other rows include insurance information and notices from 09/30/2015 and 08/21/2015. The interface also shows a 'View' button, a search bar, and a pagination control at the bottom indicating '5 records displayed'.

Received Date	Description	From	Status
10/30/2015	Medicare Part D Creditable Coverage Information	COCHRAN, GERRI	Unread
09/30/2015	SBC info for insurance qualifying employees \$1500	COCHRAN, GERRI	Unread
09/30/2015	SBC info for insurance qualifying employees	COCHRAN, GERRI	Unread
08/21/2015	OMNI 403b Notice	COCHRAN, GERRI	Unread
10/09/2014	Viewing/Printing Paycheck Details within Skyward	WOODRUFF, REM	Unread

Next to views under the Web Post heading under your name make sure it says "Unread Web Post" and you should then be able to see any available web posts that you have not viewed.

The screenshot shows the Skyward web portal for Effingham CUSD #40. The user is logged in as Lee Althoff. The 'Web Post' section is active, showing a list of unread posts. A blue arrow points to the 'Unread Web Post' view selector.

Employee: [Redacted]

Views: Unread Web Post Filters: *Skyward Default

Received Date	Description	From	Status
10/30/2015	Medicare Part D Creditable Coverage Information	COCHRAN, GERRI	Unread
09/30/2015	SBC info for insurance qualifying employees \$1500	COCHRAN, GERRI	Unread
09/30/2015	SBC info for insurance qualifying employees	COCHRAN, GERRI	Unread
08/21/2015	OMNI 403b Notice	COCHRAN, GERRI	Unread
10/09/2014	Viewing/Printing Paycheck Details within Skyward	WOODRUFF, REM	Unread

5 records displayed Received Date: [Input Field]

Then highlight and click "View" on the post you wish to open.

The screenshot shows the Skyward web application interface. The browser address bar displays the URL: <https://skyward.effingham.k12.il.us/scripts/wsisa.dll/WService=wsFin/rempltabs001.w>. The page title is "Effingham CUSD #40". The user is identified as "Lee Althoff".

The main navigation menu includes: Home, Employee Information, Time Off, True Time, Work Requests, and Online Open Enrollment. The "Employee Information" menu is expanded, showing options like Demographic, Personnel, Payroll, Time Off Status, Insurance, Sub Transactions, AP Payments, Employee Letters, Emergency Contacts, Attachments, and Web Post.

The "Web Post" section is active, displaying a list of posts. The first post is highlighted, and a blue arrow points from the instruction above to the "View" button next to it.

Received Date	Description	From	Status
10/30/2015	Medicare Part D Creditable Coverage Information	COCHRAN, GERRI	Unread
09/30/2015	SBC info for insurance qualifying employees \$1500	COCHRAN, GERRI	Unread
09/30/2015	SBC info for insurance qualifying employees	COCHRAN, GERRI	Unread
08/21/2015	OMNI 403b Notice	COCHRAN, GERRI	Unread
10/09/2014	Viewing/Printing Paycheck Details within Skyward	WOODRUFF, REM	Unread

At the bottom of the list, there is a pagination control showing "20" and "5 records displayed". A "Received Date:" field is also present.

It will put a download on the bottom left hand side of your screen. Just open it to read. Unless you delete it the document will stay in your web post section to be viewed at any time.

The screenshot shows the Skyward web portal interface for Effingham CUSD #40. The user is logged in as Gerri Cochran. The main content area displays a 'Web Post' section with a table of records. A download notification for 'FY16 Medicare Partpdf' is visible in the bottom left corner.

Web Post Table:

Received Date	Description	From	Status
10/30/2015	Medicare Part D Creditable Coverage Information	COCHRAN, GERRI	Read
09/30/2015	SBC info for insurance qualifying employees \$1500	COCHRAN, GERRI	Read
09/30/2015	SBC info for insurance qualifying employees	COCHRAN, GERRI	Read
08/21/2015	OMNI 403b Notice	COCHRAN, GERRI	Read
10/09/2014	Viewing/Printing Paycheck Details within Skyward	WOODRUFF, REM	Read

Download Notification: FY16 Medicare Partpdf