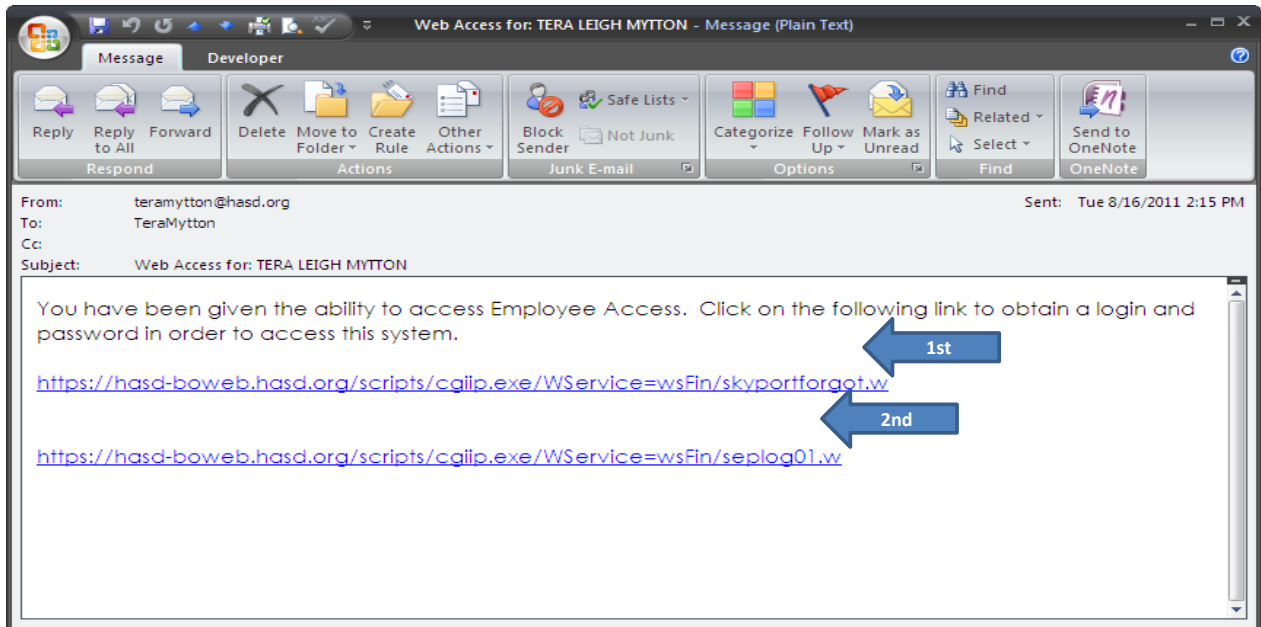


Initial Email you received:

- 1 - the first link is to get a new password
- 2 - the second link takes you to the Skyward Employee Access login screen - please save as a Favorite



After clicking first link:

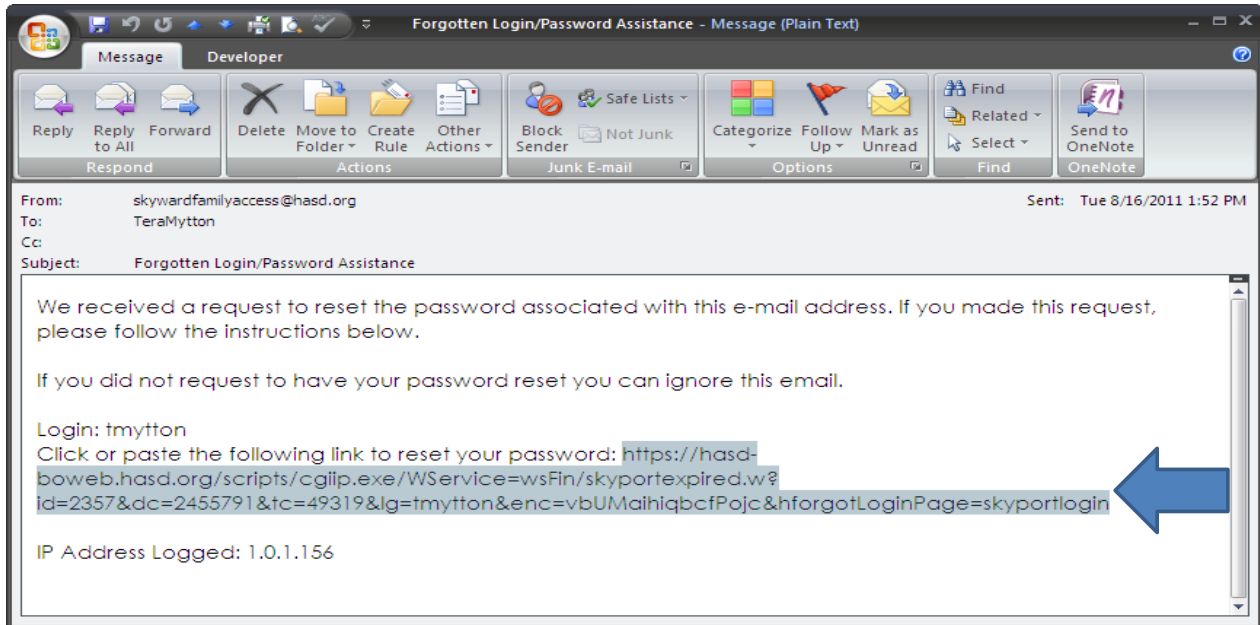
- 1-Enter your HASD.ORG email
- 2-Submit



## Login-password

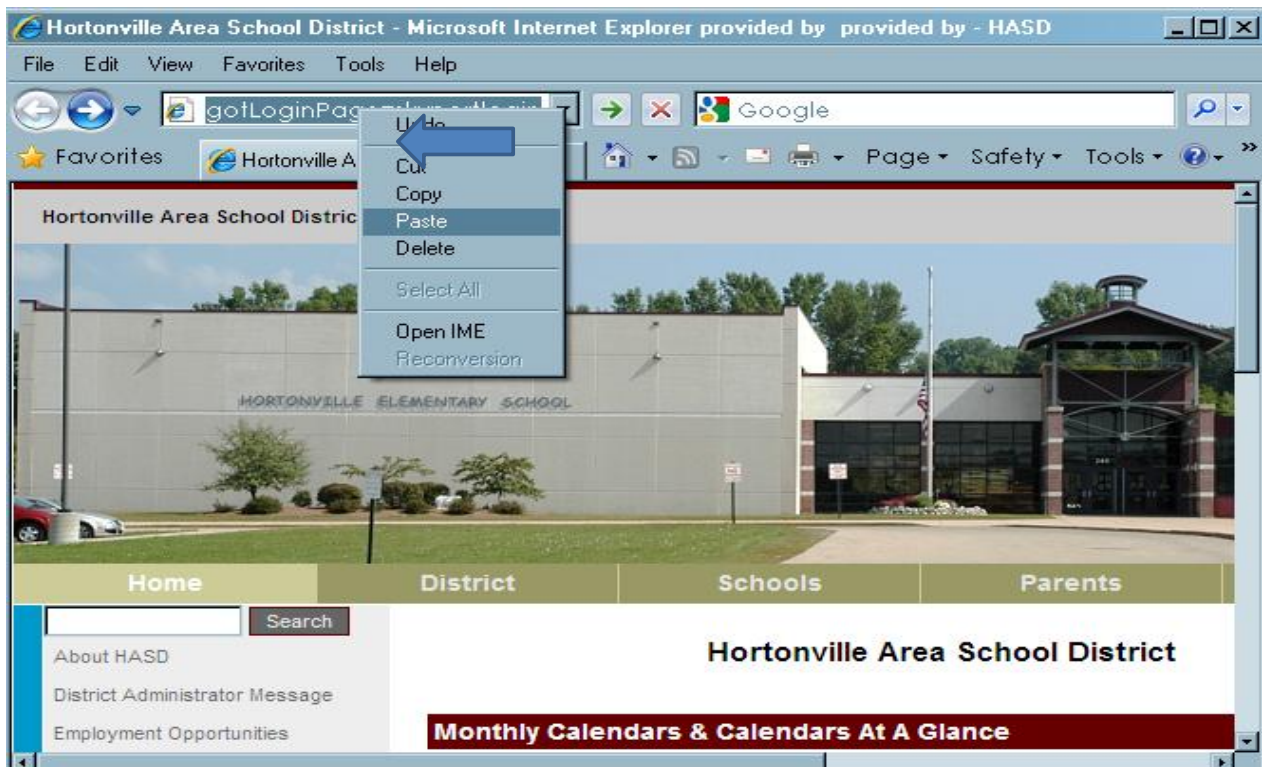
You will receive the following email:

- 1-highlight the link to follow Copy - either Right click, choose Copy or CTRL-C
- 2- Open Internet Explorer



Open Internet Explorer & paste link in Address line:

- 1 - Enter



Change password; remember to record it somewhere!

**Forgotten Login/Password Assistance**

Please enter a new password.

Name: **MYTTON, TERA**  
Login: **tmytton**

New Password:

Confirm New Password:  **Submit**

Minimum Password Length:   
Number of Passwords Before Reuse:

Name Used As: **SECURITY USER  
VENDOR  
VENDOR ORDER FROM  
EMPLOYEE**