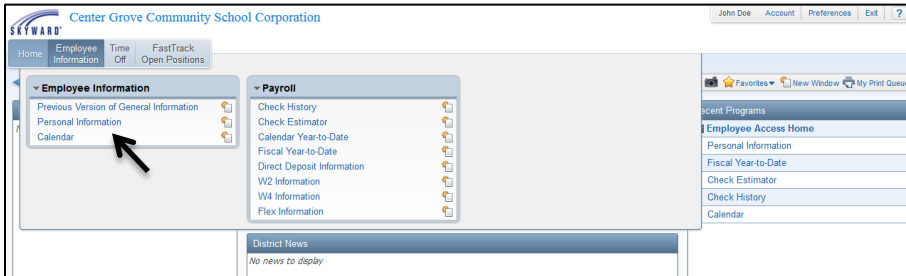




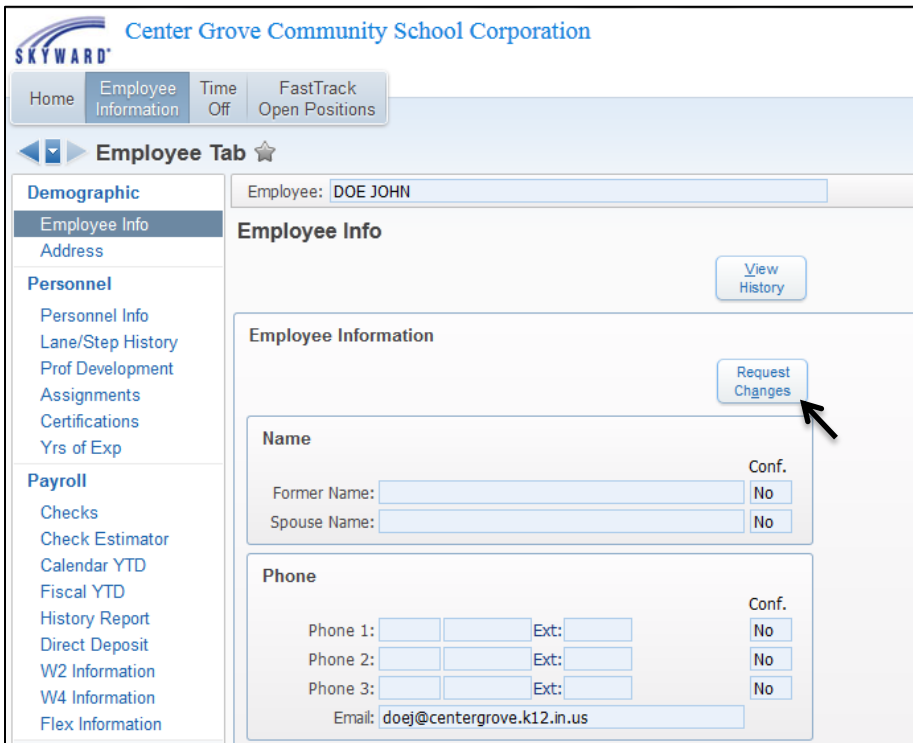
Center Grove Community School Corporation

Skyward Employee Access

Requesting Changes to Phone Numbers






Within Employee Access, click the 'Employee Information' dropdown menu, then 'Personal Information'.



On the 'Employee Info' page, click 'Request Changes'.

Request Changes - Employee Information

Employee
 Employee:

Demographic Request Change - Employee Information

Name

| | |
|-----------------------------------|---------------------------------------|
| Former Name: <input type="text"/> | Conf. <input type="text" value="No"/> |
| Spouse Name: <input type="text"/> | Conf. <input type="text" value="No"/> |

Phone

| | |
|---|---------------------------------------|
| Phone 1: <input type="text"/> <input type="text"/> Ext.: <input type="text"/> | Conf. <input type="text" value="No"/> |
| Phone 2: <input type="text"/> <input type="text"/> Ext.: <input type="text"/> | Conf. <input type="text" value="No"/> |
| Phone 3: <input type="text"/> <input type="text"/> Ext.: <input type="text"/> | Conf. <input type="text" value="No"/> |

Email:

Race and Ethnicity

Ethnicity: Hispanic/Latino?

Federal Race: 1-American Indian or Alaskan Native
 2-Asian
 3-Black or African American
 4-Native Hawaiian or Other Pacific Islander
 5-White

You may enter contact phone numbers in the Phone 1, 2, and 3 fields. **Phone 1 and Phone 2** (i.e. home and cell) will be used for School Messenger notifications sent from your building or Department. **All phone numbers** on file will be called when a District-wide School Messenger notification is sent. After entering your phone numbers, click 'Save'.