

Skyward Employee Access (ERMA)

Step 1: Go to the district website: www.nippersinkdistrict2.org

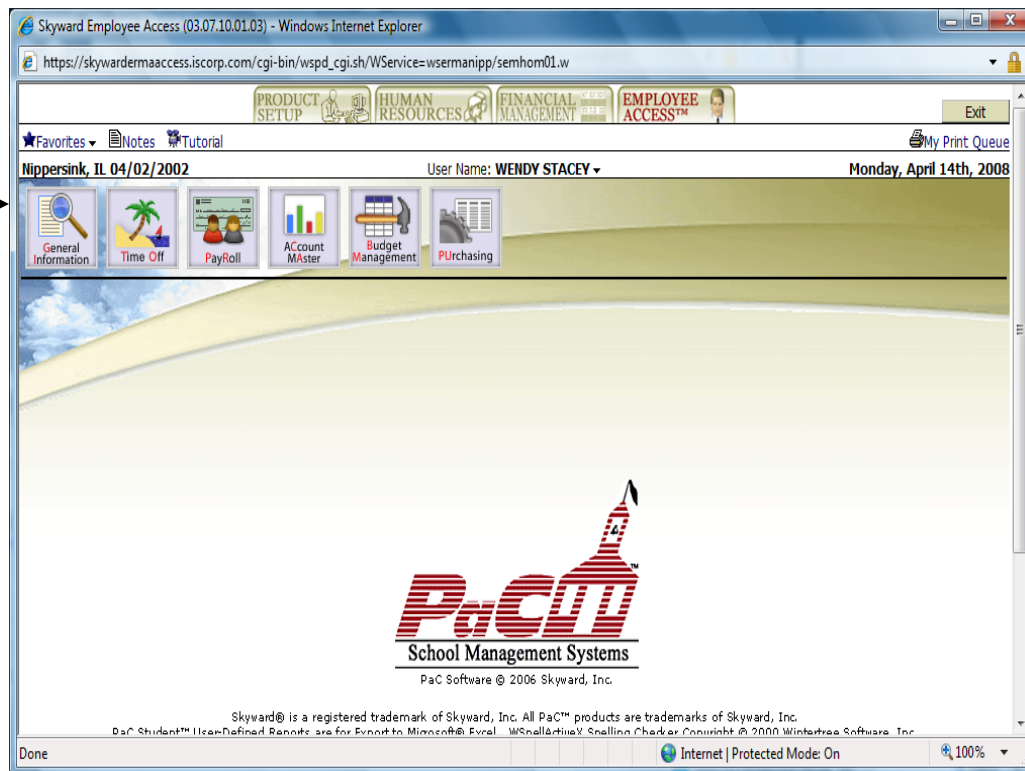
- Point to the “Technology Resources/Staff” Tab
- Click on “Skyward Educator Access”

Step 2: When you get to the screen below, type in your username and password and click “Login”. If you do not know your username and password for this system, please email Wendy Stacey at wstacey@nsd2.com .

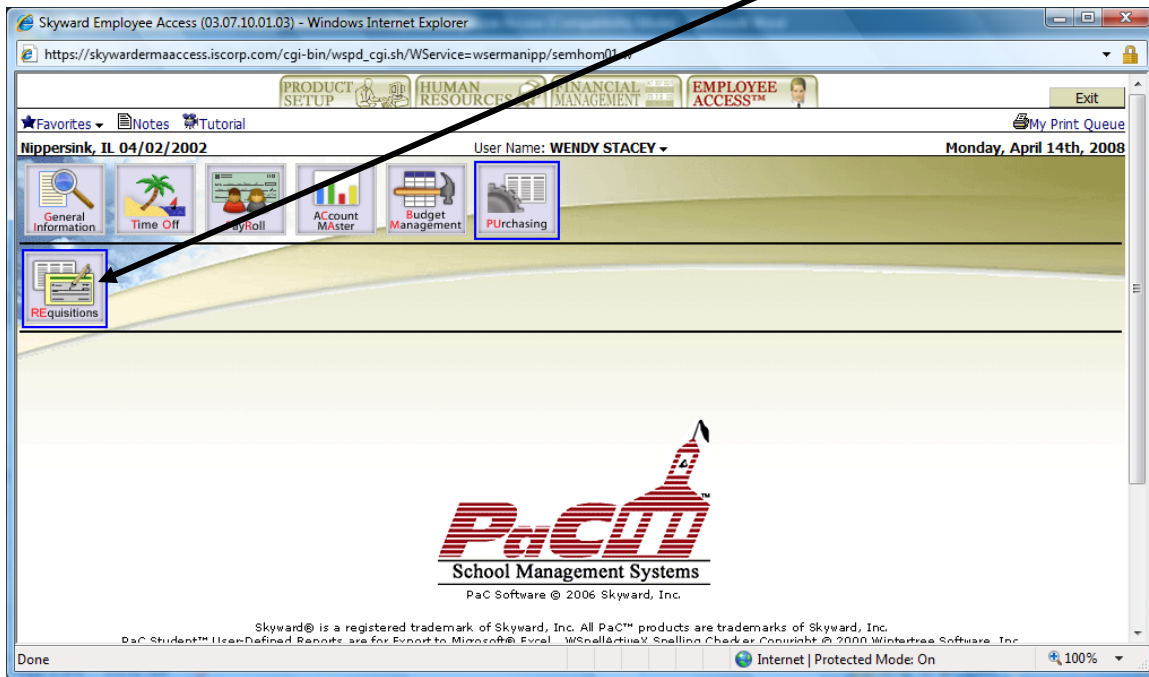


Step 3: Once you are logged on, make sure to click on the “Employee Access” tab to see the screen below. You choices on this screen are:

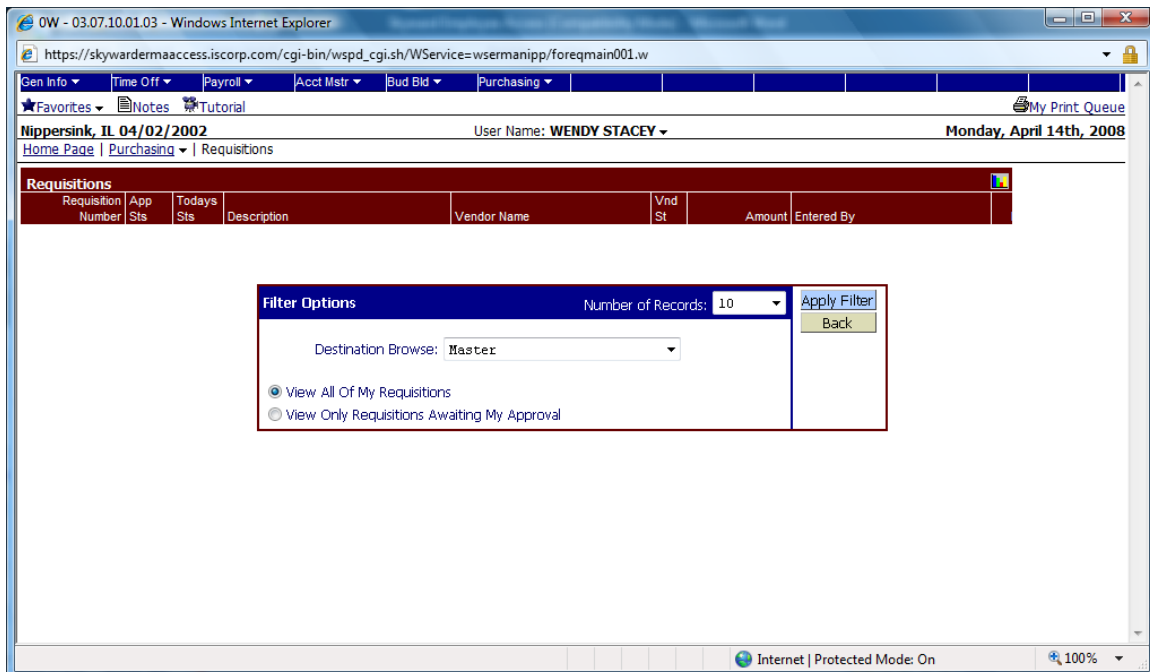
- General Information Button – this area lets you check your personnel information (address, employee type and status)
- Time off Button – go here to check how many sick days or personal days you have left.
- Payroll Button – go here to check your W4, and paycheck information.
- ★ **Purchasing Button – go here to enter your requisition orders.**



Step 4: After clicking on the “**Purchasing**” button, another toolbar appears. To enter your order, you need to click on the “**Requisitions**” button.



Step 5: At this point, a “**Filter Options**” window will appear. Please leave all default options as they are and click on the “**Apply Filter**” button.



Step 6: After clicking on the “**Requisitions**” button you are taken to the screen below. You may or may not see a list of past requisitions completed by you. To add a new requisition, click on the “**Add**” button on the right hand side of the screen.

The screenshot shows a web browser window titled "Skyward Employee Access (6466W) (03.07.02.00.00) - Windows Internet Explorer". The address bar shows the URL: <https://skywardmaaccess.iscorp.com/cgi-bin/wspd.cgi.sh/WService=wisermanipp/foreqmain001.w>. The page content includes a navigation menu with "Home Page", "Rea/Accting", and "Add, Edit, Delete, Approve Reqs". Below the menu is a table with the following data:

Requisition Number	App Sts	Today's Act	Description	Vendor Name	Vnd St	Amount	Entered By
0000-00603	DEN		RGS-Classroom Supplies	SCHOOL SPECIALTY ...	W1	27.22	STACEY, WENDY L

To the right of the table is a vertical menu with buttons: "Modify Filter", "Print", "Add", "Edit", "Delete", "Clone", "Notes", "Attach", "View My Purchase Orders", and "View Purchasing Activity". The "Add" button is circled in red. At the bottom of the page, there is a search bar labeled "Requisition Number:" and a status bar indicating "1 records displayed". The Windows taskbar at the bottom shows the start button, several application icons, and the system clock displaying "12:44 PM Monday".

Step 7: Please make sure you fill out everything on this next screen carefully. This information is what we use to track your requisition.

- **Requisition Group:** this should show the name of your school.
- ★ ★ ★ **Fiscal Year:** make sure you change this to the option that says “2011 – 2012 July 1, 2011 – June 30, 2012”
- **Account allocation:** leave this on the default choice of “Account allocation by total requisition amount”.
- ★ **Description:** be as detailed as you can. Make sure to state your name (for desk supplies) or grade level (for team level purchases). *For example: “Stacey – NMS Desk Supplies” or “NMS - Grade 6 math workbooks”.*
- ★ **Vendor:** you can click on the word “vendor” to search for a vendor that you have used in the past or just begin typing the name of the catalog and a menu of choices will pop up for you to choose from.
- ★ **Ship To:** you can click on the words “ship to” to select your school from a list or just begin typing your school in the space provided and a menu of choices will pop up for you to choose from. Be careful when choosing your school. There may be several different options listed for each school (PTO, booster club, etc.).
- ★ **Attention:** Type your first and last name here.
 - **Ship Date:** leave on the default date.
 - **Ship Via:** leave blank

Step 8: Click the “Save” button.

The screenshot shows the Skyward Employee Access web application interface. The browser window title is "Skyward Employee Access (6466W) (03.07.02.00.00) - Windows Internet Explorer". The URL is "https://skywardermaaccess.iscorp.com/cgi-bin/wspd.cgi.sh/WService=wiseamanip/foreqmast001.w?spopup...". The page content is titled "Requisition Master Information | Requisition Detail Lines/Accounting".

Requisition Master Information

Requisition Setup Information

Requisition Group: 000 - REQUISITIONS
Fiscal Year: 2007 - 2008 July 1, 2007 - June 30, 2008

Account allocation by total requisition amount.
 Account allocation by each requisition detail line.

Requisition Information

* Description: Stacey - Desk Supplies

* Vendor: SCHOOL SPECIALTY MB UNIT #68-9541 MILWAUKEE WI 53268

* Ship To: HIPPERSINK MIDDLE SCHOOL 10006 MAIN ST. PO BOX 505 RICHMOND IL 60071

Attention: WENDY STACEY

Ship Date: 03/20/2007 Tuesday

Ship Via:

Asterisk (*) denotes a required field

The "Save" button is circled in red, and an arrow points to it from the text "Step 8: Click the 'Save' button." The "Back" button is also visible below the "Save" button.

Step 9: After clicking save in step 7 you should see the screen shown below. This is where you will add the items you wish to order. Fill this out as follows:

- **Line Number:** this will auto-generate a number for you.
- **Line Type:** leave this on the defaulted choice of “Merchandise”.
- ★ **Catalog:** type the catalog number for the item you wish to purchase.
- ★ **Quantity:** how many of this item do you want?
- ★ **Unit of measure:** how is this item grouped or sold (box, each, etc.)
- ★ **Unit Cost:** type the price found in the catalog.
- ★ **Total Amount:** this should be calculated for you once you fill in the quantity and the unit cost fields.
- ★ **Description:** type a brief description of the item you are ordering.

Step 10: When you are done with this item, click “Save”.

The screenshot shows a web browser window titled "Skyward Employee Access (6466W) (03.07.02.00.00) - Windows Internet Explorer". The address bar shows the URL: <https://skywardermaaccess.iscorp.com/cgi-bin/wspd.cgi.sh/WService=wisermanipp/foreqdet001.w>. The page content is titled "Requisition Master Information | Requisition Detail Lines/Accounting".

Requisition Master Information

Requisition Number: 0000005589	Accounting: Account allocation by total requisition amount.
Group: (000) REQUISITIONS	Amount: \$0.00
Fiscal Year: 2006 - 2007	Ship To: NIPPERSINK MIDDLE SCHOOL
Vendor: SCHOOL SPECIALTY	Description: Stacey - Desk Supplies
MB UNIT #68-9541	
MILWAUKEE WI 53268	

Requisition Detail Lines

* Line Number: 100

Line Type: Merchandise
 Narrative

Catalog: 000072

* Quantity: 2

Unit of Measure: bx

* Unit Cost: 0.67000

Total Amount: 1.34

* Description: Jumbo Smooth Paper Clip

Asterisk (*) denotes a required field

The "Save" button is circled in red, and an arrow points to it from the text above.

Step 11: After clicking save in step 9, you should see the screen below. To order another item from this same catalog, click the **“Add”** button and repeat steps 8 and 9. Each time you add an item it should show up as a **“Requisition Detail Line Item”** on this screen.

The screenshot displays the Skyward Employee Access web application interface. The browser title is "Skyward Employee Access (6466W) (03/07.02.00.00) - Windows Internet Explorer". The URL is "https://skywardermaaccess.iscor.com/cgi-bin/wspd.cgi.sh/WService=wsermanipp/foreqdet001.w".

The page is titled "Requisition Master Information | Requisition Detail Lines/Accounting". Under "Requisition Master Information", the following details are shown:

- Requisition Number: 000000595
- Group: (000) REQUISITIONS
- Fiscal Year: 2006 - 2007
- Vendor: SCHOOL SPECIALTY
- MB UNIT #68-9341
- MILWAUKEE WI 53268
- Accounting: Account allocation by total requisition amount. [Edit Master](#)
- Amount: \$0.67
- Ship To: NIPPERSINK MIDDLE SCHOOL
- Description: desk

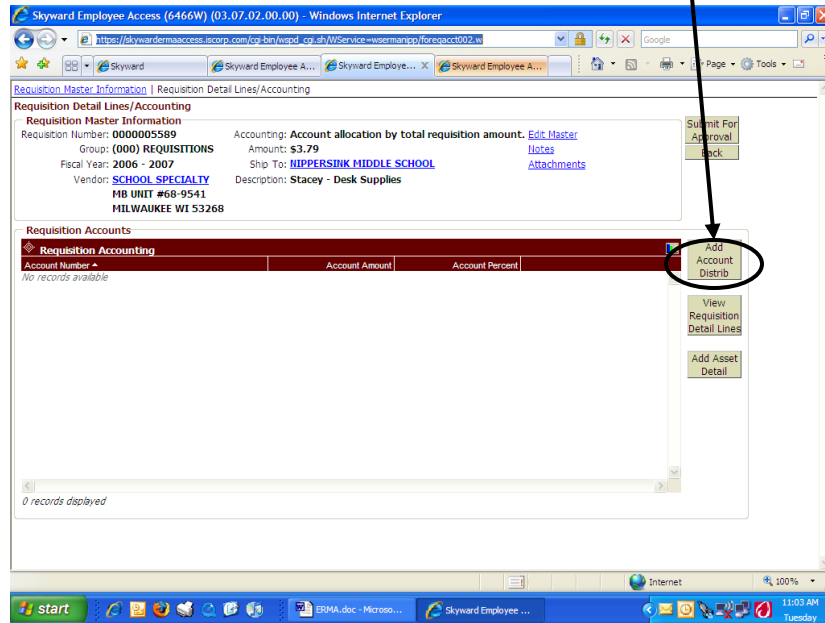
Buttons for "Submit For Approval" and "Back" are visible. Below this is the "Requisition Detail Line Items" section, which contains a table with one item:

Line	Catalog Code	Description	Unit of Measure	Quantity	Unit Cost	Total Cost
100	000072	Jumbo Smooth Paper Clip	bx	1	\$0.67000	\$0.67

To the right of the table are buttons for "Add", "Edit", and "Delete". The "Add" button is circled and labeled "Step 11". Below the table is a "Line:" input field. At the bottom of the page, the Windows taskbar shows the start button, several application icons, and the system tray with the time "2:26 PM Wednesday".

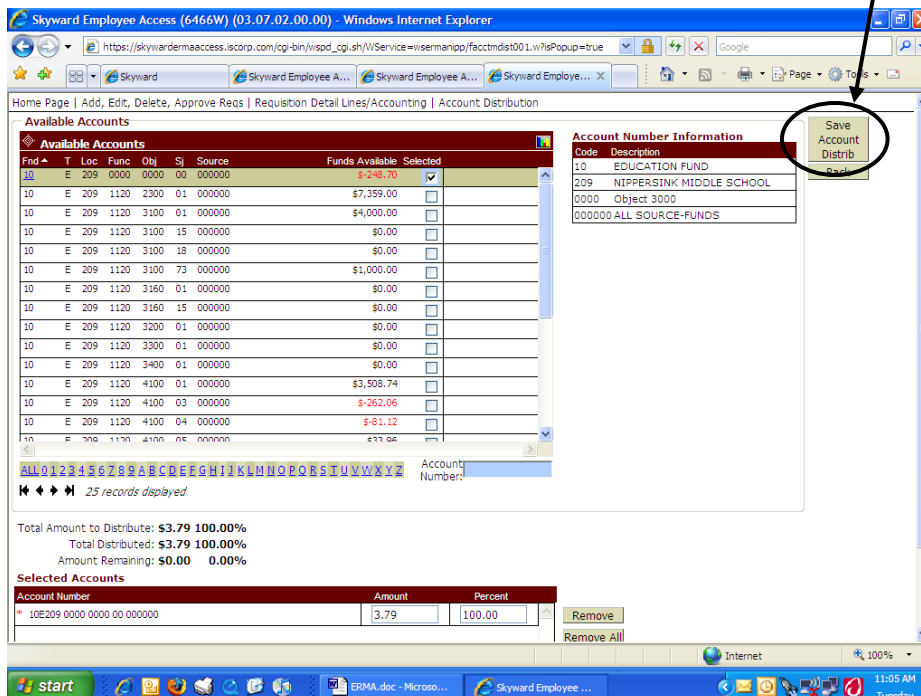
Step 12: When you are done adding items to your order, click on the **“Add Requisition Accounts”** button.

Step 13: When you see the screen below, you need to choose an account this order will be sent to. To do this, click on the **“Add Account Distrib”** button.

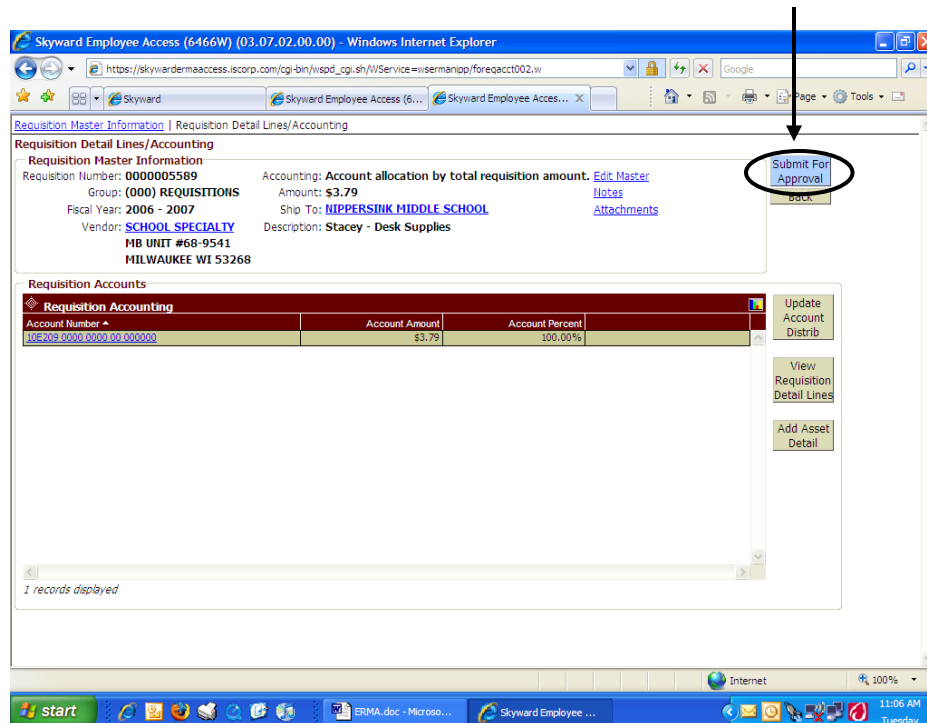


Step 14: Find the correct account for your school in the window below and put a check mark in the box to the right of it. Then click the **“Save Account Distrib”** button. The correct school account numbers are:

NMS: 10 E 209 0000 0000 00 000000
RGS: 10 E 101 0000 0000 00 000000
SGS: 10 E 102 0000 0000 00 000000



Step 15: The account number should show up in the window below. If you are finished with this order, click the **“Submit For Approval”** button. This will send your requisition to your principal to be approved.



Step 16: After submitting your requisition for approval, you will be brought back to the screen below listing the orders you have worked on. At this point if you would like to print a copy of your order you can. To print, highlight the requisition you wish to print and click the **“Print”** button. Be patient, your order should open up in Adobe Reader.

