

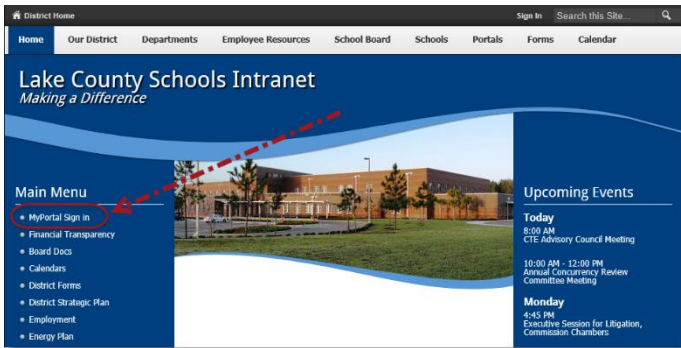


All Lake County School (LCS) employees have access to Skyward Business through MyPortal. LCS employees can use this tech guide to navigate to the **Employee Access** portion of Skyward Business to view their *Hourly Rate* amount information.

1. Open the Internet Explorer  or Google Chrome 
2. To access My Portal:
 - a. In the address bar type: **myportal.lake.k12.fl.us**
(no www. or http before the url)

OR

- b. From a school computer, once you have the Intranet open, click on the link to **MyPortal** on the left hand side of the screen



3. Log into **MyPortal** with your network username/password:
 - a. This is the same username/password you use to log onto a school computer
 - b. Then click the **Log In** button

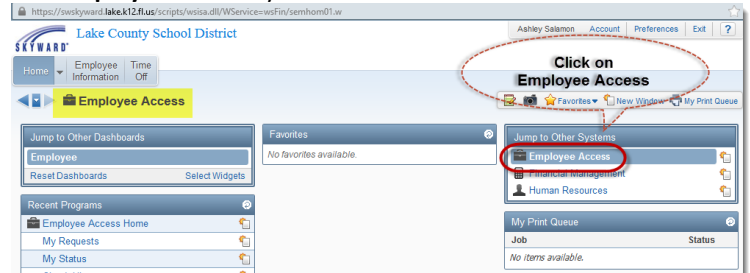


***Please call the Help Desk if you need assistance with logging into MyPortal; 352-253-6714.**

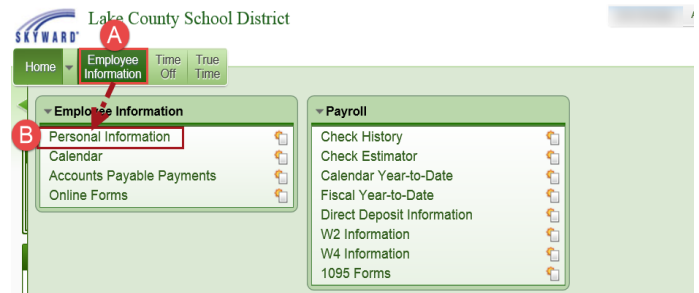
4. Once logged into MyPortal, click on the **Desktop** menu (bottom center of screen)
5. Click on the **Information Technology** tile, and then click the **Skyward Business** tile



6. From the dashboard, verify you are in the **Employee Access** system. If you are not showing **Employee Access**, look on the right side of the screen and click on the **Employee Access** system.



7. Click on the **Employee Information** tab and then select **Personal Information**.



8. From the *Personal Information* screen:
 - a. Expand the *Personnel* menu on the left hand side of the screen and choose **Assignments**.
 - b. Expand the menu on next to the position record.
 - c. Expand the menu next to **Payroll Information**.
 - d. The *Hourly Rate* information will show your hourly rate amount.

