

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



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

## <u>OR</u>

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.

 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



 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.

https://swskyward.lake.k12.fl.us/scr	ipts/wsisa.dll/WServic	e=wsFin/semhom01.w		습	
Lake County Sch	nool District		Ashley Salamon Account Pret	ferences Exit ?	
SKYWARD Employee Time			Click on		
Home - Information Off			Employee Access	1	
📲 📄 Employee Access					
Jump to Other Dashboards		Favorites	Jump to Other Systems		
Employee		No favorites available.	Employee Access	<b>1</b>	
Reset Dashboards	Select Widgets		Financial Management	<b>1</b>	
Recent Programs	0		L Human Resources	<u></u>	
Employee Access Home	<b>1</b>		My Print Queue	0	
My Requests	<b>*</b>		Job	Status	
My Status	1		No items available.		

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

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Ľ	tome Employee Time True Information Off Time		
	Employee Information	▼ Payroll	
E	Personal Information	Check History	
	Calendar 😜	Check Estimator	
	Accounts Payable Payments	Calendar Year-to-Date	
	Online Forms	Fiscal Year-to-Date	
		Direct Deposit Information	
U		W2 Information	
		W4 Information	
		1095 Forms	

- 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.

