**Lake County School District**

Many administrators, managers, and supervisors are designated as 'approvers' in Skyward Business. Approvers will need to log into Skyward on a daily basis and visit the 'alerts' area on their Skyward dashboard to approve/deny pending items. The directions below will help users that are assigned to approve Time Off requests.

1. Follow the directions below to access Skyward Business:
   a. Go to : https://launchpad.classlink.com/lakeschools
   b. Log in with your network username and password.
   c. Select the **Skyward Business** tile.

2. Once automatically logged into Skyward you will be on your Skyward dashboard. From the dashboard, click on the yellow alerts icon, near the top right corner of your screen to see the item(s) waiting for you to review.
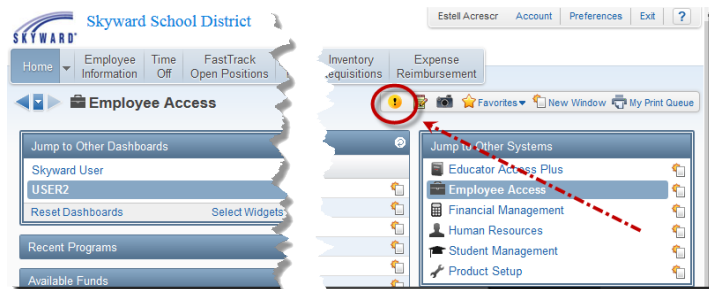


3. Click on the item waiting for your approval.
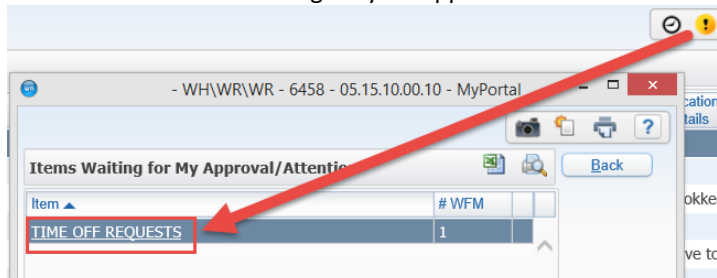


4. From the My Approvals screen:
   a. Click on the caret to expand the details of the item
   b. Place a check in either the **Approve** or **Deny** box
   c. Optional: Click on **No** in the *Notes* column to add notes
   d. Click the **Submit Approvals and Denials** button when you are ready to submit the approvals/denials
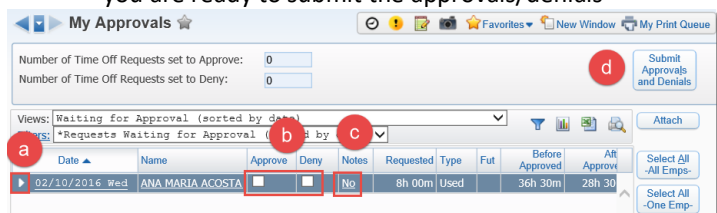


5. Once you have confirmed the submission of your approval/denial, the item be removed from the My Approvals screen.

6. Navigate back to your dashboard by clicking on the *Home* tab or click the *Alerts* icon (yellow circle) to continue approving items.