



Royal School District No. 160

"Everyone Achieves • Everyone Accountable"

"Todos Logran • Todos Responsables"

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Skyward Employee Access

Employee access allows you to log on to a website and access a variety of employee information. You will have access to the following:

1. View and request changes of personal information (phone, address, etc.)
2. Professional development on file at the district
3. Certifications
4. Pay history
5. Direct deposit information
6. W2 & W4
7. Paycheck estimator (use this if you need to estimate changes to your federal withholdings)
8. Time off history and balance

Logging In for the first time:

1. Type the following address into a web browser or click the link on the Royal School District website:

<https://www2.scrdc.wa-k12.net/scripts/cgiip.exe/WService=wroyals71/rwestd01.w>

2. For mobile access on your iphone go to:

<https://www2.scrdc.wa-k12.net/scripts/cgiip.exe/WService=wroyals71/mobilelogin.w>

Password = royal160 (you will be prompted to change your password upon login.)