Address Change Request in Skyward

*Log into Skyward

*Click Employee Information tab

*Click Personal Information link

SKYWARD. Red Oak ISD		
Home Employee Time Information Off	True FastTrack Time Open Positions	
Personal Information Online Forms		

*Click Address link under "Demographic" section

*Click Request Changes button

Red Oak	ISD	
Home - Employee Information	TimeTrueFastTrackOffTimeOpen Positions	
■ Personal Int	formation 🏫	
▼ Demographic	Employee:	
Employee Info Address	Address	
Personnel	l Coston an	View History
▶ Payroll	Address	
Time Off Status	Primary/Mailing Address Cont: Yes	1
Employee Letters	Primary	
Custom Forms	RED OAK, TX 75154	Request
Attachments		Changes
▶ Reports		
	Mailing	
		Request
		Changes

*Enter new address

(If there is an apartment #, choose APT in the S.U.D. dropdown, then enter APT # in next field)

*Click Save button when done

skyward.redoakisd.org/scripts/wsisa.dll/WService=wsSky/rgen2edit018.w?isPopup=true Request Changes - Primary Address Employee Employee Current Primary Address RED OAK, TX 75154 New Address House # Dir Street Update with Current Primary Address 2: SUD.0: #: PO Box: *Zip Code: 75154 New Primary Address Preview RED OAK, TX 75154 New Primary Address Preview RED OAK, TX 75154	- 🗆	_	—	_									me	Google Chro	1.06.00.05 -	ress - 05.2	ary Addı	- Prim	t Changes	Request (s K Y
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Employee: Current Primary Address RED OAK, TX 75154 New Address House # Dir Street Update with Current Primary Address : Address : * Zip Code: 75154 * City/State: RED OAK, TX County: * Township: *	📾 🏠 🖶	1	6												ddress	mary A	- Prir	nges	st Cha	quest	Re
Current Primary Address RED OAK, TX 75154 New Address House # Dir Street Update with Current Primary Address: Address: SUD: #: PO Box: SUD: #: PO Box: County: Township:	<u>Save</u> <u>B</u> ack	<u>S</u> ave																	ee:	mploye Employee	E
House # Dir Street Updale with Current Primary Address : Address 2; S.U.D.: #: PO Box: * Zip Code; 75154 County:														11		<u> </u>	ess	7 Addr	TX 751	UTTENT F	R
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**After clicking Save, the request will go to HR for review/approval. HR will also change your address in the Benefits HUB (if applicable).