

## **Current EM-S ISD Employee Applicant Procedures**

- Under the "Employees" tab, go to Skyward.
- Click on the link "Skyward Employee Access" and log-in to Skyward.
- Go to "Fast Track Open Positions"
- Choose a position(s) you would like to apply for and select "Apply for Selected Positions." If you have an existing user name and password enter it here. If you have not applied for a position within the last two years, you will need to click the box "I Would Like To Create a New Profile".
- Once you have completed your profile, click "Submit to HR"

If you are an existing user and have misplaced your password, or if you have any questions about the application process, contact Cindy Blackstock in Human Resources at 817-232-0880, Ext. 2756 or via email at [cblackstock@ems-isd.net](mailto:cblackstock@ems-isd.net).