

## 1. Login to Employee Access from the BCSC Website Homepage



HOME ABOUT US SCHOOLS PARENTS STUDENTS **FACULTY/STAFF** COMMUNITY EMPLOYMENT

Home > Faculty/Staff > Employee Access Employee Access

### Skyward Employee Access

Employee Access  
Login

## 2. The button to click for a forgotten login or password is just under the "Sign in" button.

SKYWARD®  
BARTHOLOMEW CONSOLIDATED SCHOOL CORPORATION

Login ID:

Password:

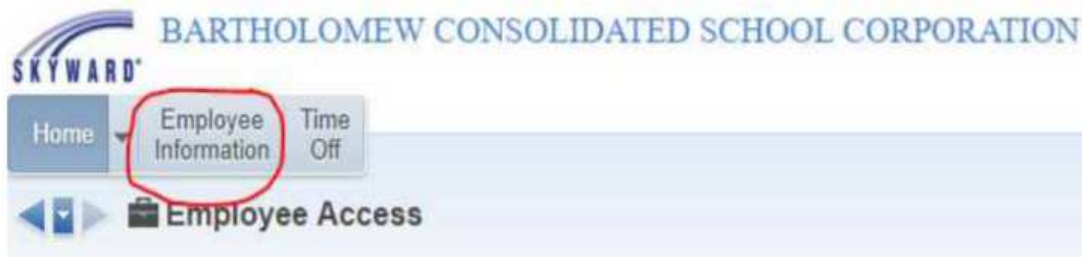
Sign In

Forgot your Login/Password?

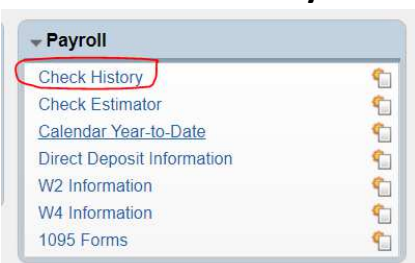
05.19.06.00.02

Login Area: Employee Access

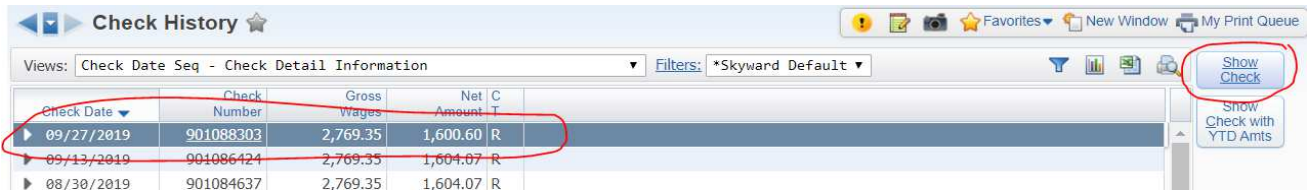
## 3. Click on "Employee Information" on the top ribbon.



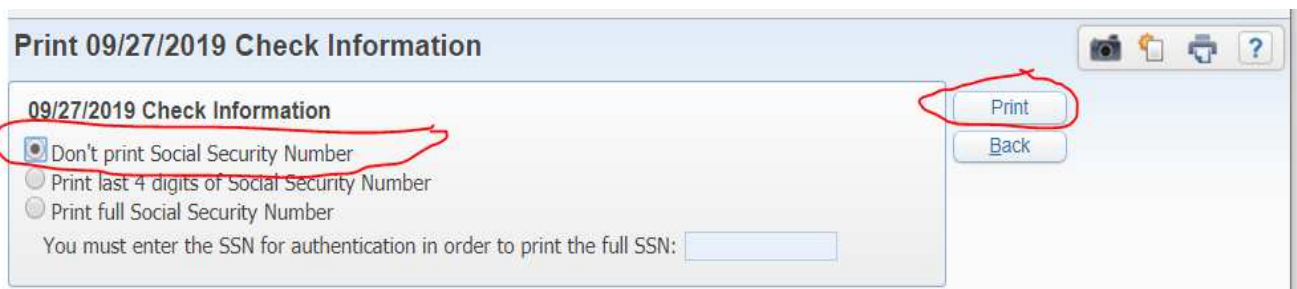
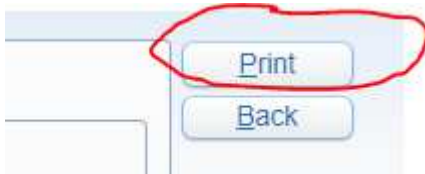
## 4. Click on "Check History"



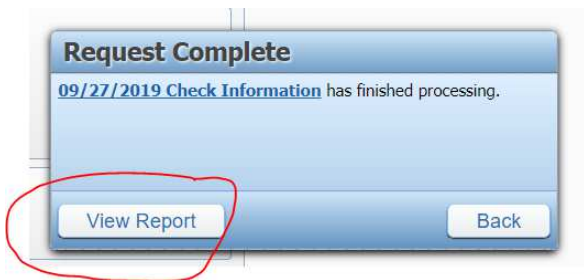
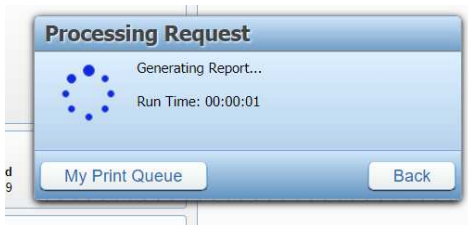
5. Highlight the check you want to view and then click on “Show Check”



6. Click “Print” and make the appropriate selection regarding whether or not you want the Social Security Number to print on the document, then click “Print” again.



7. Wait until the request has finished processing and then click on “View Report”



8. After viewing the report, you can choose to download and save, or print.