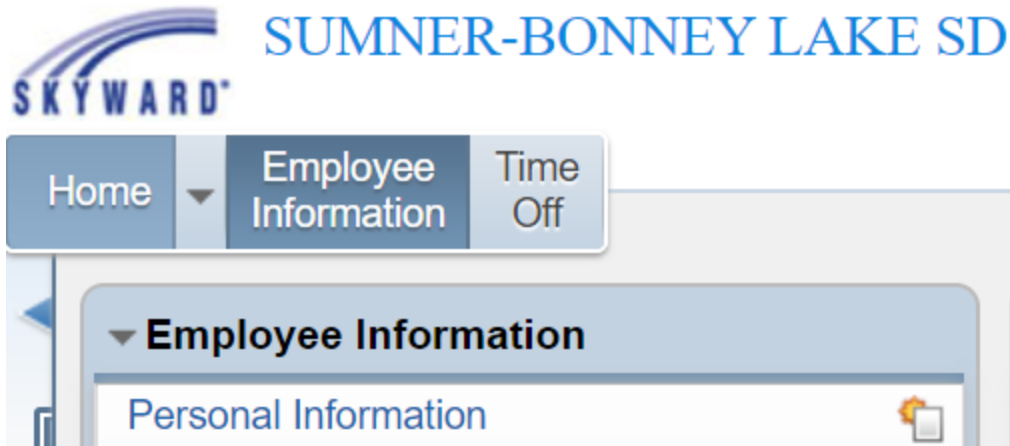
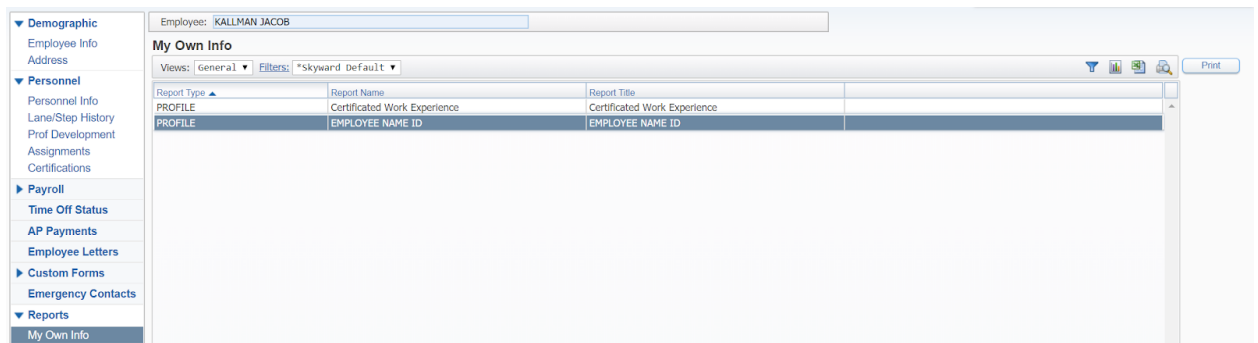


To find printer code in Skyward:

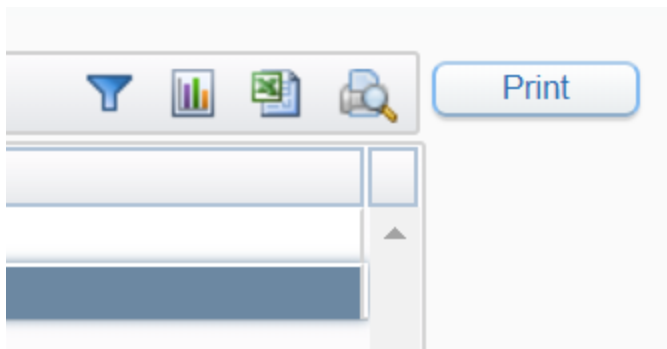
- 1) Log in and go to Employee Access
- 2) Click Employee Information -> Personal Information



- 3) Click Reports -> My Own Info. This will launch the My Own Info screen.



- 4) Select EMPLOYEE NAME ID and click Print. This will launch a Report request (it will not send anything to the printer)



- 5) When "Request Complete" is shown, you can click "View Report" to see your printer code (Name ID).