



Instructions for Signing Contracts

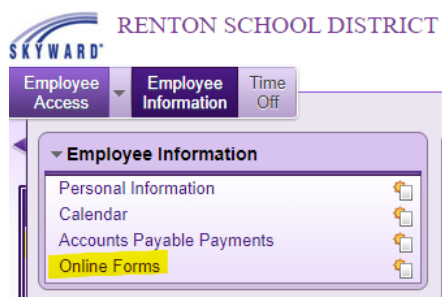
Certificated base contracts are being delivered through Online Forms in Skyward Employee Access. You will need to sign your contract electronically through Skyward and you will not need to submit any other copies to HR. You will have access to the signed copy in Skyward for your records. **Contracts are due 10 business days after issuance.**

Abbreviated Directions to Review, Sign, and Submit:

1. Sign-in to Skyward Employee Access
2. Click the Employee Information tab, then select **"Online Forms"**
3. Click the link to open **"2122 BASE CONTRACT"**
4. Click the link to open **"Contract – 21-22 xxxx"**. The contract type specific to your status will appear in the name of this document (Continuing, Provisional, Leave Replacement, or Admin).
5. Review the contract. Scroll down to select "I Accept" next to Acknowledgement. Sign the contract by typing your name in the Signature box and enter the date.
6. Click **"Save"** (upper right)
7. Click the **checkbox** next to "I have completed this online form". IMPORTANT: This checkbox will not sensitize unless you sign the contract. You will not be able to submit a complete form without these steps.
8. Click **"Next"** (bottom right)
9. Click the **checkbox** next to "I have completed this online form" then click **"Finish"**

Detailed Directions to Review, Sign, and Submit:

1. Sign-in to Skyward Employee Access
2. Click the Employee Information tab, then select **"Online Forms"**



3. Select the link to open **"2122 BASE CONTRACT"**
4. Select the link to open **"Contract – 21-22 xxxx"**. The contract type specific to your status will appear in the name of this document (Continuing, Provisional, Leave Replacement, or Admin).

Employee Online Forms

1. Contract - 21-22 Continuing

[Click on this link for Contract - 21-22 Continuing](#)

5. Review the contract. Scroll down to select "I Accept" next to Acknowledgement. Sign the contract by typing your name in the Signature box and enter the date.



Instructions for Signing Contracts

BY SELECTING 'I ACCEPT' AND TYPING MY NAME AND THE DATE BELOW, I ACKNOWLEDGE THAT I AM THE INDIVIDUAL WHOSE NAME APPEARS ABOVE AND AM ELECTRONICALLY SIGNING THIS CONTRACT.

ACKNOWLEDGEMENT:

EMPLOYEE'S SIGNATURE:

DATE:

- Click **"Save"** in the upper right-hand corner of your screen.
- Click the **checkbox** next to "I have completed this online form". IMPORTANT: This checkbox will not sensitize unless you sign the contract. You will not be able to submit a complete form without this step.

1. Contract - 21-22 Continuing		2122 BASE CONTRACTc
Click to open link below to view and sign your 21-22 contract.		<input type="checkbox"/> I have completed this step.
Click on this link for Contract - 21-22 Continuing		1. Contract - 21-22 Continuing
		2. Complete Online Form

- Click **"Next"**
- Click the checkbox next to "I have completed this online form" then click **"Finish"** (bottom right)

2. Complete Online Form		
When you have completed this online form, check the I have completed this		
Step	Status	Last Accessed
1. Contract - 21-22 Continuing	Completed	06/04/2021 11:46 AM
<input type="checkbox"/> I have completed this online form.		