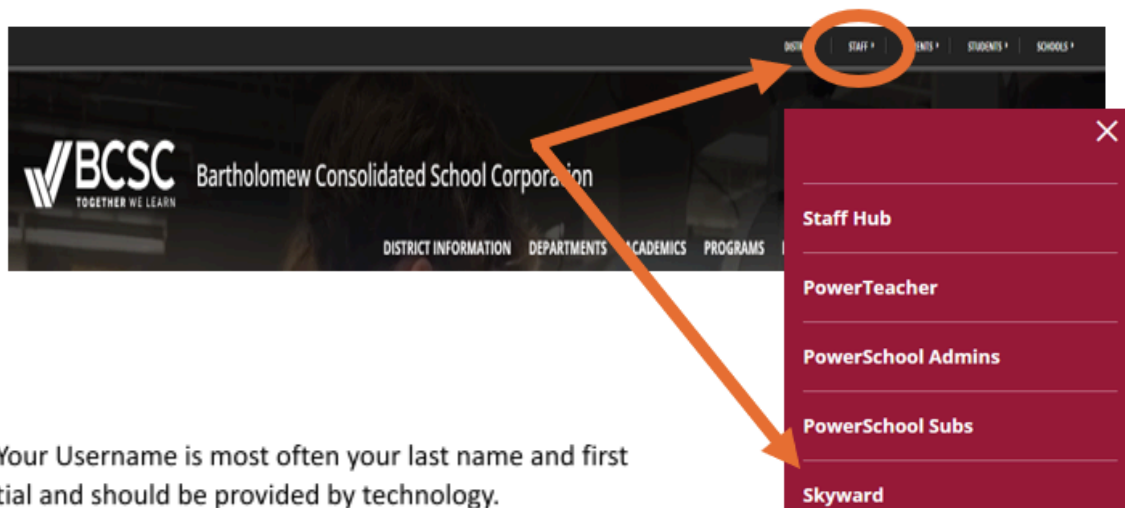


Employee Access Login and Password Reset

1. From BCSC Website [Bartholomew Consolidated School Corporation](https://www.bartolomew.org/), click on “Staff” at the top right of the website. Once open, click on “Skyward.”



2. Your Username is most often your last name and first initial and should be provided by technology.

Username is your BCSC username, usually your last name and first initial, but may be more than one letter of your first name if you have a common last name (i.e. “Smith”). Contact technology if you are uncertain of your username.

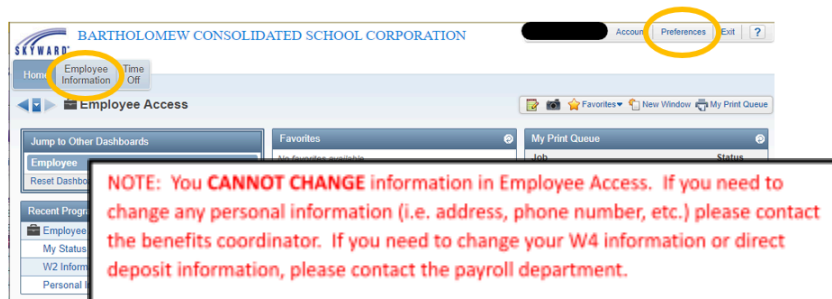
If you have been assigned a BCSC email address, you may sign in by using the Username/Password process or by-pass by using the Google sign in.

A screenshot of the Skyward login page for Bartholomew Consolidated School Corporation. The page has a header with the Skyward logo and the school name. Below the header are fields for Username and Password, a Sign In button, a link for 'Forgot your Username/Password?', and a 'Sign in with BCSC Google account' button. A yellow arrow points from the text 'If you have been assigned a BCSC email address...' to the Sign In button. A green arrow points from the text 'If you forget your password...' to the 'Forgot your Username/Password?' link.

If you forget your password, click here to be sent instructions to your BCSC email (or personal email if BCSC email is not assigned). If you make too many attempts and are locked out, or experience issues logging in, please contact the payroll department for assistance: 812-314-3851 or 812-376-4213.

NOTE: If a BCSC email address has **NOT** been assigned (i.e. lay coaches, substitutes) you must sign in through the Username and Password process. Google Sign On is not available if the email associated with Employee Access is not a BCSC email address.

4. Once logged in you will be able to see your personal information on file, including check stubs, W4 and W2 information. You can also personalize Employee Access by clicking on “Preferences.”



NOTE: You **CANNOT CHANGE** information in Employee Access. If you need to change any personal information (i.e. address, phone number, etc.) please contact the benefits coordinator. If you need to change your W4 information or direct deposit information, please contact the payroll department.

FOR ADDITIONAL PAYROLL INFORMATION – “How To’s”, payroll schedules, etc - after opening the Staff Menu click on “Staff Hub” and then “Financial.”