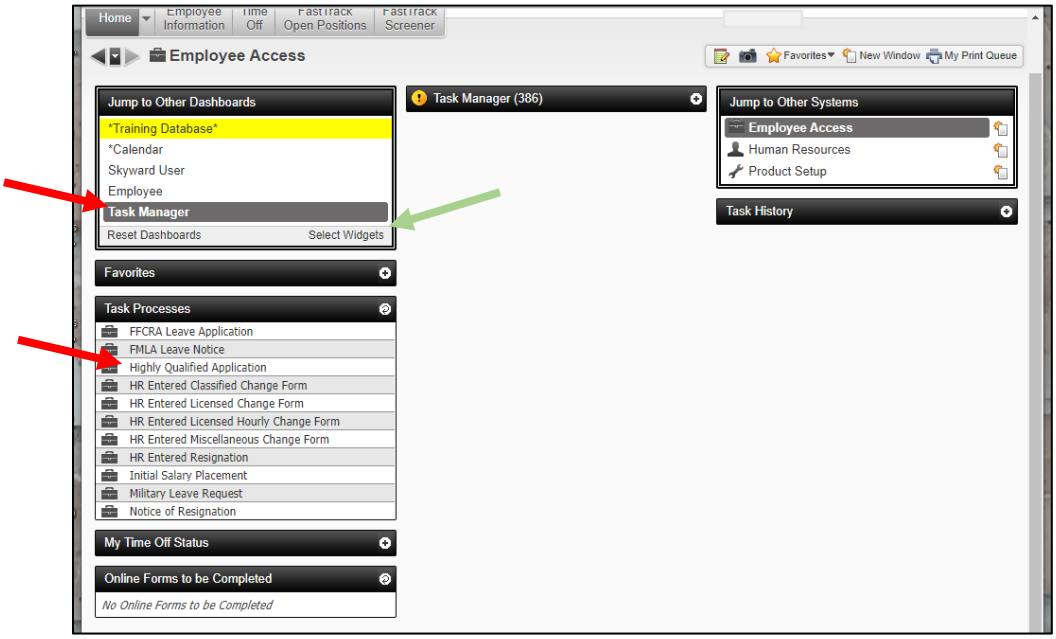
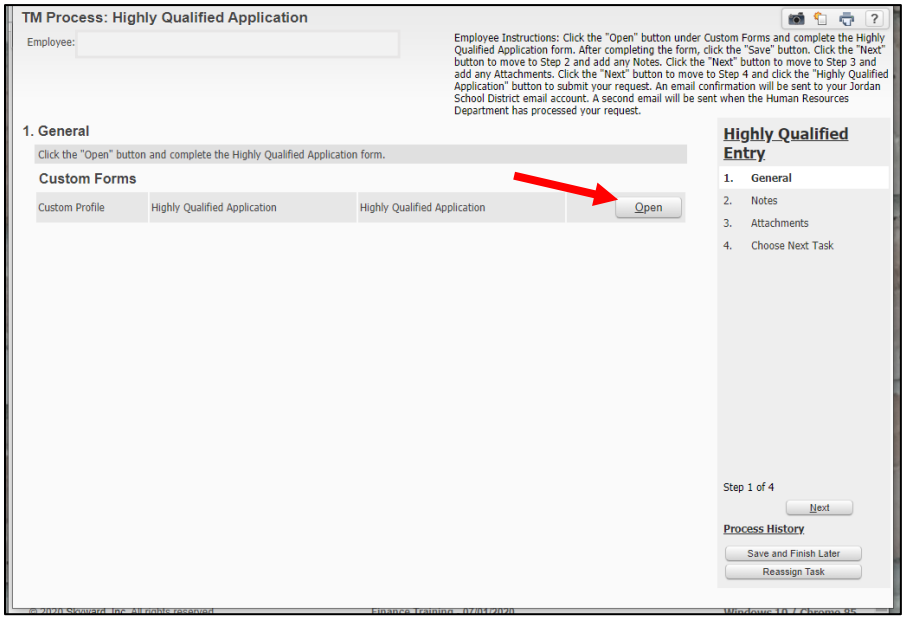
Jordan School District
Human Resources

Highly Qualified Application Tutorial

1. Log in to your Skyward Employee Access
   a. *Contact IT Helpdesk at 801-567-8737 if you need help accessing this account.*
2. Select your Task Manager Dashboard.
3. Under Task Processes, select Highly Qualified Application.
   a. *If you do not see the Task Processes box, you may have to Select Widgets (see green arrow)*



4. Open Custom Form



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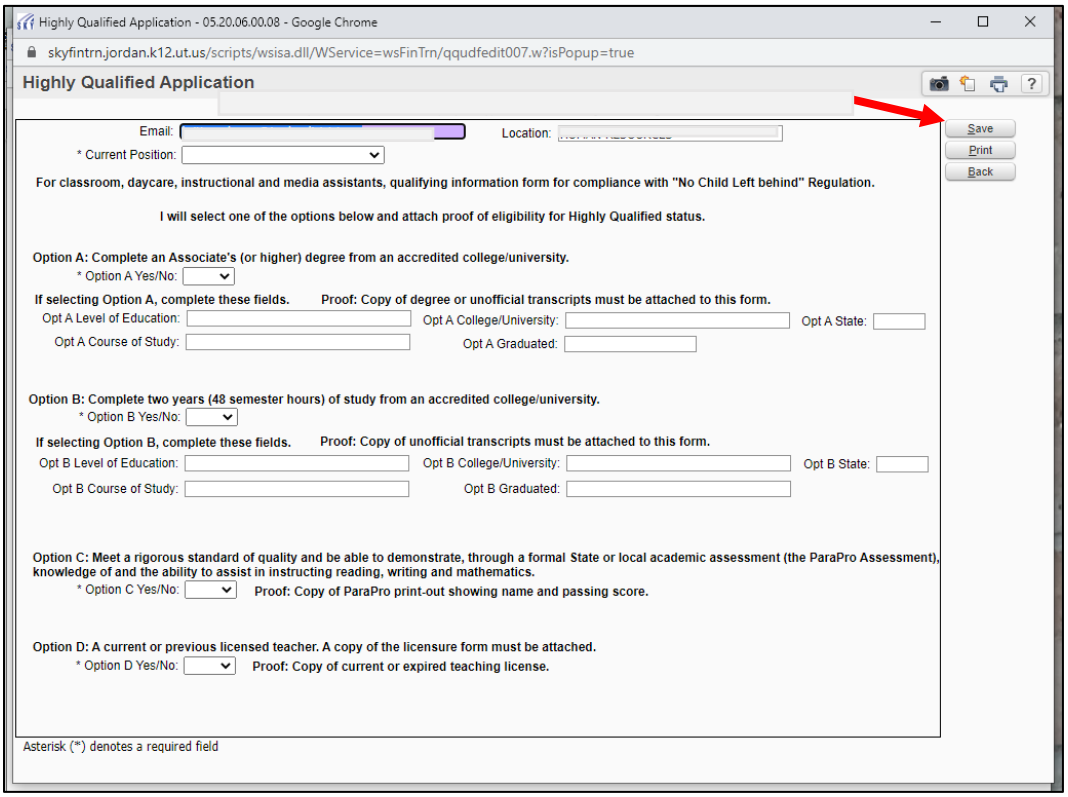
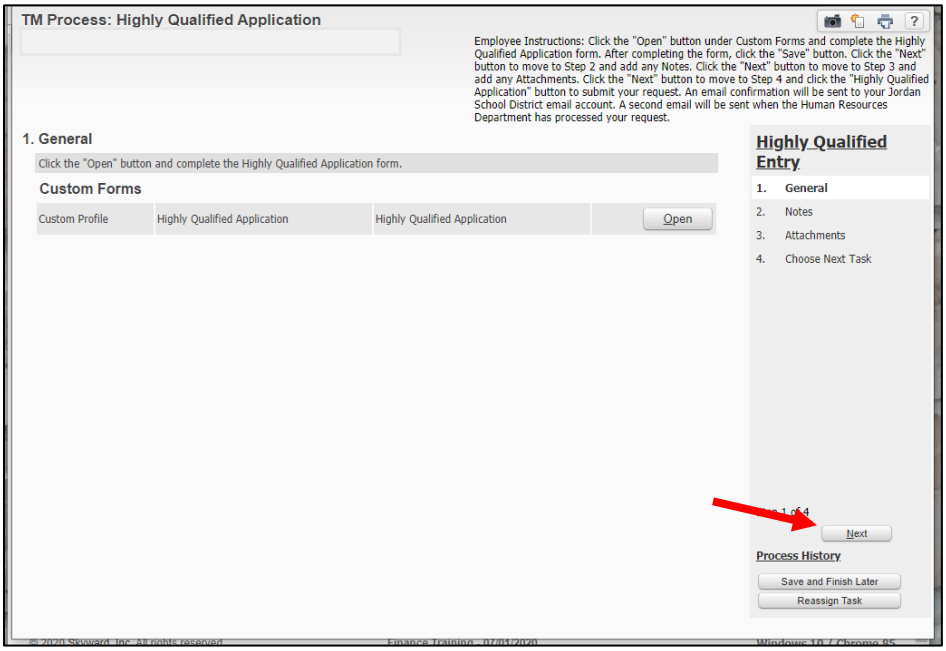
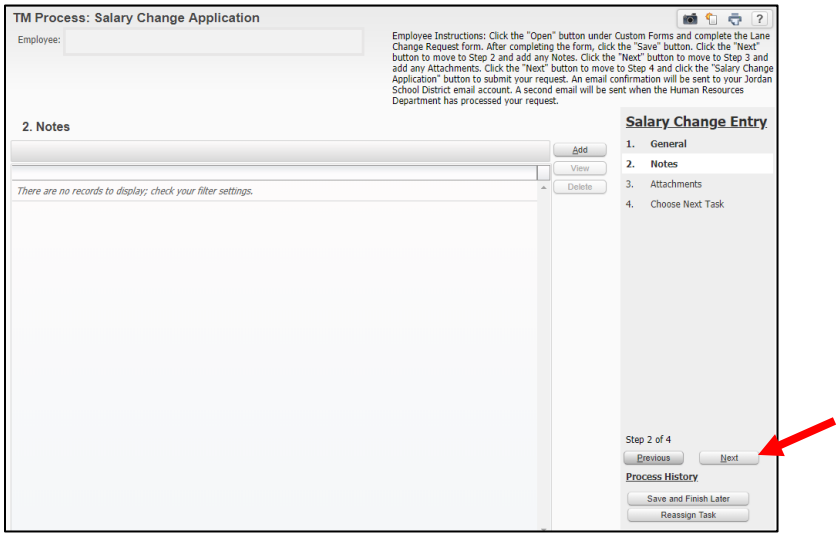
5. Read and complete form and click save.



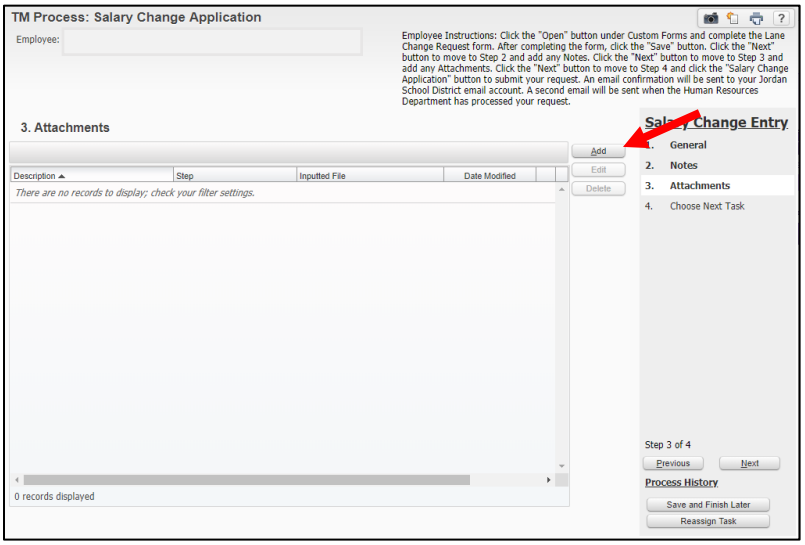
6. Click Next



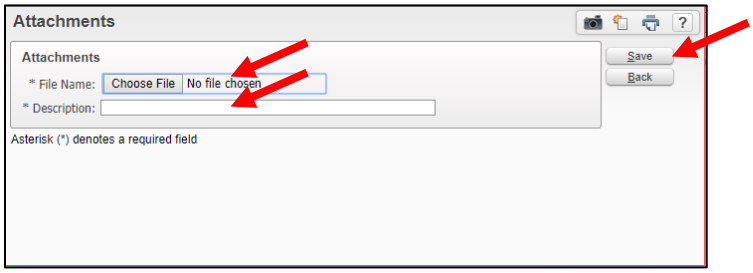
7. Add any notes that HR may need.
    a. *Ex: transcripts sent via email, previous credits submitted, etc.*
8. Click Next



9. Add any attachments including: Parapro results, transcripts, diploma, teaching certificate, etc.



10. Chose file and add title
11. Click Save



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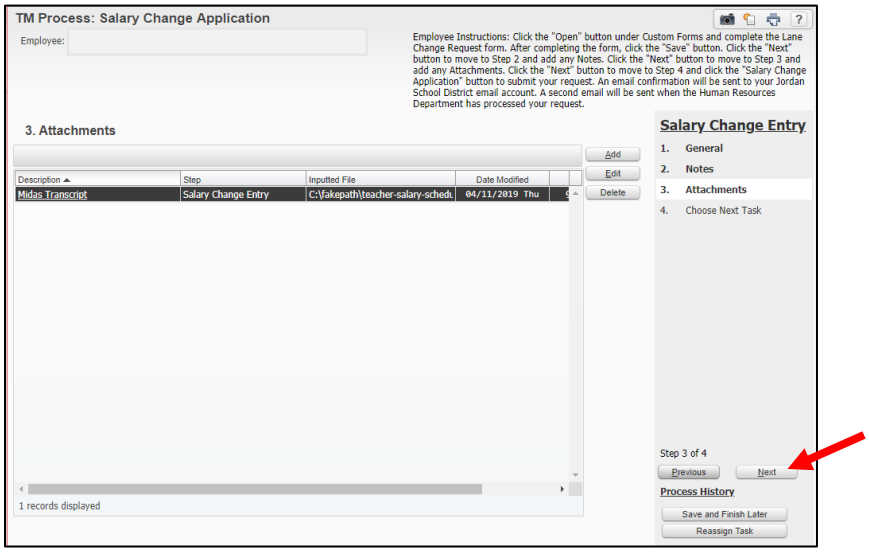
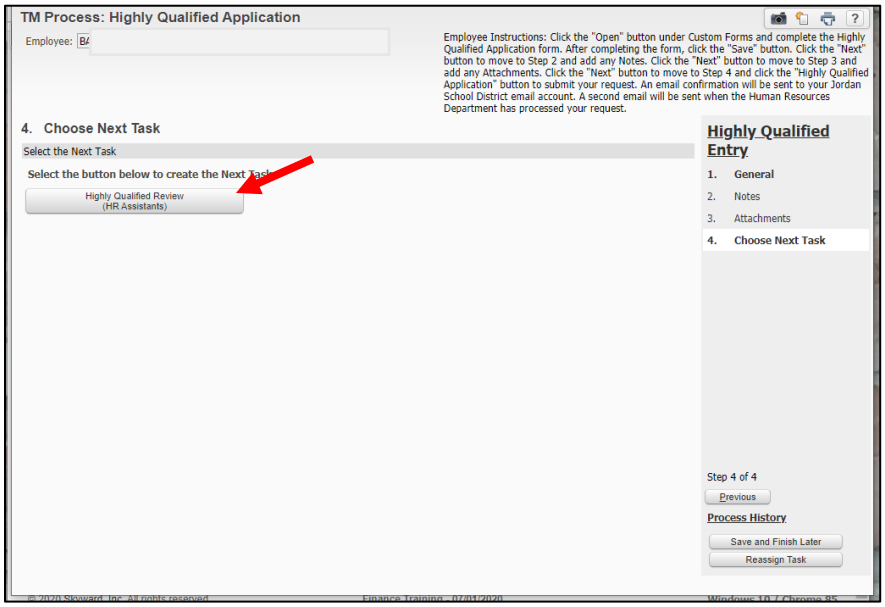
12. Click Next



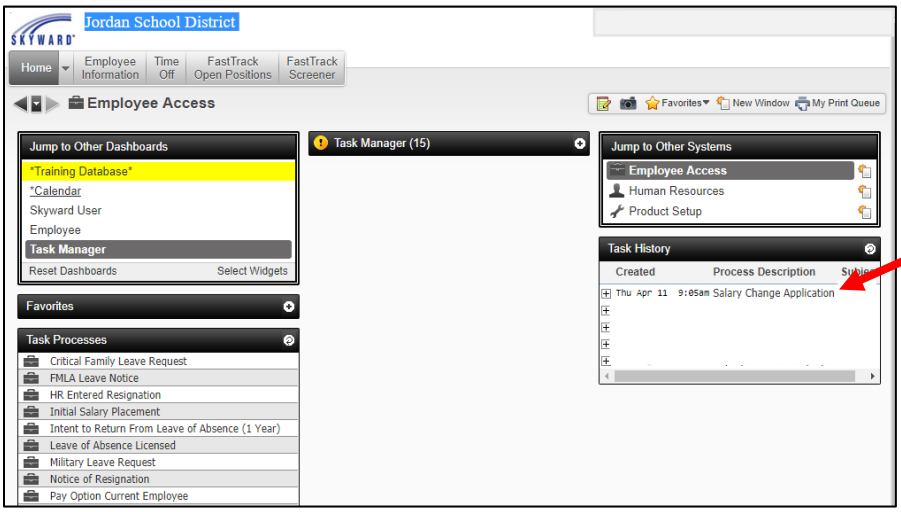
13. Click Highly Qualified Review (HR Assistants)



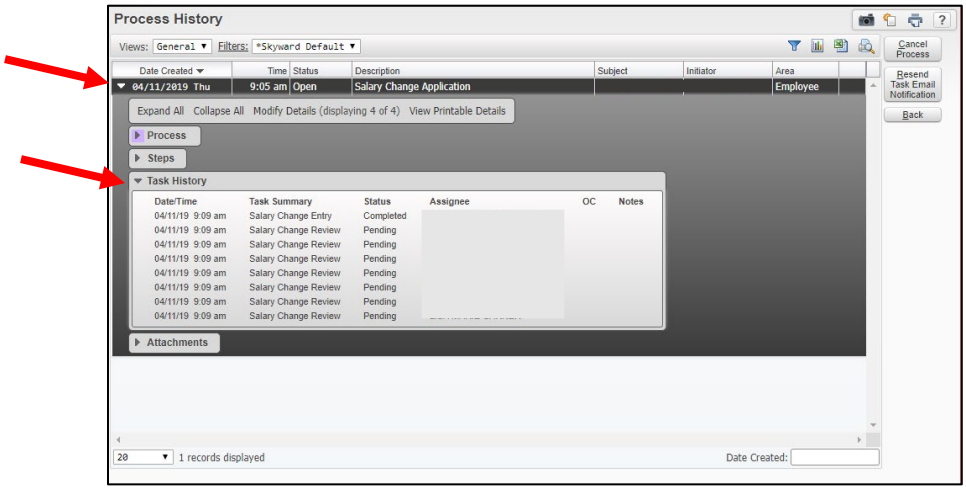
Please note: When both proof of Highly Qualified eligibility and Application are received by HR, the salary change will be effective the 1st Monday of the following month.

To check the status of your Application

1. Under Task History, click on the Highly Qualified Application



2. Use the drop down arrows to view the Task History



3. Status will show as completed or pending.

Updated 9/23/2020