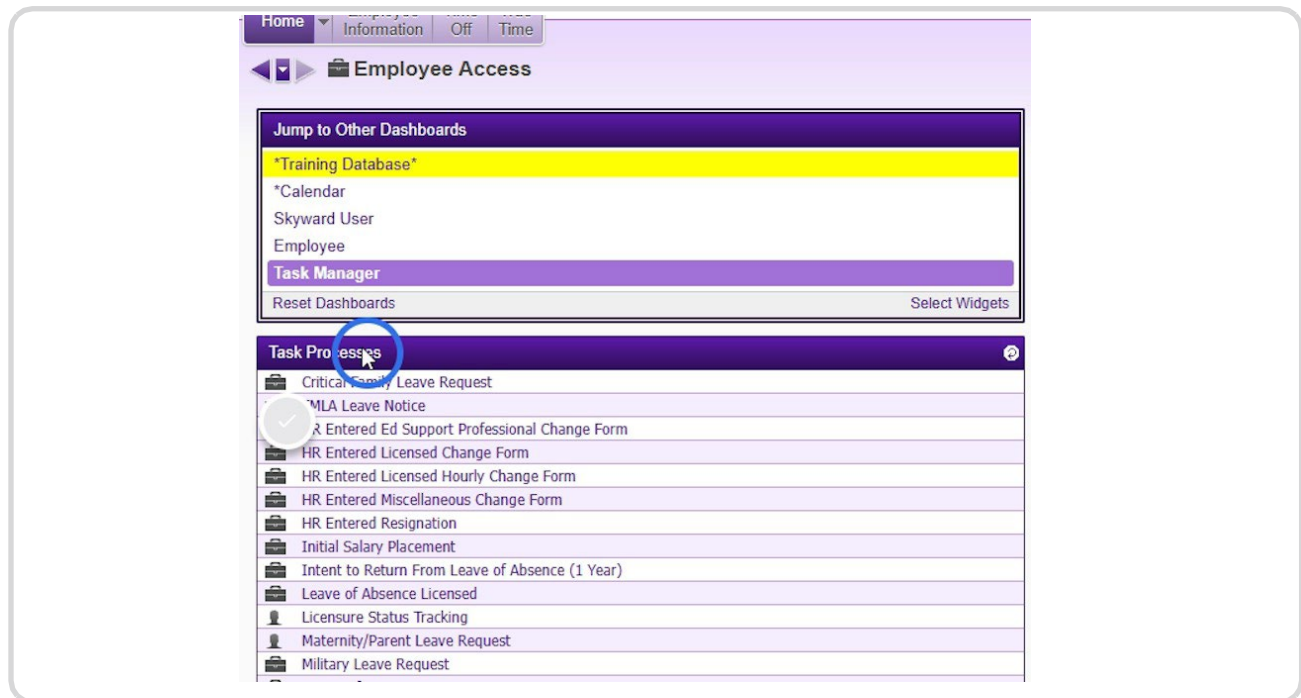


SHiNE Application Tutorial

Log in to your Skyward Employee Access

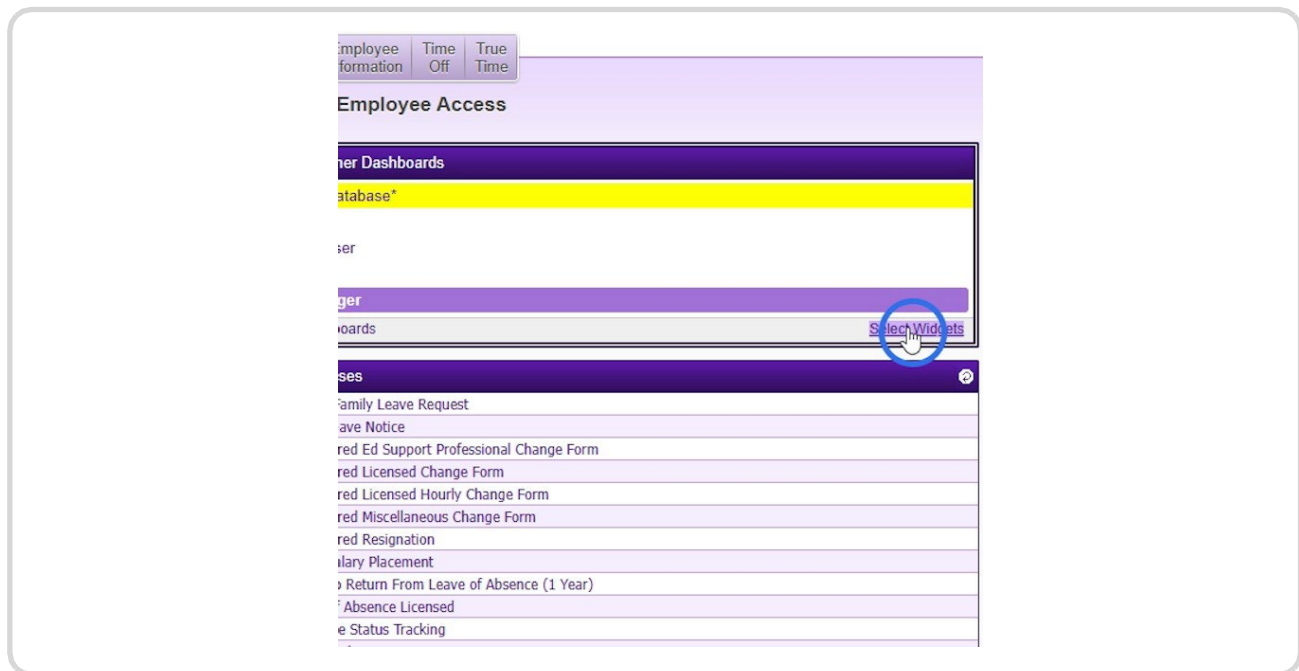
STEP 1

Find your Task Processes Widget



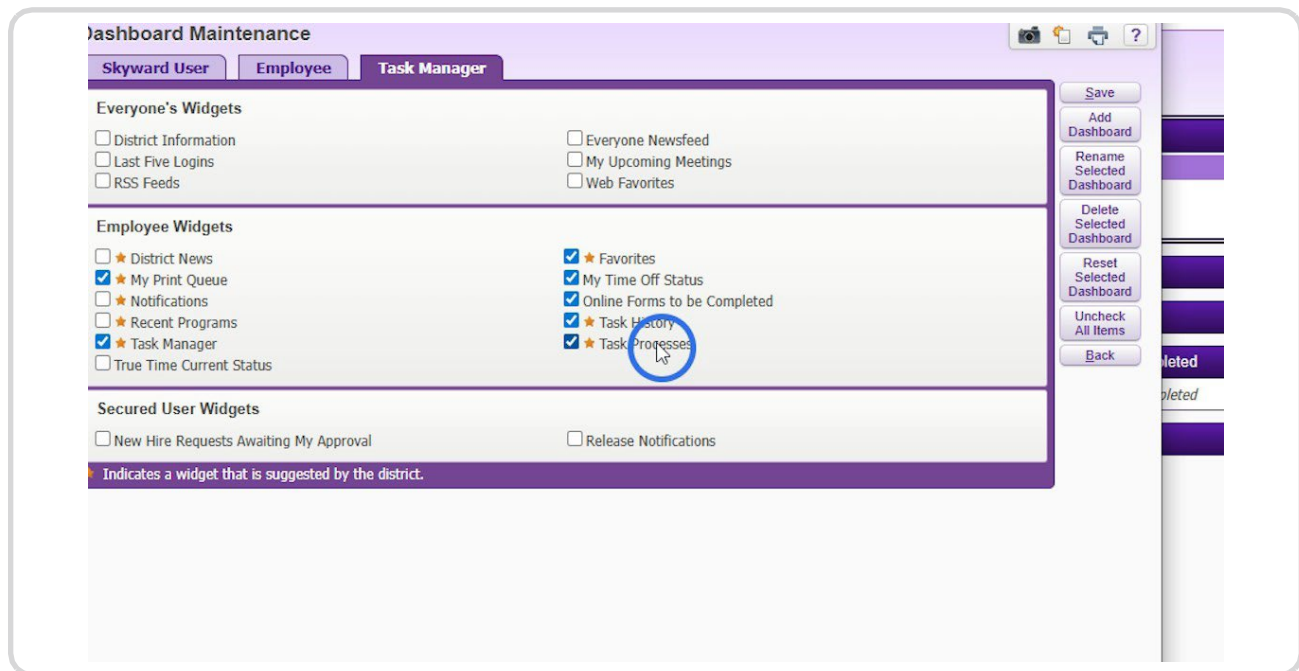
STEP 2

If you do not see your Task Processes window, click Select Widgets.



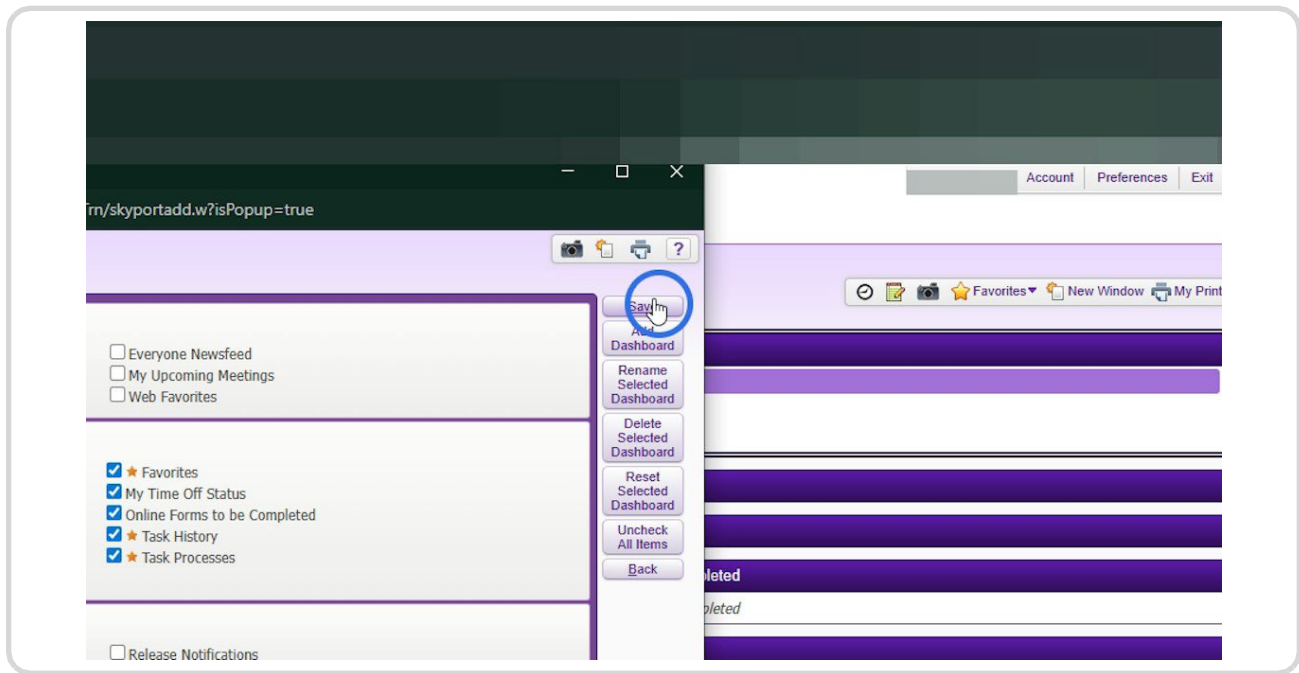
STEP 3

Check Task Processes



STEP 4

Click Save



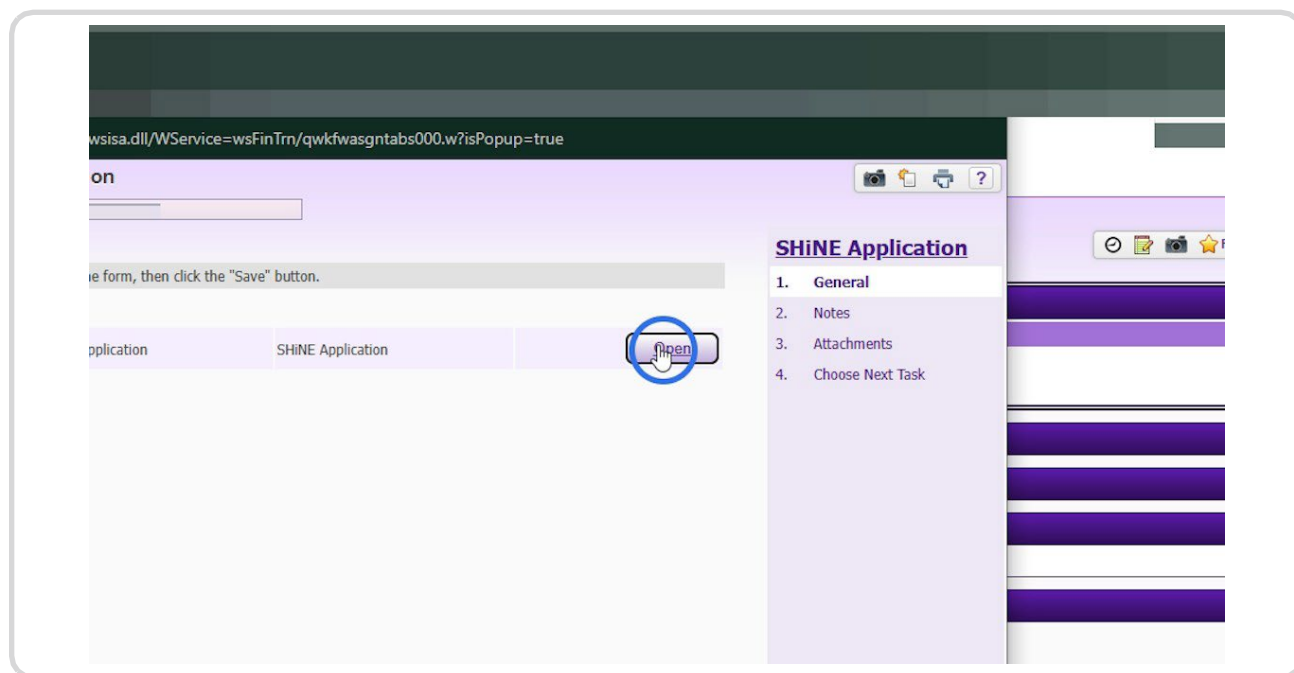
STEP 5

Select SHiNE Application



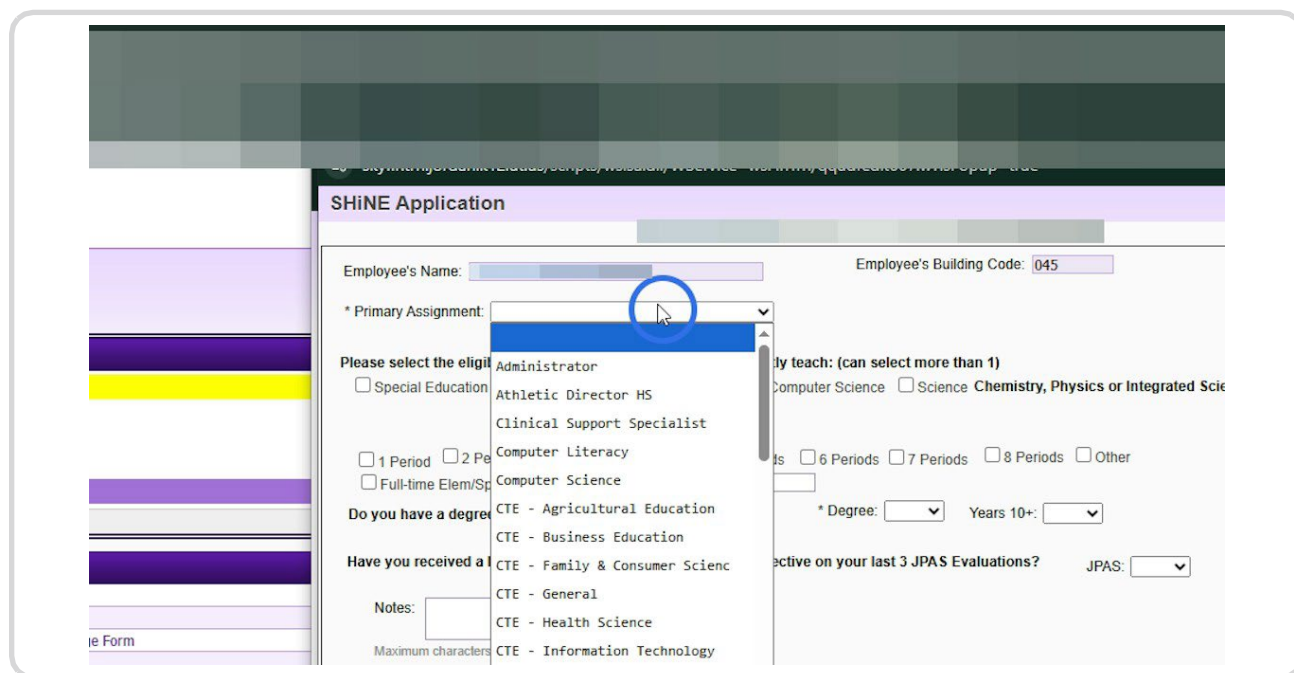
STEP 6

Open Custom Form



STEP 7

Complete application information



STEP 8

Click Save

The screenshot shows a web application interface. On the left, there is a form with fields for 'Employee's Building Code' (045), a selection for 'Science' (Chemistry, Physics or Integrated Science Only), and checkboxes for '7 Periods', '8 Periods', and 'Other'. Below these are dropdown menus for 'Years 10+' and 'JPAS Evaluations?'. On the right, there is a sidebar with a 'Save' button circled in blue. The top of the page has a navigation bar with 'Account', 'Preferences', and 'Exit' links. The bottom of the page has a footer with 'Favorites', 'New Window', and 'My Print Queue' links.

STEP 9

Click Next to add any additional Notes

STEP 10

Click Next to add any attachments

ie: transcripts, verification of experience, class schedule

The screenshot shows the same web application interface as before. The sidebar on the right now has a 'SHiNE Application' section with a list of tabs: '1. General', '2. Notes', '3. Attachments', and '4. Choose Next Task'. The 'Attachments' tab is circled in blue. The main form area is partially visible on the left, showing 'Add', 'View', and 'Delete' buttons. The top navigation bar and bottom footer are also visible.

STEP 11

Click SHiNE Final Review button to submit your application.

The screenshot displays a web application interface for the SHiNE process. On the left is a sidebar menu with various options including 'True Time', 'Access', and several 'Change Form' links. The main content area is titled 'TM Process: SHiNE Application' and includes an 'Employee:' field. Below this, the section '4. Choose Next Task' is active, with the instruction 'Select the Next Task'. A button labeled 'SHiNE Final Review (HR Recruiters and Recruiter Leads)' is highlighted with a blue circle and a mouse cursor, indicating the next step in the process.