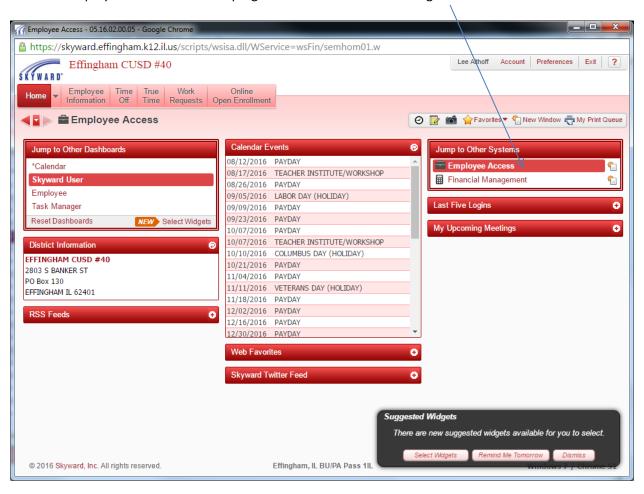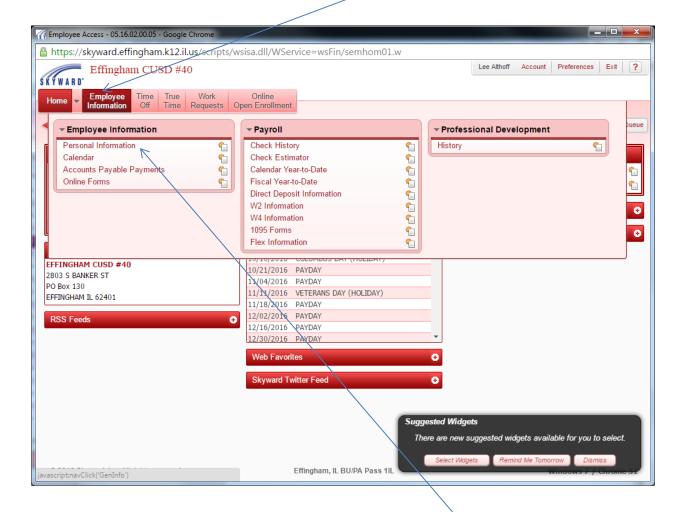How to access a Web Post in Skyward:

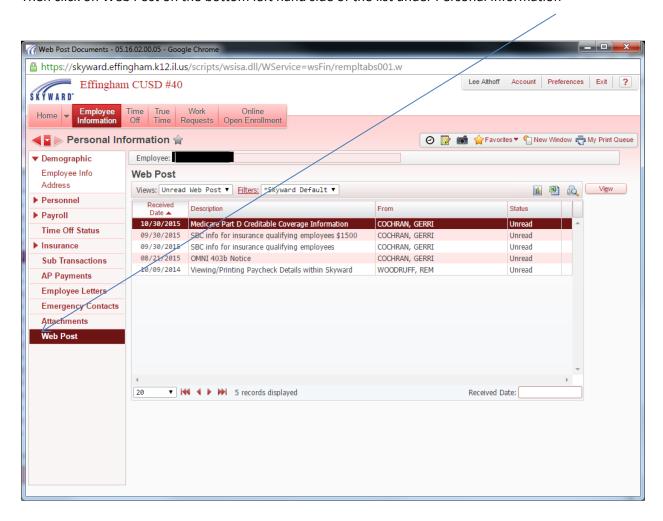Click on "Employee Access" on the top right side of the screen after login

Then click on "Employee Information" on the top left of the screen
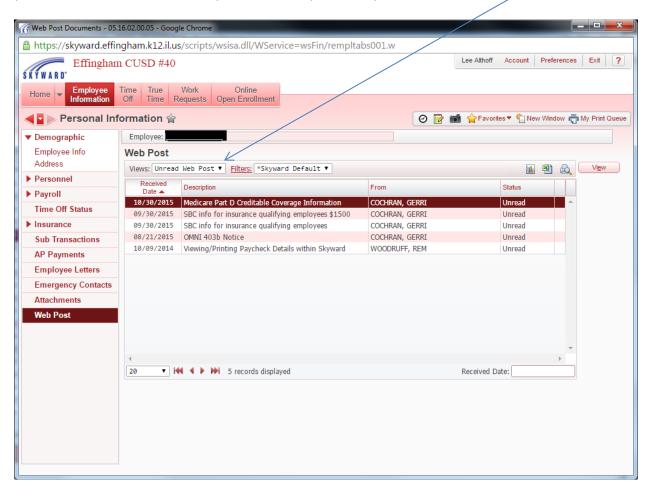

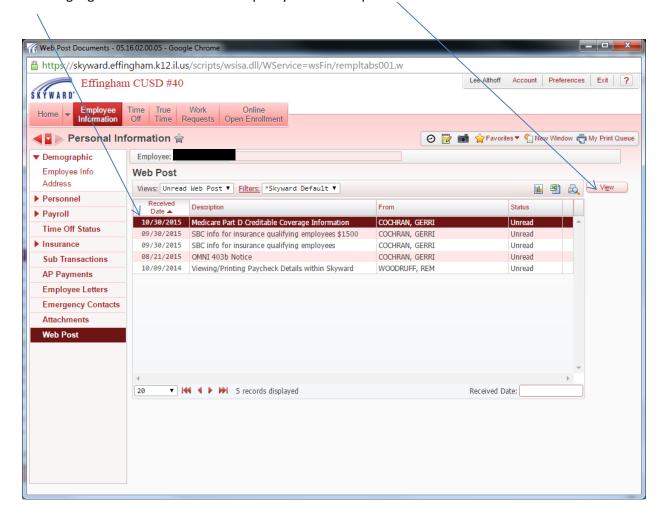Then click on "Personal Information" directly below Employee Information

Then click on Web Post on the bottom left hand side of the list under Personal Information

Next to views under the Web Post heading under your name make sure it says "Unread Web Post" and you should then be able to see any available web posts that you have not viewed.

Then highlight and click "View" on the post you wish to open.

It will put a download on the bottom left hand side of your screen. Just open it to read. Unless you delete it the document will stay in your web post section to be viewed at any time.