TO CHECK CLEARANCES

- 1. Open the MCSD Webpage.
- 2. Click on the **Staff** link at the top and choose **Skyward Employee Access**.

2	Staff »		
	Skyward Employee Access »	Skyward Employee Access	
	Supply Requisitions	Employee Access Overview	

- 3. Enter your DISTRICT username and password.
- 4. Click on the Employee Information tab in the top left corner and choose Personal Information.
- 5. Click on **Custom Forms** in the left hand column and choose **Clearances**.

You are only able to view dates for your clearances. You are unable to edit any information.



Accounts Payable Payments

Online Forms

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