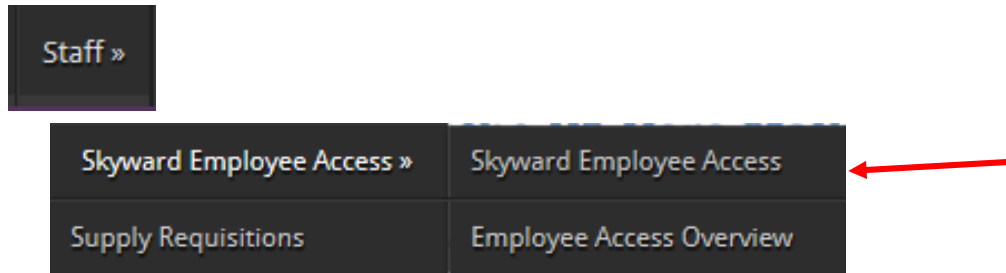


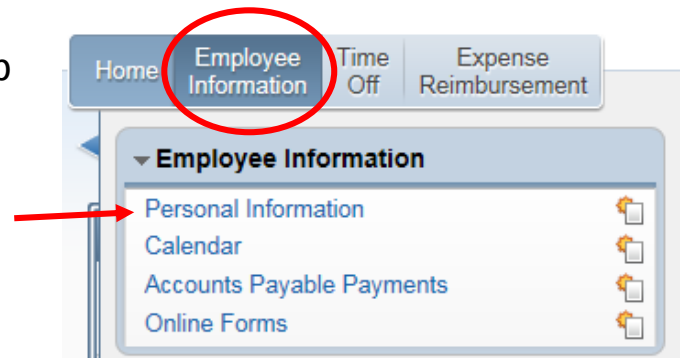
TO CHECK CLEARANCES

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



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.

