

Your Auburn School District email:

_____@auburn.wednet.edu

Check the personal email you used to apply at ASD. We'll be sending instructions there on claiming your account.

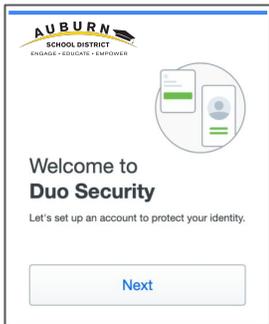
If you have lost or forgotten your password, go to the Password Reset Portal:
<https://passwordreset.microsoftonline.com/>



1. Go to the ASD homepage:
<https://www.auburn.wednet.edu>
2. Click **For Staff**, then **OWA - Microsoft Mail**.
3. Use your ASD email address along with the temporary password you were given.

Email

To keep your information safe, ASD is using **Multi-Factor Authentication** through the **Duo Mobile** App on your personal smartphone to **confirm your identity**. You will be prompted to confirm your identity using this method every **30 days** per device, per browser, and per location.



The first time you sign in, you will see this screen.

Click **Next** to begin.



bit.ly/3KRsrTE

Scan this QR code for **written** directions



bit.ly/3KUmq2d

Scan this QR code for **video** directions

If you do not have a smartphone or are unable to install the app on your smartphone, please let HR or DOT know so we can provide an alternative method for you.

Account Security

Skyward allows access to employee info, paychecks, tax forms, time off, student info, student attendance, gradebook, and more.



1. Go to the ASD Homepage
-> For Staff -> **Skyward Web Access**.
2. Click "Forgot your Username or Password?"
3. Follow on-screen directions to be emailed a password reset link.



bit.ly/3A1VQ9E

Scan this QR code for **video** directions for using **Duo** with Skyward

Skyward

Please review the [Acceptable Use Policy](#) and [Digital Communication Guidelines](#) to ensure your safe and responsible use of ASD technology: www.auburn.wednet.edu/page/60