

## Get Ready for Skyward Qmlativ Finance!

### Training Sessions: March – April 2026

Information Systems is excited to announce our upcoming **Skyward Qmlativ Finance Training** as we prepare for the official system launch on **May 4, 2026**. These sessions are designed to provide hands-on guidance to ensure a smooth and confident transition to our new finance system.

**Principals and Assistant Principals** will be trained at the Principal/Assistant Principal Meetings. Session 1 will be covered at the February meeting, Session 2 & 3 will be covered at the March meeting. You will not need to register and attend the sessions listed below, unless you are unable to attend the Principal/Assistant Principal Meeting. If you do not attend Principals/Assistant Principals Meetings, please register for training using the link below.

All **Administrative Assistants** will need to attend **each of the three** sessions listed below. Each session will be approximately two hours and will build upon the last session to cover essential daily operations.

 [Click Here to Access the Signup Form](#)

Session 1	Session 2	Session 3
<b>Focus:</b> Overview & HR Info	<b>Focus:</b> Accounting Basics	<b>Focus:</b> Purchasing & Payroll
* General Navigation & Using the Help Center	* Chart of Accounts & Accounting Processes	* Purchase & Warehouse Orders, and Travel Requests
* Viewing Employees & Positions	* Budgeting Reports	* Time Off Management & Time Tracking
* Q&A/Hands-on Practice	* Q&A/Hands-on Practice	* Q&A/Hands-on Practice

### Why Attend?

These sessions aren't just tutorials—they are your opportunity to get comfortable with Qmlativ before the "Go-Live" date. By the end of Session 3, you will have the practical knowledge needed to manage your daily tasks effectively in Skyward Qmlativ Finance.

**Note: Please bring a laptop or Chromebook for hands-on practice.**