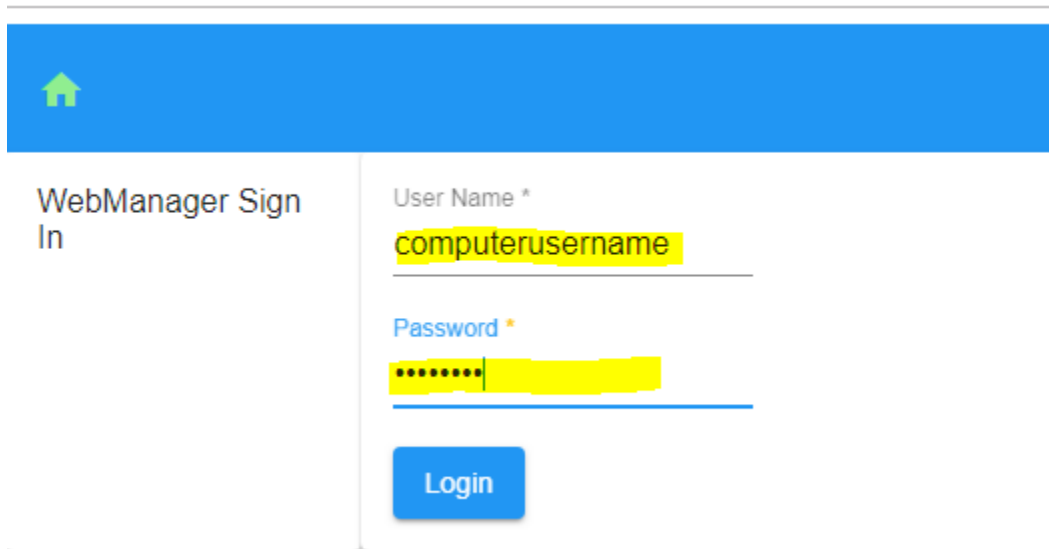


# WebManager Request Leave – Tutorial

<https://webmanager.siouxcityschools.org>

**\*\*MUST BE ON DISTRICT NETWORK\*\***

Enter your district assigned computer user name and password.



WebManager Sign In

User Name \*

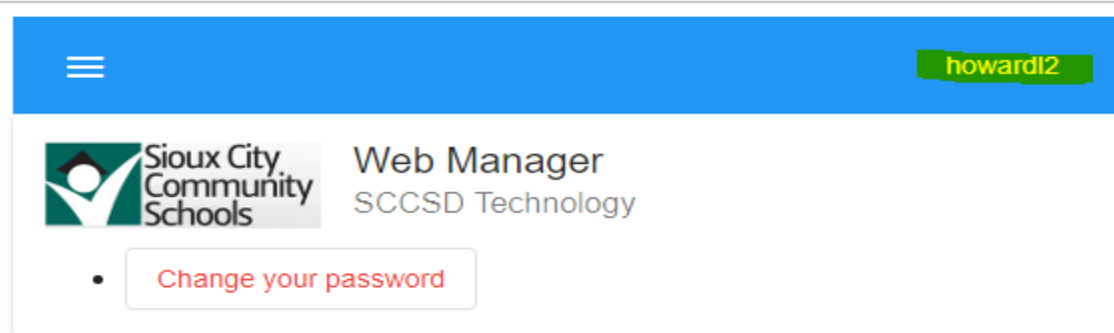
computerusername

Password \*

.....

Login

Once authenticated, Click your user name on the top right of the site.



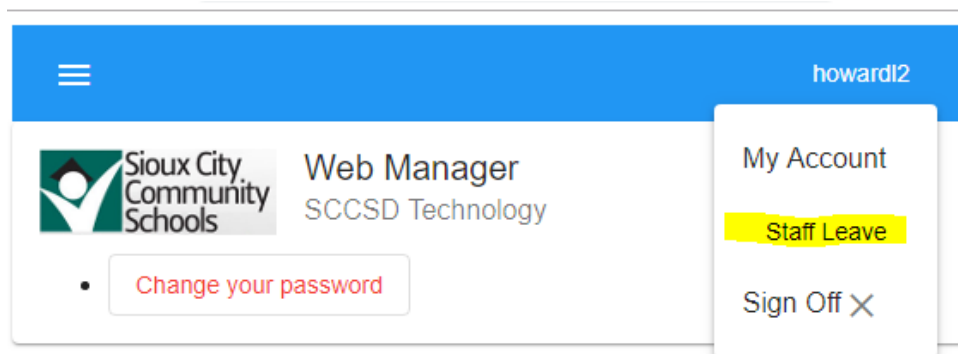
howardl2

Sioux City Community Schools

Web Manager  
SCCSD Technology

• Change your password

From the menu, click “Staff Leave”



howardl2

Sioux City Community Schools

Web Manager  
SCCSD Technology

• Change your password

My Account

Staff Leave

Sign Off X

To add a new leave, click “Make Request”

My Leave

**Balance**

- 0.00 - DEDUCT
- 8.00 - EMER-HRS
- 0.00 - MISC
- 2.00 - PERSONAL
- 2.00 - PROF DEVEL
- 165.00 - SICK LEAVE
- 35.00 - VACATION

[Make Request +](#)

Requests **0**

Fill in “Type of Leave”, “Leave Date”, “Leave Hours” and Reason.  
Then click “Submit Request”.

My Leave

**Balance**

- 0.00 - DEDUCT
- 8.00 - EMER-HRS
- 0.00 - MISC
- 2.00 - PERSONAL
- 2.00 - PROF DEVEL
- 165.00 - SICK LEAVE
- 35.00 - VACATION

### Leave Request Form

Type of Leave  
**Vacation**

Leave Date \*  
**4/1/2019**

Leave Hours  
**All Day**

Reason

[Submit Request](#)

Once submitted, Your “My Leave” tab will display all  
requested, approved and processed leaves.

My Leave

**Balance**

- 0.00 - DEDUCT
- 8.00 - EMER-HRS
- 0.00 - MISC
- 2.00 - PERSONAL
- 2.00 - PROF DEVEL
- 165.00 - SICK LEAVE
- 35.00 - VACATION

[Make Request +](#)

Requests **1**

[Apr 1, 2019 \(8 hours\) : Vacation - \*\*Waiting\*\*](#)