

Skyward Addendum Procedures

1. Skyward emails out the addendum notification to the Executive Director of Technology and the Network Administrator.
2. If any reasons exist to delay the addendum we will hold here, otherwise we continue the processing.
3. Review the addendum notes included with the notification email and how it may affect Skyward and our end users.
4. Review the Special Processing Instructions and take note if there are any tasks to run after the addendum is loaded to complete the process.
5. Log into the Skyward server via Remote Desktop or using the local console.
6. Check the current backups and verify that they are current. If the backup does not appear to be current or valid, stop this process and contact Skyward.
7. Log into the Skyward Support Website via Internet Explorer and locate the addendum in the Software Update section.
8. Verify that you are downloading the correct addendum by comparing it with the values on our Skyward web interface. Be sure to compare the release number, current addendum, and version.
9. Release the MD5 Hash Values from the addendum and record this for later use.
10. Download the addendum to the Skyward folder on the server.
11. When the download is complete use the MD5 Hash Checker to verify the Hash Value of the downloaded file with the Hash Value that Skyward provided. This will ensure the download is correct and free of any errors. If the Hash Values do not match, do not proceed with this process and contact Skyward for assistance.
12. Open the Monolith software update utility, restart the USI system and load the update. If there are any problems with this process that can't immediately be resolved, contact Skyward and notify the Executive Director of Technology.
13. After the addendum has been loaded, verify the functionality of Skyward's web interface and PAC client. If any problems are found, contact Skyward and notify the Executive Director of Technology.
14. After the addendum has been loaded, notify the Executive Director of Technology that the addendum has been loaded.

