

Step 1: Using a web browser, navigate to the
“**Skyward Family and Student Access**” website at:
<https://www.canyonsdistrict.org/skyward/> then click on the
“**Family Access**” button



Parents and Students:

Family Access

Employees:

Skyward Finance

Skyward Student

Employee

Access

Skyward is Canyons School District’s records management system for students and employees.

Parents/Guardians

If you need a login or have questions concerning your student’s enrollment, grades, classes or school information please contact your student’s school.

Employees

If you have any questions about Skyward or any of our systems, please contact the IT Help Desk at 801-826-5544 and/or helpdesk@canyonsdistrict.org.

Resources:

[New Student Enrollment](#)

[Need a Substitute?](#)

[IT Resources](#)


[School Messenger](#)

[Field Trip Request](#)

[Photo Management](#)

[Destiny – Library](#)

Step 2: Enter your unique User ID and Password. If you need your unique Login ID and/or Password please contact the Corner Canyon Counseling Center



SKYWARD®

Canyons School District
Student Production

Login ID:

Password:

[Sign In](#)

[Forgot your Login/Password?](#)

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Login Area: ▼

Step 3: Click on the “**Schedule**” button in the left menu area. At the top of the schedule screen you will see a section that says “**Course Requests now open**” and from there you can select “**Request Courses for 2021-22**”.

1st Once logged in go to “Schedule”

2nd Once course requests are open you will see a link for “Request Courses for 2021-22” Click this link to access your course requests.

Some classes may already appear on your course requests. These are pre-assigned classes that you are required to take.

Skyward Student Access

My Account | Email History | Exit

Select Language | District Links

Schedule

Currently Scheduled Class

Course Requests **now open**

ALEXIS [Request Courses for 2021-22](#)

	Term 2 (10/28/14 - 01/16/15)	Term 3 (01/20/15 - 03/13/15)	Term 4 (03/30/15 - 05/14/15)
Period 1 (7:55 AM - 9:25 AM)	ENGLISH LANGUAGE ARTS 10H LAUREN LEWIS A Room N-216	ENGLISH LANGUAGE ARTS 10H LAUREN LEWIS A Room N-216	ENGLISH LANGUAGE ARTS 10H LAUREN LEWIS A Room N-216
Period 2 (9:31 AM - 10:55 AM)	CHEMISTRY CARLY SILVA A Room S-106	CHEMISTRY CARLY SILVA A Room S-106	CHEMISTRY CARLY SILVA A Room S-106
Period 3 (11:01 AM - 12:55 PM)	SPANISH 2 MARIA ELENA BANKS A Room S-221	SPANISH 2 MARIA ELENA BANKS A Room S-221	SPANISH 2 MARIA ELENA BANKS A Room S-221
Period 4 (1:01 PM - 2:25 PM)	WORLD CIV & HISTORY HONORS KAITLYN FARAONE A Room Prt 2	WORLD CIV & HISTORY HONORS KAITLYN FARAONE A Room Prt 2	WORLD CIV & HISTORY HONORS KAITLYN FARAONE A Room Prt 2
Period 5 (7:55 AM - 9:25 AM)	DRIVERS EDUCATION RUSSELL BOYER B Room T-107	CAREERS DARON CONNELLY B Room T-114	PERSONAL HEALTH & WELLNESS JERAMY ACKER B Room PE-121
Period 6 (9:31 AM - 10:55 AM)	PSYCHOLOGY 1 JENNIFER PHILLIPS B Room N-105	PSYCHOLOGY 1 JENNIFER PHILLIPS B Room N-105	PEER TUTORING JENNIFER PHILLIPS B Room N-105
	SEMESTER 1 MARY BAILEY B Room Sem	RELEASE TIME SEMESTER 2 MARY BAILEY B Room Sem	RELEASE TIME SEMESTER 2 MARY BAILEY B Room Sem
	SECONDARY MTH 3 HONOR ADVANCE NEIKO GILGEN B Room S-216	SECONDARY MTH 3 HONOR ADVANCE NEIKO GILGEN B Room S-216	SECONDARY MTH 3 HONOR ADVANCE NEIKO GILGEN B Room S-216

Step 4: To request courses for the 2021-2022 school year, choose the **“Request Courses”** tab

The screenshot shows the ALEXIS Request Courses interface. At the top, there are tabs for 'Request Courses' and 'Request Alternates'. Below the tabs, the status 'ALEXIS' is shown. The main area is divided into two sections: 'Available Courses for 2021-22' on the left and 'Selected Courses' on the right. The 'Available Courses' section lists various courses with their credits and requirements. A search bar is at the bottom of this section. The 'Selected Courses' section shows that no courses have been requested yet. Three callouts provide instructions: 1st, 2nd, and 3rd.

1st Search for the class here

2nd Select the class you want and click "Add Course" to request the class. Repeat for remaining classes

3rd All requested classes will show here and the number of total credits requested is displayed above. To remove a requested class just select the class and click "Remove Course"

Course ID	Course Name	Credits	Requirement
		0.500 Credits	Elective
31756	HEALTH SCIENCE - ADVANCED	1.000 Credits	Required
31757	HEALTH SCIENCE - ADVANCED	1.000 Credits	Required
31801	BIOLOGY LAB AP	0.500 Credits	Elective
41000	FRENCH 1	1.000 Credits	Elective
41010	FRENCH 2	1.000 Credits	Elective
41030	FRENCH 3	1.000 Credits	Elective
41040	FRENCH LANG & CULTURE AP	1.000 Credits	Elective
41120	FRENCH 4 H	1.000 Credits	Elective
41200	GERMAN 1	1.000 Credits	Elective

Total Requests/Scheduled: 0 Total Credits: 0.000

Selected Courses
ALEXIS has no courses requested

Step 5: Continue the process of selecting the courses until all courses you wish to request for the 2021-2022 school year appear in the **“Selected Courses”** box on the right.

Request Courses

ALEXIS Request Courses | Request Alternates

Total Requests/Scheduled: 10 Total Credits: **8.000**

Available Courses

Course ID	Course Name	Credits	Category
02001	ADV STUDIES AP RESEARCH	0.500	Elective
02002	SCIENCE ACADEMY	0.500	Elective
02071	PEER TUTORING	0.500	Elective
02081	WORK PLACE SKILLS	0.500	Elective
02111	DRIVERS EDUCATION	0.250	Elective
02112	DRIVERS EDUCATION	0.250	Elective
02113	DRIVERS EDUCATION	0.250	Elective
02114	DRIVERS EDUCATION	0.250	Elective
02161	CAREER DEVELOPMENT	0.250	Elective
02162	CAREER DEVELOPMENT	0.250	Elective

Selected Courses

Course ID	Course Name	Credits	Category
10441	DRAWING 1	0.500	Elective
31756	HEALTH SCIENCE - ADVANCED	1.000	Required
83069	BUSINESS LAW	0.500	Required

Make sure you select 8 credits to ensure a complete course request is done.

Note: If you take release time you will only have 7 credits.

8 credits!

Step 6: To request course alternates for the 2021-2022 school year, choose the **“Request Alternates”** tab. Then **REPEAT** the same process as the **“Request Courses”** (Step 4).

Request Courses

ALEXIS Request Courses **Request Alternates**

Available Alternate Courses for 2021-22

02001	ADV STUDIES AP RESEARCH	0.500 Credits, Elective
02002	SCIENCE ACADEMY	0.500 Credits, Elective
02071	PEER TUTORING	0.500 Credits, Elective
02081	WORK PLACE S	0.500 Credits, Elective
02111	DRIVERS EDUC	0.250 Credits, Elective
02112	DRIVERS EDUC	0.250 Credits, Elective
02113	DRIVERS EDUCATION	0.250 Credits, Elective
02114	DRIVERS EDUCATION	0.250 Credits, Elective
02161	CAREERS	0.250 Credits, Elective
02162	CAREERS	

Select "Request Alternates" at the top of page to enter alternate requests. Once alternates have been chosen you can adjust the priority using the up/down arrows.

Note: Alternates appear with a priority of 1, 2, etc. and requests show with "R"

Add Course >

< Remove Course

Total Requests/Scheduled: 10 Total Alternates: Total Credits: 8.000

Selected Alternate Courses

1	81418	GAME	0.500	MENT FUND
2				
3				
R				
R				
R				
R	461			1H
R	513	CALCULUS AB	1.000 Credits, Required	
R	61350	PSYCHOLOGY AP	1.000 Credits, Elective	
R	82508	Dialect Technician		

A maximum of 4 Alternate Courses can be assigned.

Remember that alternates must be requested in order to have options when adjusting schedule at a later date

Step 7: Now that you are finished click the “X” button in the upper right of the page to close your session. You can return to the Skyward Family/Student Access website to review and/or make course selection modifications at any time during the open window.

Request Courses

ALEXIS Request Courses | Request Alternates

Total Requests/Scheduled: 10 Total Credits: 8.000

Available Courses for 2021-22

02001	ADV STUDIES AP RESEARCH	0.500 Credits, Elective
02002	SCIENCE ACADEMY	0.500 Credits, Elective
02071	PEER TUTORING	0.500 Credits, Elective
02081	WORK PLACE SKILLS	0.500 Credits, Elective
02111	DRIVERS EDUCATION	0.250 Credits, Elective
02112	DRIVERS EDUCATION	0.250 Credits, Elective
02113	DRIVERS EDUCATION	0.250 Credits, Elective
02114	DRIVERS EDUCATION	0.250 Credits, Elective
02161	CAREERS	0.250 Credits, Elective
02162	CAREERS	

Search Clear

Selected Courses

45120	ENGLISH LANGUAGE ARTS 11H	1.000 Credits, Required
51350	AP CALCULUS AB	1.000 Credits, Required
61350	PSYCHOLOGY AP	1.000 Credits, Elective
82508	Diesel Technician	1.000 Credits, Required
83069	BUSINESS LAW	0.500 Credits, Required
87501	FOODS & NUTRITION 1	0.500 Credits, Elective
99179	MGT 1600/BAAN/CMMT	

Once you have completed your course requests just click the "X" in the upper right to close out of the course request window.