

**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

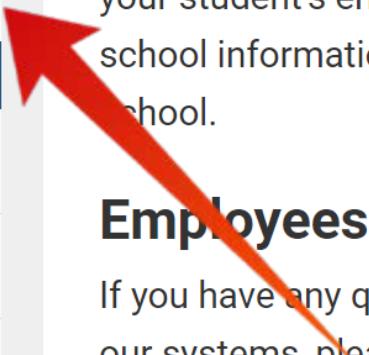
Skyward is Canyons School District's records management system for students and employees.

## 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](mailto: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



Canyons School District  
Student Production

Login ID:

Password:

[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”.

The screenshot shows the Skyward Student Access interface. On the left, a vertical menu lists various options: Home, Calendar, Gradebook, Attendance, Students, Food Service, **Schedule**, Test Scores, Fee Management, Activities, Graduation Requirements, Portfolio, and Health Info. The 'Schedule' option is highlighted with a yellow box and a large red '1st' overlay. The main content area is titled 'Schedule' and shows a grid of classes for the current year. A yellow callout points to the 'Currently Scheduled Class' section with the text: "Once logged in go to ‘Schedule’". Another yellow callout points to the 'Course Requests now open' section with the text: "Once course requests are open you will see a link for ‘Request Courses for 2021-2022’ Click this link to access your course requests." A red box highlights the 'Request Courses for 2021-22' link. The top right of the screen has links for 'My Account', 'Email History', 'Exit', 'Select Language', and 'District Links'. The bottom of the grid has a note: "The current term is highlighted."

**1st**

Once logged in go to “Schedule”

**2nd**

Once course requests are open you will see a link for “Request Courses for 2021-2022”  
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.**

Current Year				
Period	Class	Teacher	Room	Term
Period 1 (7:55 AM - 8:25 AM)	ENGLISH LANGUAGE ARTS 10H	LAUREN LEWIS	A Room N-216	Term 2 (10/28/14 - 01/16/15)
Period 2 (8:31 AM - 10:55 AM)	CHEMISTRY	CARLY SILVA	A Room S-106	Term 3 (01/20/15 - 03/30/15)
Period 3 (11:01 AM - 12:55 PM)	SPANISH 2	MARIA ELENA BANKS	A Room S-221	Term 4 (03/30/15)
Period 4 (1:01 PM - 2:25 PM)	WORLD CIV & HISTORY HONORS	KAITLYN FARAOONE	A Room Prt 2	
Period 5 (7:55 AM - 8:25 AM)	DRIVERS EDUCATION	RUSSELL BOYER	B Room T-107	
Period 6	PSYCHOLOGY 1	JAMA MUNTE		

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

ALEXIS Request Courses Request Courses | Request Alternates Total Requests/Scheduled: 0 Total Credits: 0.000

Available Courses for 2021-22

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

Add Course > Remove Course

Selected Courses ALEXIS has no courses requested

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

**1st** Search for the class here

**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"

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**

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	CAR 0.25 Credits, Elective
02162	CAR 0.25 Credits, Elective

Add Course > < Remove Course

**Selected Courses**

10441	DRAWING 1 0.500 Credits, Elective
31756	HEALTH SCIENCE - ADVANCED 0.500 Credits, Required
10442	ARTS 11H 0.500 Credits, Required
83069	BUSINESS LAW 0.500 Credits, Required
10443	FOCUS & NATION 1 0.500 Credits, Elective
10444	MATH ANALYSIS 1.000 Credits, 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!**

The screenshot shows the 'Request Courses' application window. On the left, under 'Available Courses', there is a list of various electives and required courses. On the right, under 'Selected Courses', three courses are listed: DRAWING 1, HEALTH SCIENCE - ADVANCED, and ARTS 11H. Above the 'Selected Courses' table, the total number of credits is displayed as '8.000'. A red circle highlights this value, and a red arrow points upwards towards it from the bottom right. A yellow callout box contains two pieces of advice: one about ensuring 8 credits for a complete request, and another noting that taking release time might reduce the total credits to 7. At the bottom of the image, the words '8 credits!' are written in large, bold, red letters.

**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).

**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 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

Add Course > < Remove Course

Total Requests/Scheduled: 10 Total Alternates: 4 Total Credits: 8.000

Selected Alternate Courses

1	81418 GAME 0.500 Credits, Elective
2	R
3	R
R	R
R	461
R	513
R	61350 CALCULUS AB 1.000 Credits, Required
R	61350 PSYCHOLOGY AP 1.000 Credits, Elective
R	92608 Diesel Technician

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"

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.

