

## Skyward App for Phone

- Go to your App Store
- Look up Skyward
- Download by postal code 84070 and choose “Canyons School District”-“Business Management”
- The first time you set up your account you will need to put in your login ID and password. It will then allow you to set up a (4) digit code that is easier to access than your first name.last name.
- Make sure that when you are using the App you use the Canyons Air wi fi, not Canyons Guest.
- If you are using your phone to clock in and out with True Time, you must be within the schools IP address and even though you can clock in and out, you cannot submit your timesheets. You will need to log into a computer once a week to submit.