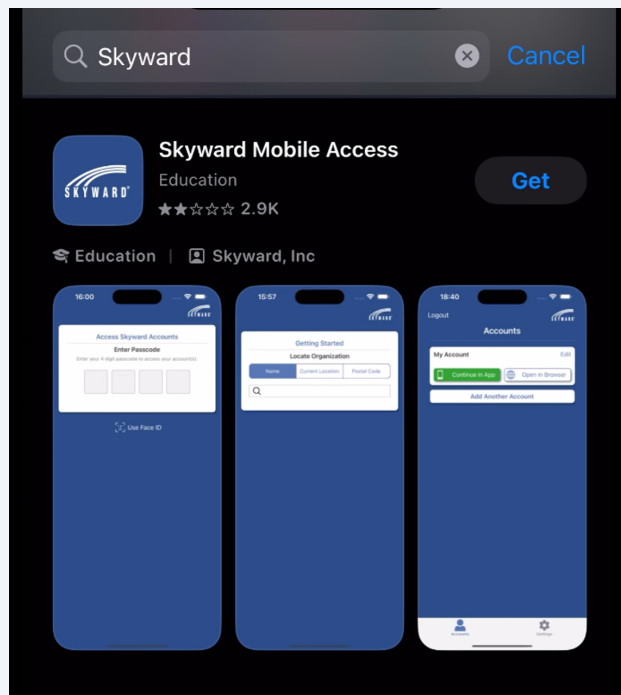


# Qmlativ: Adding the Mobile App to Access Employee Access

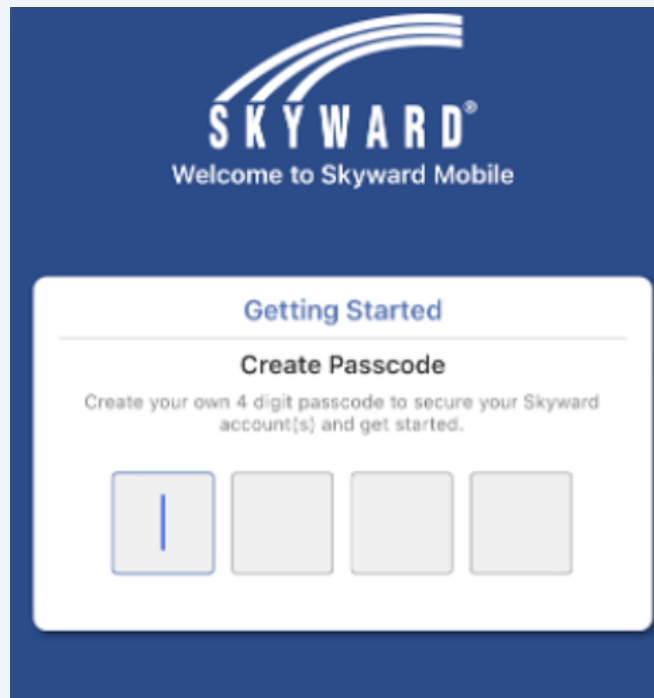
This guide provides directions for accessing the Skyward Mobile Access app, enabling employees of Canyons School District to manage their information conveniently from their mobile devices.

1

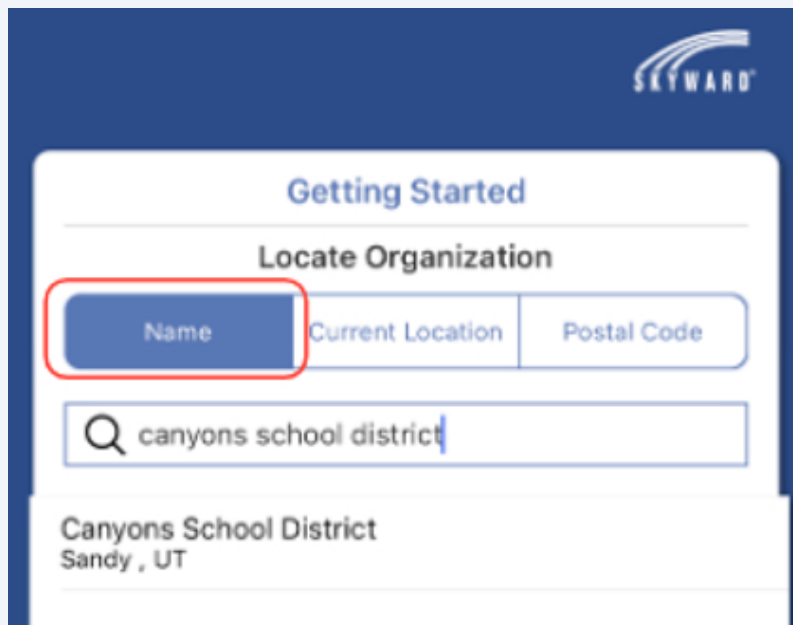
On your phone, open the App Store (iPhone) or Google Play (Android), then search for and install the **Skyward Mobile Access** app.



- 2 Enter a 4 digit passcode.



- 3 Click **Name** and search for Canyons School District.



4 Click **Business Management - Employee Access**



5 1. Add an **Account Description**. (ex. Employee Access)

2. Click **Sign In with Employee Login** and follow the prompts to login with your CSD credentials.

A screenshot of a login form. It has a white background with a blue border. The form contains several input fields and buttons. At the top, there's a 'Password' field with a 'Show' link. Below it is an 'Account Description' field. A green button labeled 'Add Account' with a right arrow is below that. Then a link 'Forgot Username or Password?'. Below that is 'OR' and another 'Account Description' field. At the bottom is a grey button labeled 'Sign In with Employee Login'. Red arrows and numbers point to specific elements: arrow 1 points to the 'Account Description' field below 'OR', and arrow 2 points to the 'Sign In with Employee Login' button.