1. Go to the www.canyonsdistrict.org (or go to skyward.canyonsdistrict.org and skip to step 4).

2. Click on in the top-center of the page.

3. Click on Skyward in the center of the page.

4. Click on in the center of the page.
5. Enter in your login and password. This should be provided to you by the IT department. If you do not have this or have forgotten your password, please call the IT Helpdesk at (801) 826-5544.

6. Click on Mickey Mouse

Employee Access Quick Reference
Now you can access anything you want in your Skyward account.

**Personal** Information Includes:
- Address
- Lane and Step History
- Professional Development
- Assignments
- Certifications
- Employee ID#

**Payroll** Information Includes:
- Check History-You can Print your own Check Stubs
- Direct Deposit Information
- W2 Information
- W4 Information-How many allowances you are claiming

The next few pages will give you step by step instructions on how to retrieve your information in Skyward.
Address Information

Click on Address to make address changes.

Click on Save to confirm changes.
Employee Access Quick Reference

Lane and Step Information

Click on Lane/Step History to scroll over to the left-hand side of the page to see your current and previous lanes and steps.

Assignment with Hourly Rate Information

Click on Assignments to see your current hourly rate.
Employee Access Quick Reference

Click on Employee ID# Information

Then click on Employee ID. It will be right there. It is a six digit number.

Click on Custom Forms

Here is your hourly rate
Employee Access Quick Reference

**Check History Information**

**Click on** Check History

Highlight the line of the check you want to view/print.

**Click on** to see paystub. Follow the icons to print paystub.
W2 Information

From the top of your screen, click on Employee Information to view your W-2 (for year-end tax purposes).

7. Click on W2 Information

8. Highlight the year you want to view/print.

9. Click on View W2 and follow the instructions to print your W-2.