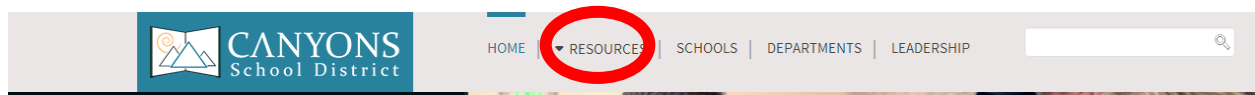
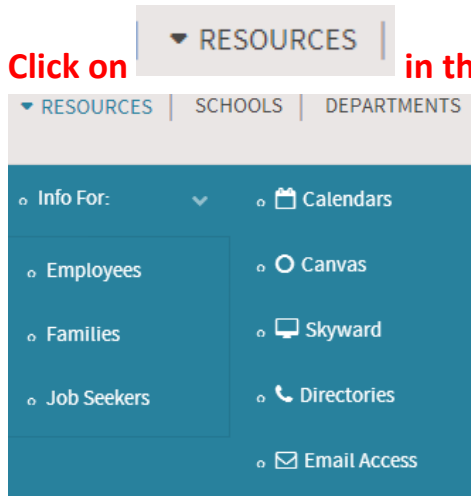


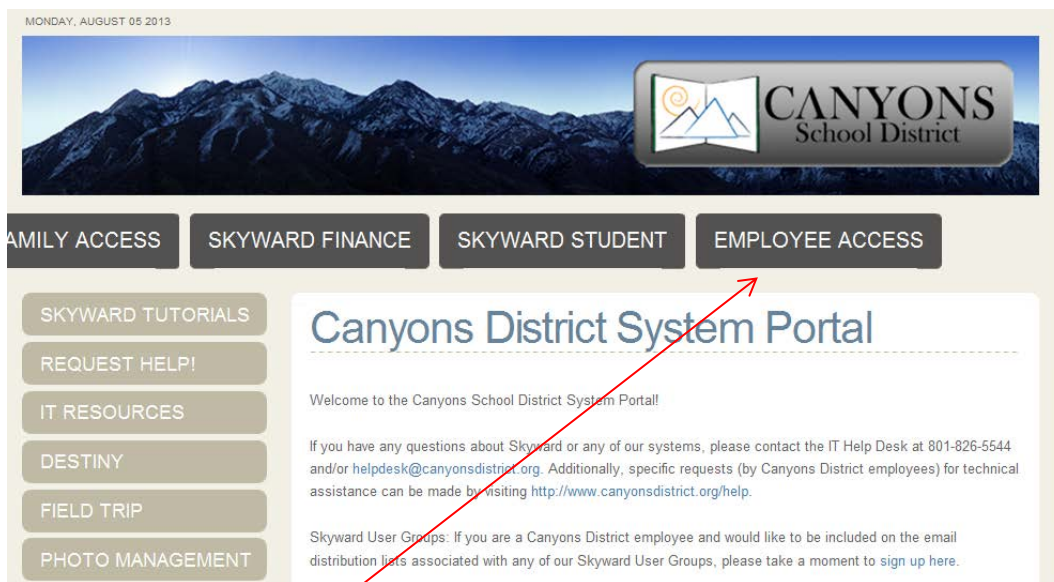
1. Go to the www.canyonsdistrict.org (or go to skyward.canyonsdistrict.org and skip to step 4).




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



3. Click on . **Skyward**



4. Click on **EMPLOYEE ACCESS** in the center of the page.



Canyons School District Production Data
Production Business

Login ID:

Password:

[Forgot your Login/Password?](#)

05.13.06.00.03-10.2

- 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.**

Options for Receiving my 2015 Form W2

You have the option to receive your W2 electronically.

You have until 12/31/2015 to make your decision. If you do not choose an option by then, you will receive a paper copy.

If you choose to receive your W2 in the mail, please verify your mailing address is correct.

You will receive an email when your W2 becomes available, and is available to print from Employee Access.

☐ I do not need a printed copy of my 2015 Form W2 from my employer. I will print my own Form W2 from Employee Access.
☐ I want to receive a printed copy of my 2015 Form W2 from my employer.
☒ Ask me again later.

Options for Receiving my 2015 Form 1095

If you would like to receive your 1095 C to electronically.

☐ I do not need a printed copy of my 2015 Form 1095 from my employer. I will print my own Form 1095 from Employee Access.
☐ I want to receive a printed copy of my 2015 Form 1095 from my employer.
☒ Ask me again later.

- 6. Click on the radial button next to the message that says ...**

☐ I do not need a printed copy of my 2015 Form 1095 from my employer. I will print my own Form 1095 from Employee Access.
☐ I want to receive a printed copy of my 2015 Form 1095 from my employer.

(At this time you can also choose to receive your 1095 insurance form electronically).

7. Click . 

Options for Receiving my 2015 Form W2

You have the option to receive your W2 electronically.

You have until 12/31/2015 to make your decision. If you do not choose an option by then, you will receive a paper copy.

If you choose to receive your W2 in the mail, please verify your mailing address is correct.

You will receive an email when your W2 becomes available, and is available to print from Employee Access.

- ☐ I do not need a printed copy of my 2015 Form W2 from my employer. I will print my own Form W2 from Employee Access.
- ☐ I want to receive a printed copy of my 2015 Form W2 from my employer.
- ☒ Ask me again later.

 Save

 Back