



- Go to www.canyonsdistrict.org
- Click the **Skyward Access** button in the upper right corner
- Click the **Employee Access** button
- Enter **your** Login and Password information
- Click the **Time Off** button
- Click **My Time Off Requests**
- Click the **+Add** Button
- Select the **Time Off Code**
- Select the **Reason**
- Enter a **Description**
- Select the **Type**
- Select the **Start Date**
- Enter the **Number of Days**
- Enter the **Start Time**
- *If applicable*, check the box to **Select additional employees** to notify when the request is submitted and approved/denied.
- Put a check mark in **Sub Needed** *if applicable*.
- Click **Save**
 - If you clicked on Sub Needed, you will be connected to Aesop. Put in your ID and Pin for Aesop
 - Complete Aesop as normal.

(See the second sheet for a smaller version to print out on card stock to give to your employees)

Quick Reference for Entering Time Off

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