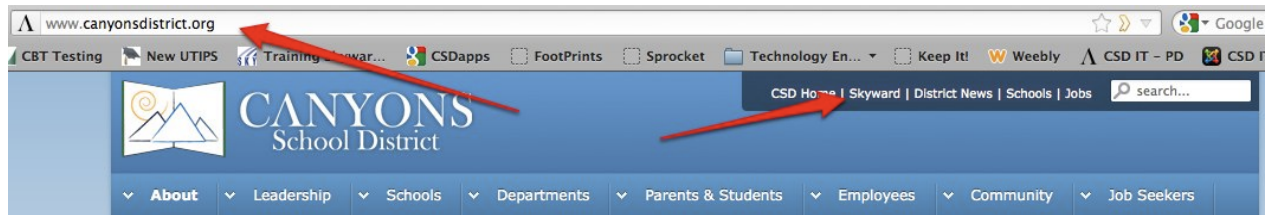




Skyward Teacher Employee Access Recording Absence/Requesting Sub

Canyons School District
Education Technology Department
9361 S. 300 E.
Sandy, UT 84070
Help Desk: 801-826-5544

1. From www.canyonsdistrict.org go to Skyward



2. Select Employee Access



3. Next login using your Employee Access
username and password.

SKYWARD®

Canyons School District Production Data
Production Business

Login ID:

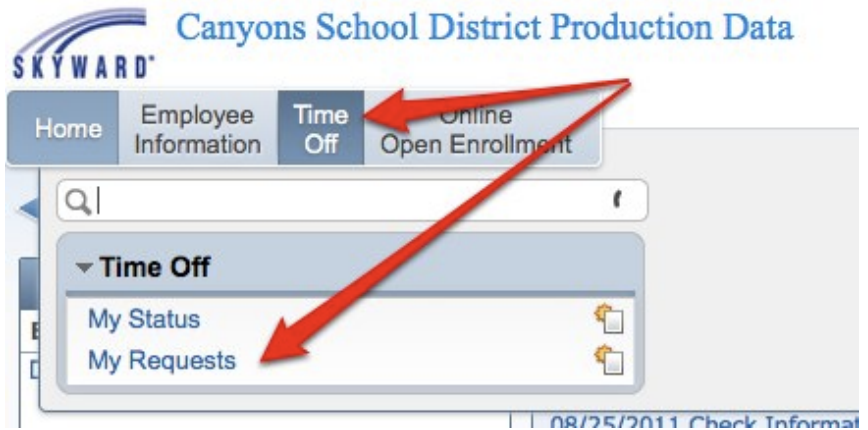
Password:

[Forgot your Login/Password?](#)

04.12.02.00.08



4. Click on “Time Off” and “My Requests”



5. Next select “Add” to report your absence or sick day.



6. Time Off Code:

“Sick - Days” Reason: “**Sick-Self**” for yourself or

“Family Sick - Days” if you are caring for a family member.

“Personal” if you are taking a personal leave day.

Check with your Principal/Administrative Assistant if you are using other codes.

Time Off Request

* Time Off Code: Sick - Days Hours per Day: 8h 00m

* Reason: Sick-Self Detail...

Description: No Pay
Other
Sick-Self
Maximum characters: 200, Remaining characters: 200

Type: Single Day
 Date Range



7. Then complete each box by selecting

- Type - single or date range
- Start Date
- Days - enter number of days
- Time.
- **Be sure to check “Sub Needed”. When you save, this will take you to the Aesop login page where you will request your sub.**

Double check all information and save! See example below.

Time Off Request

* Time Off Code: Sick - Days Hours per Day: 8h 00m

* Reason: Sick-Self [Detail...](#)

Description: Sick-Self
Maximum characters: 200, Remaining characters: 200

Type: Single Day
 Date Range

* Start Date: 04/16/2012 **Monday**

Days: 1.0000

Start Time: 08 : 00 : am

Sub Needed

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

Save (circled in red)

Back

Double check all information windows.

If you choose to email this information to other employees, click here.

