Step 1: Using a web browser, navigate to the “Skyward Family and Student Access” website at: [http://skyward.canyonsdistrict.org/](http://skyward.canyonsdistrict.org/) then click on the “Family Access” button
Step 2: Enter your unique User ID and Password. If you need your unique User ID and/or password please contact the Attendance Office.
Some classes may already appear on your course requests. These are pre-assigned classes that you are required to take.

Step 3: Click on the “Schedule” button in the left menu area. At the top of the schedule screen you will see a section that says “Course Requests now open” and from there you can select “Request Courses for 2020-2021”.

1st
Once logged in go to “Schedule”

2nd
Once course requests are open you will see a link for “Request Courses for 2018-2019” Click this link to access your course requests.
**Step 4:** To request courses for the 2020-2021 school year, choose the “Request Courses” tab.

1. **1st:** Search for the class here.
2. **2nd:** Select the class you want and click “Add Course” to request the class. Repeat for remaining classes.
3. **3rd:** All requested classes will show here and the number of total credits requested is displayed above. To remove a requested class just select the class and click “Remove Course.”
Step 5: Continue the process of selecting the courses until all courses you wish to request for the 2020-2021 school year appear in the “Selected Courses” box on the right.

Make sure you select 8 credits to have a full request.

Note: If you take release time you will only have 7 credits.

8 credits!
**Step 6:** To request course alternates for the 2020-2021 school year, choose the “**Request Alternates**” tab. Then **REPEAT** the same process as the “**Requests Courses**” (Step 4).

Remember that alternates must be requested in order to have options when adjusting schedule at a later date.
Step 7: Now that you are finished click the “X” button in the upper right of the page to close your session. You can return to the Skyward Family/Student Access website to review and/or make course selection modifications at any time during the open window.