

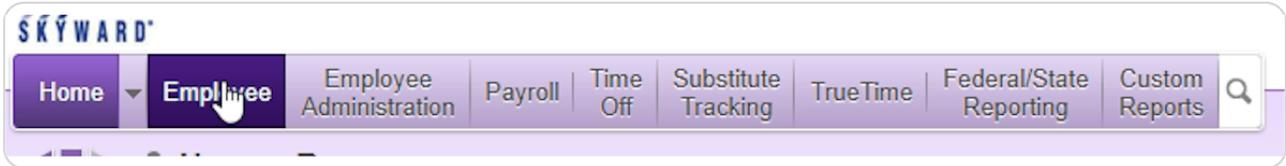
Create Report of Educator Licenses

9 Steps [View most recent version](#) 

Last Updated
Feb 18, 2026

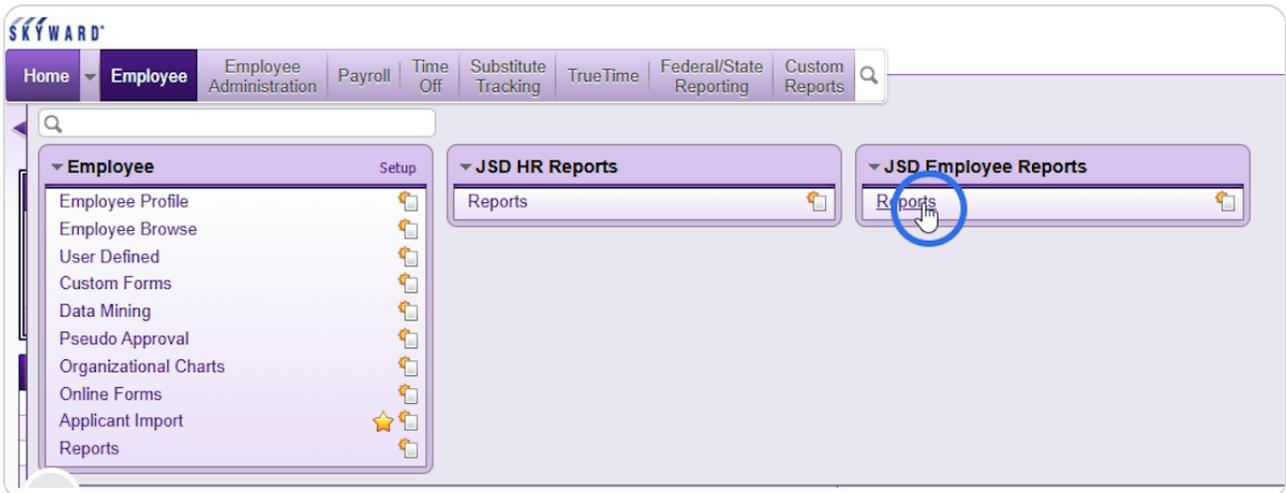
STEP 1

Log into Skyward Finance. Click on Employee



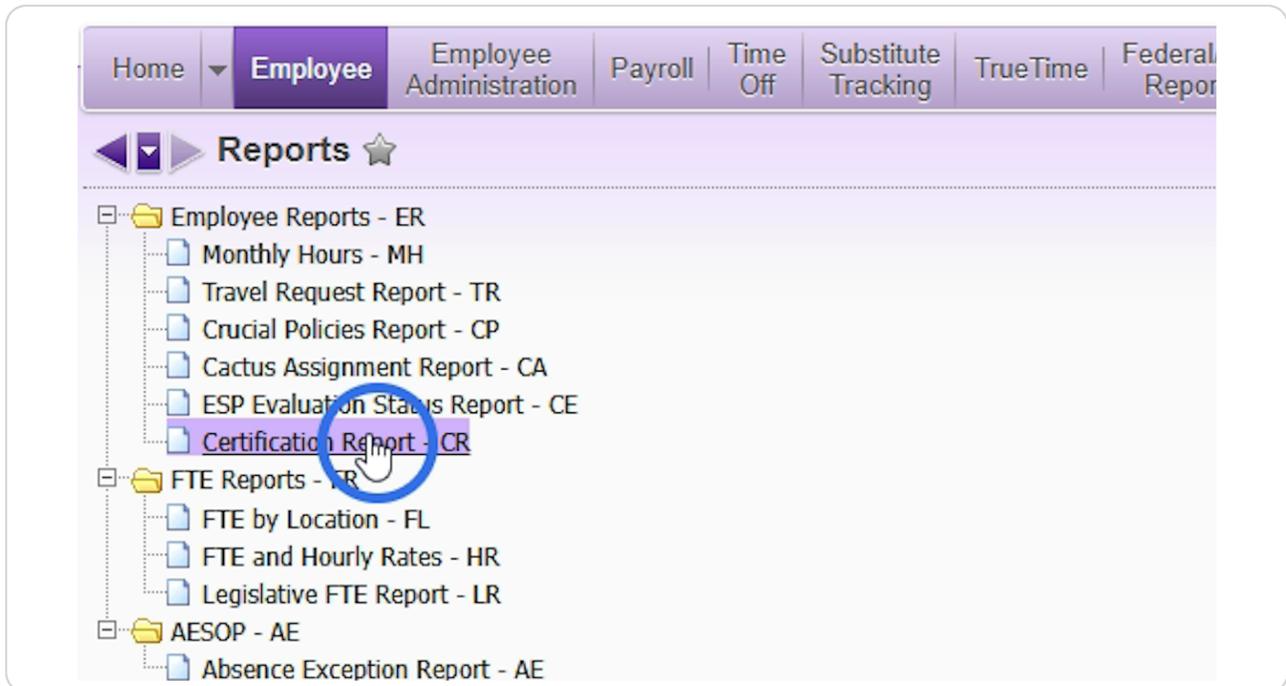
STEP 2

Click Reports under JSD Employee Reports



STEP 3

Select Certification Report



STEP 4

Add a new report if it is the first time you are running it.

STEP 5

Add a title for the report

Scripts/wsisa.dll/WService=wsFin/jsdemprpts002.w

HR Connections -... Admin Only - Work...

Licensed Employee Certification Report - 05-25.10.00.10 - Google Chrome

skyfin.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsFin/certificationEdit009.w?isPopup=true

Licensed Employee Certification Report

Template Settings

* Template Description: **Certifications - By School**

Share with other users in the district

Activity Report Maintenance

* Building Location: Lower: **000** Higher: **999**

Alphakey: **zzzzzzzzzz**

Save Save and Run Back

Asterisk (*) denotes a required field

STEP 6

Enter your building location in both fields

Scripts/wsisa.dll/WService=wsFin/jsdemprpts002.w

HR Connections -... Admin Only - Work...

Licensed Employee Certification Report - 05-25.10.00.10 - Google Chrome

skyfin.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsFin/certificationEdit009.w?isPopup=true

Licensed Employee Certification Report

Template Settings

* Template Description: **Certifications - By School**

Share with other users in the district

Activity Report Maintenance

* Building Location: Lower: **109** Higher: **109**

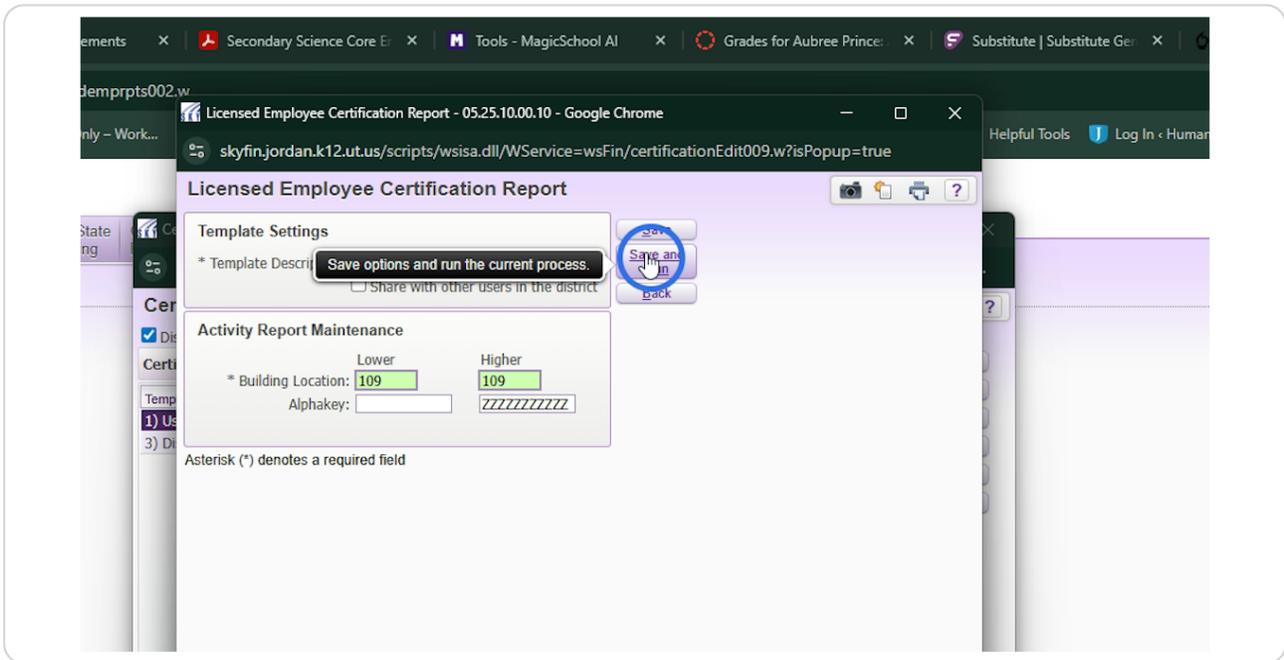
Alphakey: **zzzzzzzzzz**

Save Save and Run Back

Asterisk (*) denotes a required field

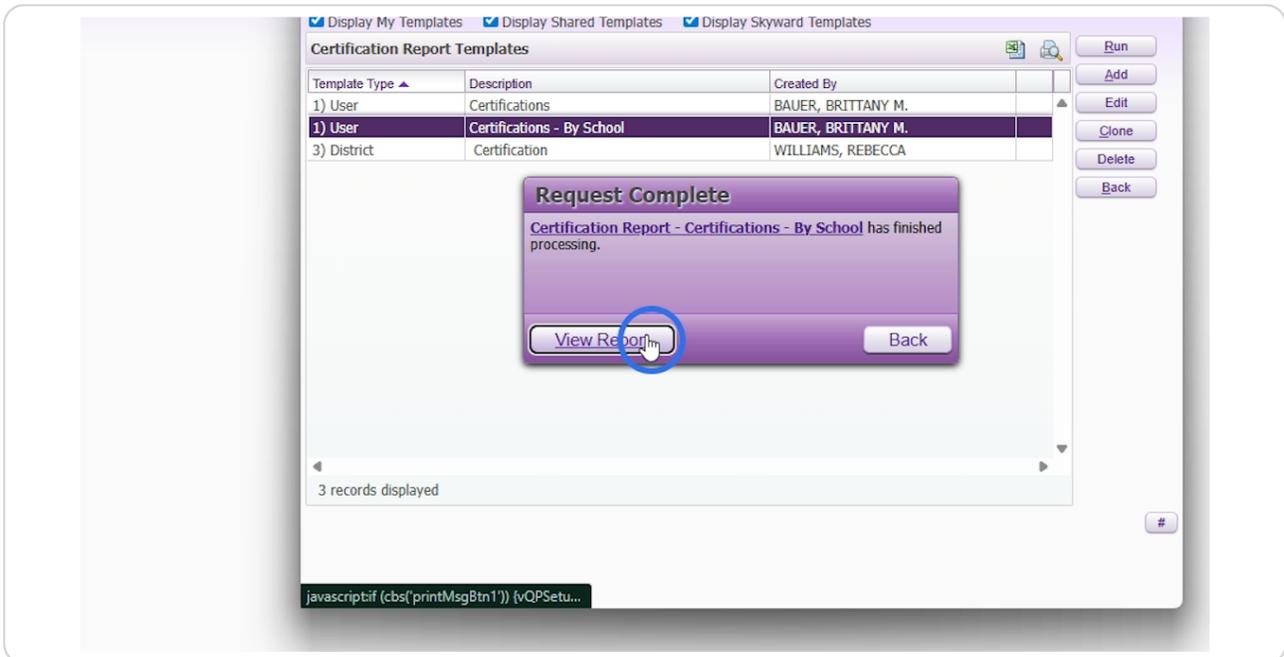
STEP 7

Click save and run



STEP 8

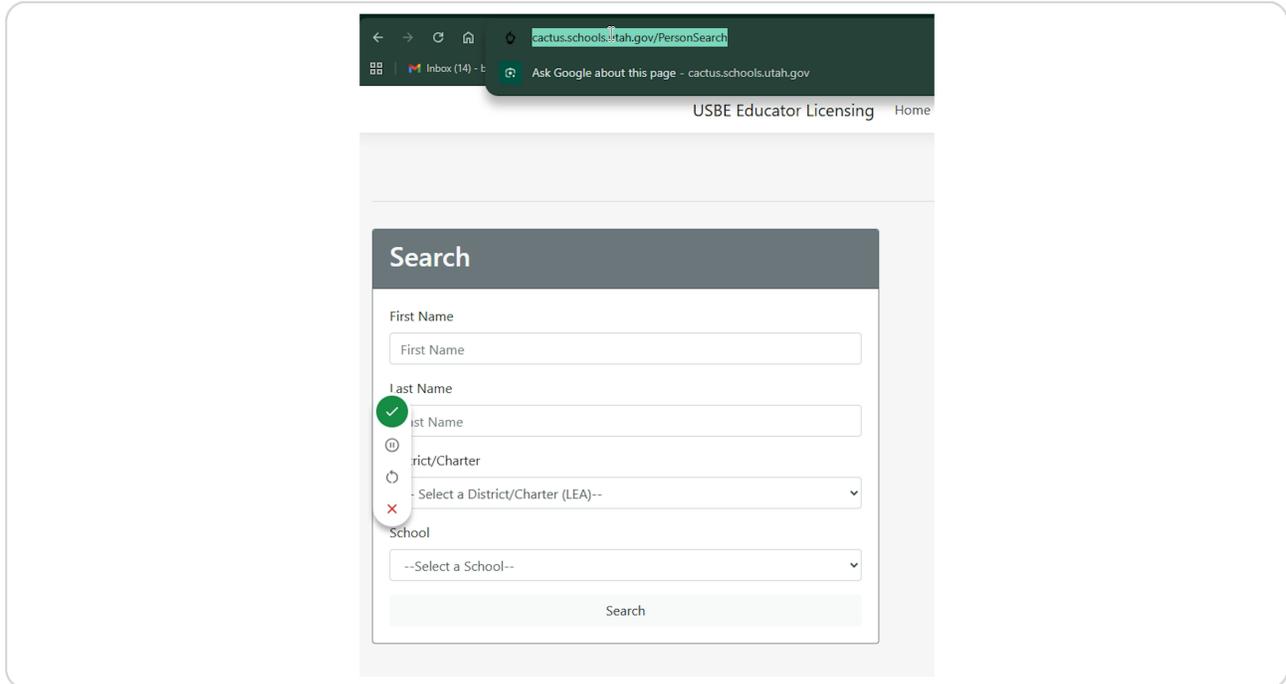
Click View report when request is complete.



STEP 9

Verify any information using <https://cactus.schools.utah.gov/PersonSearch>

Skyward information is typically updated in October and February each school year.



The screenshot shows a web browser window with the URL <https://cactus.schools.utah.gov/PersonSearch>. The page title is "USBE Educator Licensing" and there is a "Home" link. The main content is a search form titled "Search". The form has the following fields:

- First Name:** A text input field with the placeholder "First Name".
- Last Name:** A text input field with the placeholder "Last Name". A green checkmark icon is visible to the left of this field.
- District/Charter:** A dropdown menu with the placeholder "--Select a District/Charter (LEA)--". A red 'X' icon is visible to the left of this field.
- School:** A dropdown menu with the placeholder "--Select a School--".

At the bottom of the form is a "Search" button.