Create Report of Educator Licenses
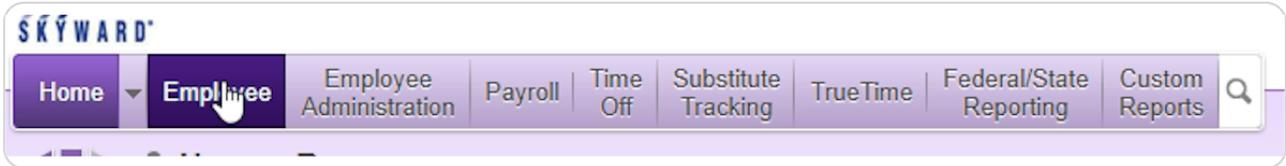
9 Steps   View most recent version 🔗
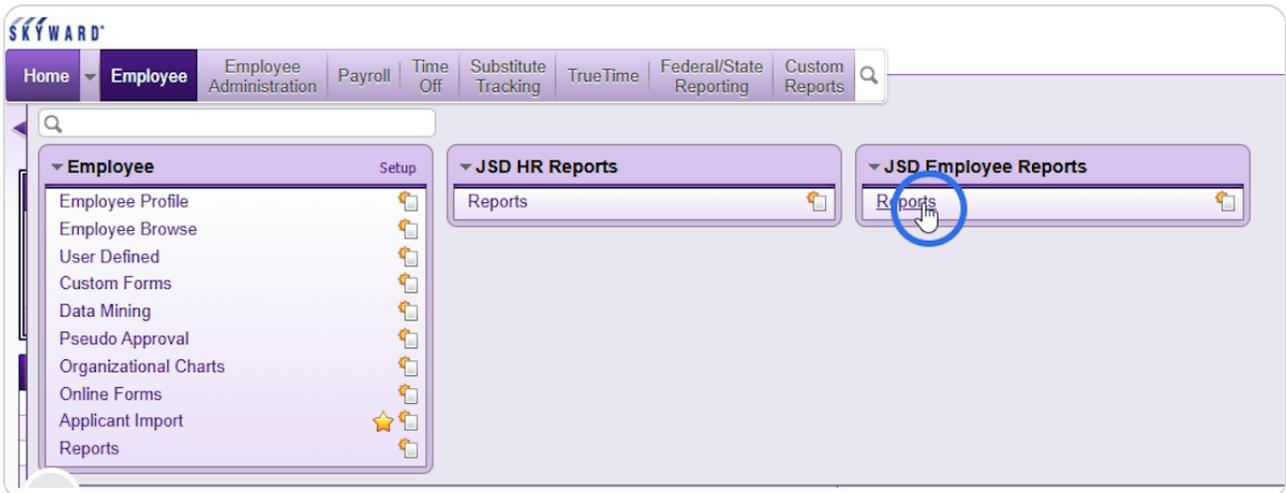
Google Chrome

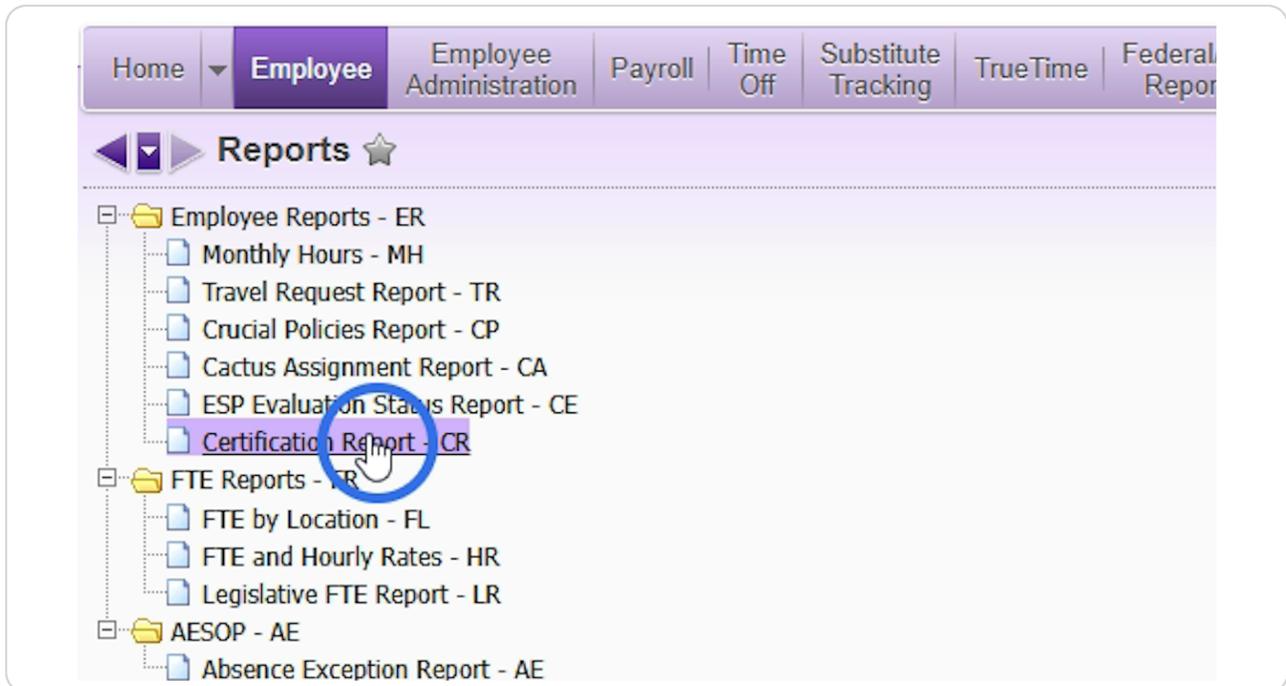## STEP 1

Log into Skyward Finance. Click on Employee

STEP 2

Click Reports under JSD Employee Reports

Select Certification Report

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

STEP 5

Add a title for the report

STEP 6

Enter your building location in both fields

STEP 7

Click save and run
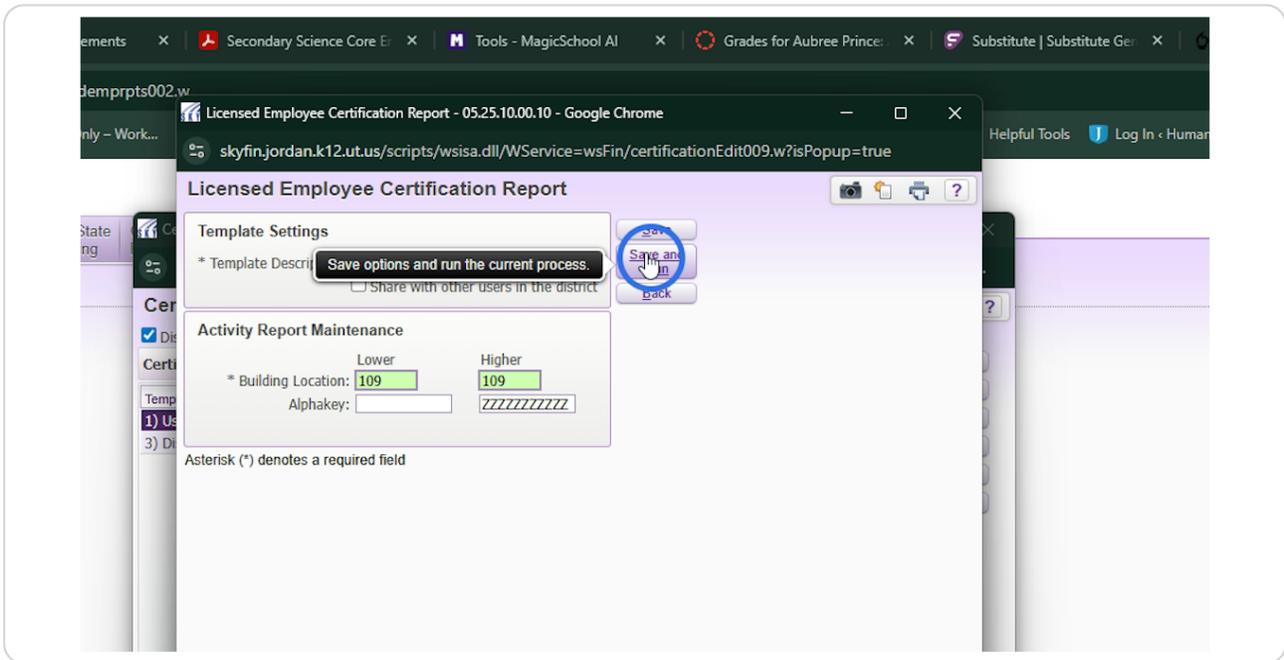
STEP 8

Click View report when request is complete.
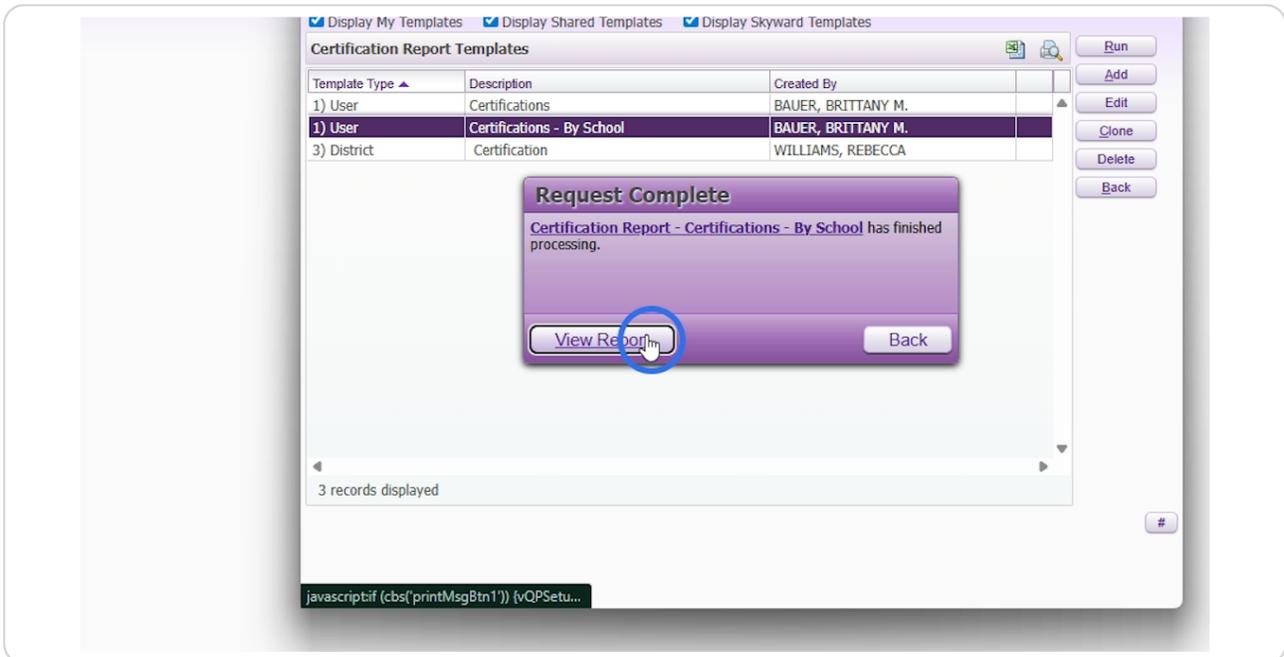
Verify any information using https://cactus.schools.utah.gov/PersonSearch

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