

How to SIGN IN as a Volunteer and Visitor

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



After completing the application to volunteer in Canyons School District, you must sign **in** and **out** each time you volunteer. There is a computer in the office at each location where you sign in and out.

Step 1

Which of the following are you:

- Volunteer
- CSD Employee
- Government Volunteer
- Visitor

Step 1:

Choose the reason you are at the school:

Volunteer-any interactions where students are involved, helping teacher, field trips

CSD Employee-volunteering in the school, but not as a parent

Government Volunteer-Police, Fire and presenting

Visitor-Lunch with your child, viewing your child's classroom performance, or assembly

*Visitor procedures may vary by school

Step 1

Which of the following are you:

- Volunteer
- CSD Employee
- Government Volunteer
- Visitor

Step 2

Are you here for PTA reasons:

- PTA
- Other

Brief description of visit (ie. Mrs. Jones 4th Grade Field Trip):

Mr. Smith 4th Grade
I have my daughter with me age 3

Step 3

Please enter your first name, last name and birth date or enter your email address that is associated with your volunteer application:

First Name:

Last Name:

Birth Date: (format mm/dd/yyyy)

OR

Email:

If you choose **Volunteer**, you will be prompted to do the following steps:

Step 2:

PTA-You are volunteering for PTA to earn hours

Other- You are volunteering for any other reason

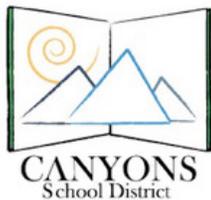
*Include a brief description-location, teacher and if you have any small children with you

Step 3:

Fill in your first name, last name and birthdate and (MM/DD/YYYY)

OR

Email ONLY



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Step 1

Which of the following are you:

- Volunteer
- CSD Employee
- Government Volunteer
- Visitor

Step 2

Are you here for PTA reasons or three for me:

- PTA
- Three For Me
- Other

Brief description of visit (ie. Mrs. Jones 4th Grade Field Trip):

Step 3

You need to enter your district provided username and password to proceed.:

User Name:

Password:

[Sign In](#)

If you choose **CSD Employee**, you will be prompted to do the following steps:

Step 2:

PTA-You are volunteering for PTA to earn hours

Three For Me-District employees

Other- You are volunteering for any other reason
*Include a brief description-location, teacher and if you have any small children with you

Step 3:

Enter your district provided Username and Password

Step 1

Which of the following are you:

- Volunteer
- CSD Employee
- Government Volunteer
- Visitor

Step 2

Which government department are you from:

- Law Enforcement
- Fire Department
- Emergency Medical Services
- Military
- Other (Please enter department)

Brief description of visit (ie. Mrs. Jones 4th Grade Field Trip):

Step 3

Please enter your first and last name:

First Name:

Last Name:

[Sign In](#)

If you choose **Government Employee**, you will be prompted to do the following steps:

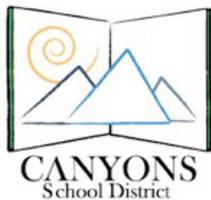
Step 2:

Law Enforcement
Fire Department
Emergency Medical Services
Military
Other (Please enter department)

*Include a brief description-location, teacher and if you have any small children with you

Step 3:

Fill in your First Name and Last Name



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Step 1

Which of the following are you:

Volunteer

CSD Employee

Government Volunteer

Visitor

Step 2

Please enter your first and last name:

First Name:

Last Name:

[Sign In](#)

If you choose **Visitor**, you will be prompted to do the following step:

Step 2:

Enter you First Name and Last Name

* Visitor procedures may vary by school. See office staff for procedures.



For most schools, once you have signed in as a Volunteer, a badge will be printed for you to wear while you are in the building. When signing in as a Visitor, you will be given a badge from the office staff and this must be worn while in the building.

Make a Difference Where it Matters Most!
Be a Volunteer in
Canyons School District

Welcome to CSSC

[Sign In](#) [Sign Out](#)

You must **sign out** before you leave the school. To sign out, return to the computer you signed in on, and choose Sign out. You will be prompted to put in your First Name and Last Name to sign yourself out. If you fail to sign out, you will be automatically signed out after four hours and the secretary will have to manually enter your hours.

Please enter your first and last name:

First Name:

Last Name:

[Search](#)

Sign Out Table

Name	Sign In Time	Action
LIZ HEALY	2:52 PM on Oct 3	Sign Out

Showing 1 to 1 of 1 entries