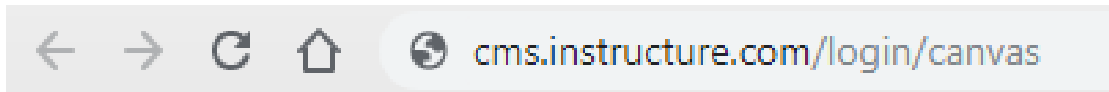


Written Instructions for Signing Up for Parent Access

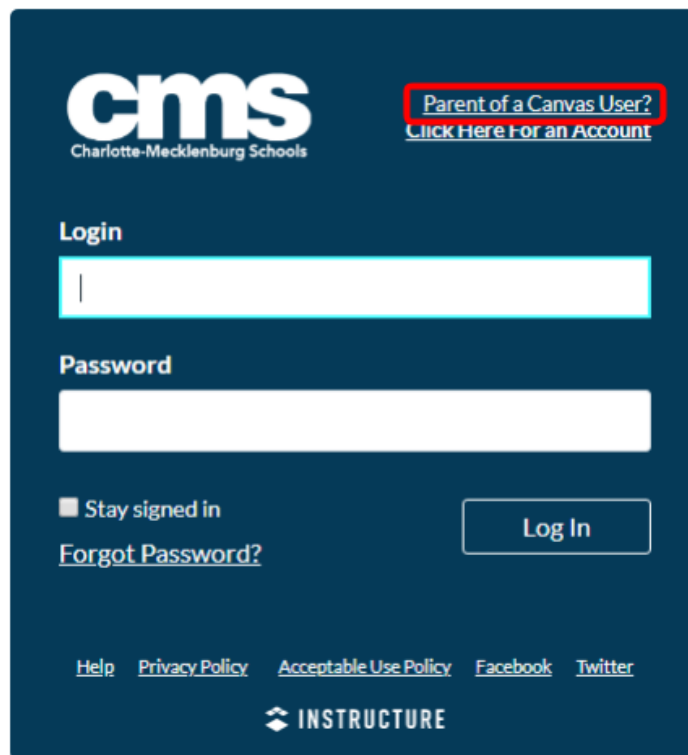
This guide is for parents who do not have a Canvas account and want to observe their students in their courses. You must open this link using Chrome.

1. Open Canvas URL



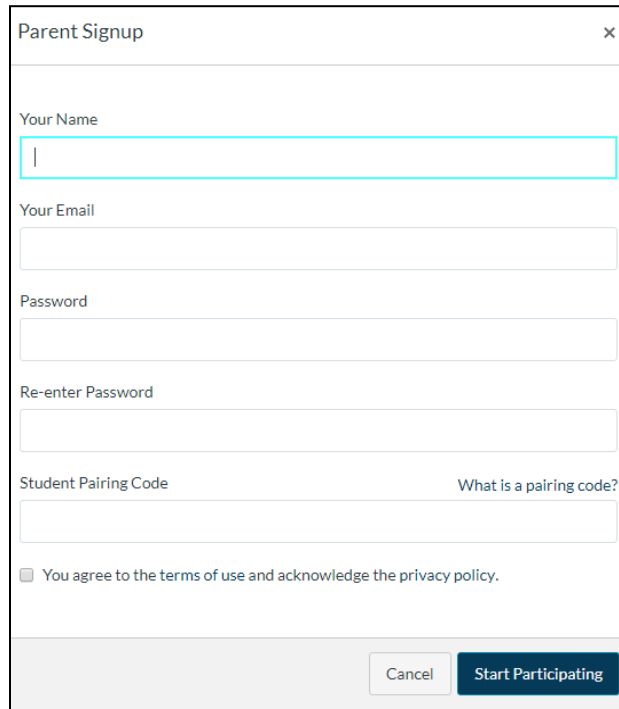
In a browser window, enter the institution's Canvas registration URL:
(cms.instructure.com/login/canvas).

2. Click on Parent of a Canvas User?

A screenshot of the Canvas login page for CMS Charlotte-Mecklenburg Schools. The page has a dark blue background. At the top left is the 'cms' logo with 'Charlotte-Mecklenburg Schools' below it. At the top right, a red box highlights the link 'Parent of a Canvas User? Click Here For an Account'. Below the logo is a 'Login' section with a white input field for the username. Underneath is a 'Password' section with another white input field. To the left of the password field is a checkbox labeled 'Stay signed in' and a link 'Forgot Password?'. To the right of the password field is a 'Log In' button. At the bottom, there are links for 'Help', 'Privacy Policy', 'Acceptable Use Policy', 'Facebook', and 'Twitter', followed by the 'INSTRUCTURE' logo.

Click the account link at the top of the page.

3. Enter Signup Details

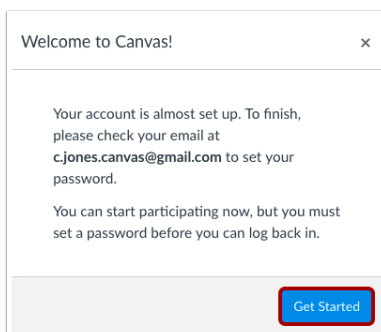
A 'Parent Signup' form with a close button (X) in the top right corner. The form contains the following fields: 'Your Name' (text input), 'Your Email' (text input), 'Password' (text input), 'Re-enter Password' (text input), 'Student Pairing Code' (text input) with a link 'What is a pairing code?' to its right, and a checkbox labeled 'You agree to the terms of use and acknowledge the privacy policy.' At the bottom right are two buttons: 'Cancel' and 'Start Participating'.

Enter the required information

- Note: Child's **Student Pairing Code**. It is case sensitive. See Step 4 for directions for your child to generate a pairing code.
- Agree to the terms of use by clicking the **You agree to the terms of use** checkbox.
- Click the **Start Participating** button.

4. Student Pairing Code Directions

- Have your child go to his or her Canvas **Dashboard**.
- Then click on the **Account** icon.
- Then go to **Settings**.
- Over to the right in Settings, select **Pair With Observer**. It will generate a case-sensitive pairing code.

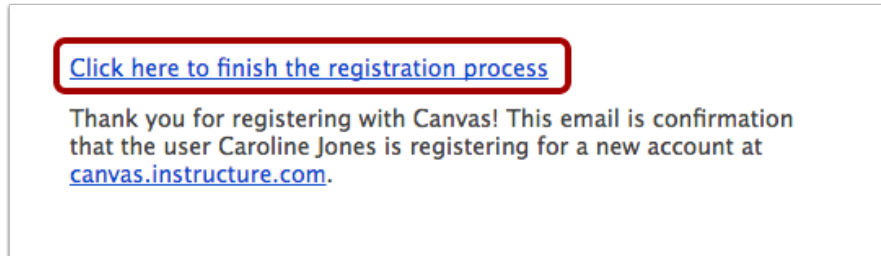
A 'Welcome to Canvas!' message box with a close button (X) in the top right corner. The text inside reads: 'Your account is almost set up. To finish, please check your email at c.jones.canvas@gmail.com to set your password.' and 'You can start participating now, but you must set a password before you can log back in.' At the bottom right is a blue button labeled 'Get Started'.

5. Use Canvas

While your account is not entirely set up, you can begin participating in Canvas immediately by clicking the **Get Started** button.

To finish registering for Canvas, log into your email account.

6. Complete Registration Process



Open the email from Instructure Canvas. To visit the provided URL and complete the registration process, click the link provided.

7. Register for a Parent Account

A screenshot of the Canvas registration form for a parent account. The form is titled "Welcome Aboard!" and includes the instruction "In order to set up your account, we'll need a little more information." The form fields are: "Login:" with the email "c.jones.canvas@gmail.com" (marked with a circled 1), "Password:" (marked with a circled 2), and "Time Zone:" with a dropdown menu set to "Mountain Time (US & Canada)" (marked with a circled 3). Below these fields is a checkbox labeled "I want to receive information, news and tips from Instructure" which is checked. A link "View Privacy Policy" is provided. At the bottom is a blue "Register" button (marked with a circled 4).

To complete the registration process fill out the following fields:

- Verify your email in the **Login** field.
- Set your password by typing in the **Password** field.
- Set your timezone by selecting the **Time Zone** drop-down menu.
- Click the **Register** button. You will be redirected to the Canvas URL login page for your account

**To watch a Canvas tutorial,
click the image to the right.**

