

## Instructions for Creating a Canvas Parent Account

*To avoid frustration, please follow these directions exactly!* 😊  
More detailed directions with pictures are on following pages

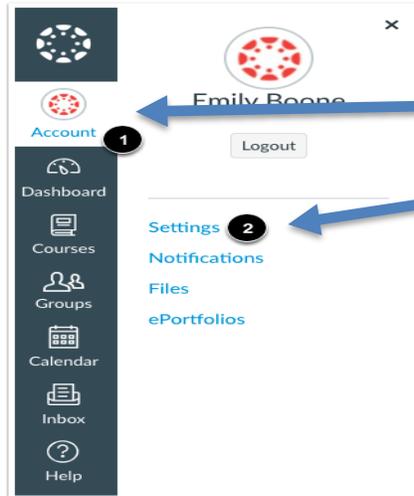
1. **Scholar** should type [ucps.instructure.com](https://ucps.instructure.com) in the address bar of the **browser** (e.g. Safari, Chrome)
  - a. **Login**
  - b. Click **Account**
  - c. Open **Settings**
  - d. Click **Pair with Observer** (you may have to scroll down)
  - e. Write down the code exactly as it is and give it to your parent or guardian
  
2. **Parent** should type [ucps.instructure.com/login/canvas](https://ucps.instructure.com/login/canvas) in the address bar of the **browser** (e.g. Safari, Chrome)
  - a. Register by clicking **Need a Canvas Account? Click Here. It's Free!**
  - b. Click **Parents sign up here**
    - i. Enter **Your Name**
    - ii. Enter **Your Email**
    - iii. Create a **Password**
    - iv. Re-enter **Password**
    - v. Type **Student Pairing Code** exactly as it appeared (including capitals)
    - vi. Click **Start Participating** (this takes a long time, please wait)
  
3. For parents with **multiple children** using Canvas, to add an additional student
  - a. Additional scholar generates account following step 1
  - b. \*In Browser only (cannot add additional students on the app)
  - c. Click **Account**
  - d. Click **Settings**
  - e. Click **Observing**
  - f. Type **Student Pairing Code** exactly as it appeared (including capitals)
  - g. Click **+Student**

After setting up the pairing(s), consider downloading the **Canvas Parent** app and type Cuthbertson Middle School or UCPS to find our school and login to the account you created above.

## Step 1: Scholar generates a code from their account

- On their iPad, using the browser (Safari) **NOT the app** – go to euhsd.instructure.com
- Login, then follow the below instructions

### Open Settings



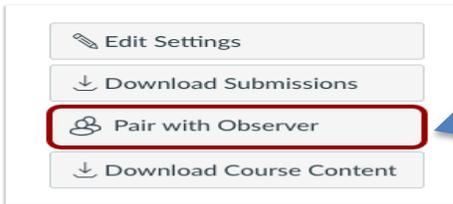
Once the scholar has logged in on the browser (Safari) **NOT the App**, they should

Click Account

Click Settings

In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

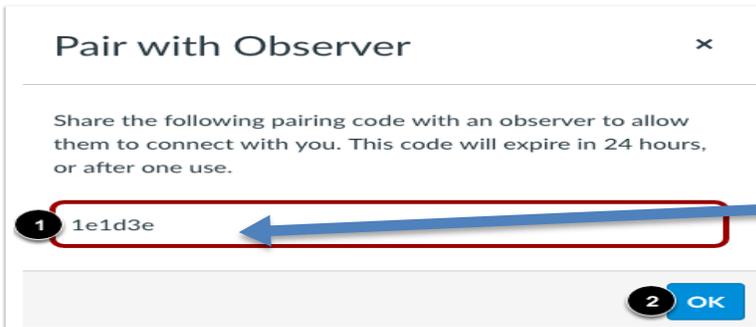
## Pair with Observer



You may have to scroll to the bottom to see this

Click the **Pair with Observer** button.

## Copy Pairing Code



**Write this code down!** You will use this code when you create your Parent Account in the next step

Copy the six-digit alphanumeric pairing code [1]. You will need to share the code with the observer who will link to your account. The pairing code will expire after 24 hours or its first use.

To close the window, click the **OK** button [2].

## Step 2: Parent creates an Account and enters the code

- You can create an account online or download the App (directions for both are below)
- We recommend you use a browser to create your account if you have more than one scholar (you cannot add a second student on the app)
- If you download the app it will sync with the account you created in the browser

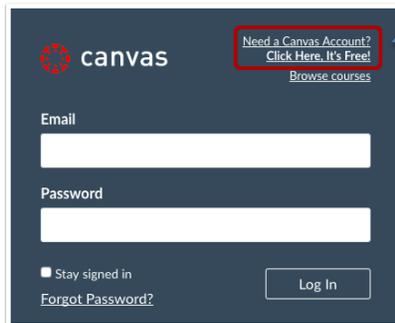
### Using the Browser to Create an Account:

#### Open Canvas URL



In a browser window, enter the institution's Canvas registration URL. (e.g. [canvas.instructure.com](https://canvas.instructure.com)).

#### Click to Register



#### Go to

<https://ucps.instructure.com/login/canvas>

(NOT [euhsd.instructure.com](https://euhsd.instructure.com))

Click this link to create your parent account

Click the account link at the top of the page.

#### Sign Up As a Parent (Free Account)



Click here to create a parent account

And follow the directions.

You will need the Student Code you wrote down!

Click the **Parents sign up here** link.

Enter the following information:

1. Enter your name in the **Your Name** field.
2. Enter your email in the **Your Email** field.
3. Enter your password in the **Password** field.
4. Re-enter your password in the **Re-enter Password** field.
5. Enter a pairing code to link your account to your student in the **Student Pairing Code** field.
6. Agree to the terms of use by clicking the **You agree to the terms of use** checkbox.
7. Click the **Start Participating** button.

**Enter Signup Details**

The image shows a 'Parent Signup' form with the following fields and elements:

- 1**: 'Your Name' text input field.
- 2**: 'Your Email' text input field.
- 3**: 'Password' text input field.
- 4**: 'Re-enter Password' text input field.
- 5**: 'Student Pairing Code' text input field with a link [What is a pairing code?](#)
- 6**: A checkbox labeled 'You agree to the [terms of use](#) and acknowledge the [privacy policy](#).'
- 7**: A blue 'Start Participating' button.

At the bottom of the form, there is a 'Cancel' button and the 'Start Participating' button.

# Using the App to create a Parent Account



How to connect with your student using the Canvas Parent mobile app.

1 Download the Canvas Parent app from the App Store or Google Play.

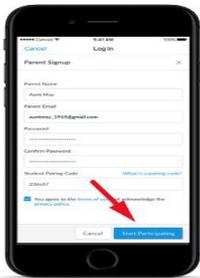


2 Open the Canvas Parent app, tap the Find my School button, enter [SCHOOL NAME], and proceed.



3 Tap Create Account link at the bottom of the login screen.

Cuthbertson Middle School



4 Fill out the signup form, including the pairing code that was shared with you, and tap Start Participating.



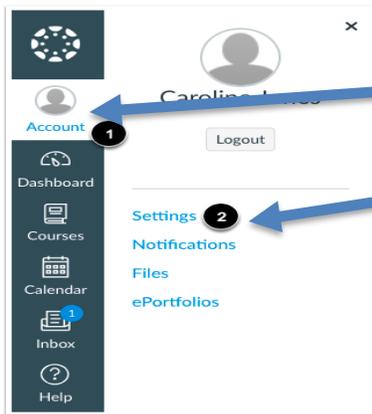
5 You're now connected!

## Step 3 (Optional): Adding additional scholars to your account

**\*\*This can ONLY be done in the browser (safari, google chrome, etc) NOT on the App (but the scholar will show up on your app once they've been added)**

**Your additional scholar will need to generate a code specific to them (see step 1 above)**

## Open User Settings

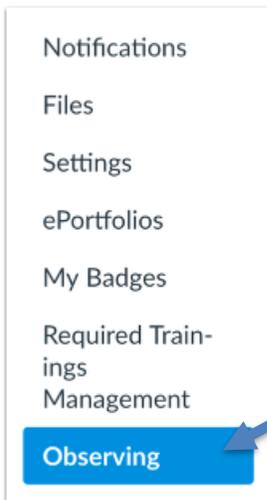


Click Account

And then Choose Settings

In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].

## Open Observing



Click Observing

Your scholar should have generated a code (repeat step 1 for additional scholar), enter it here

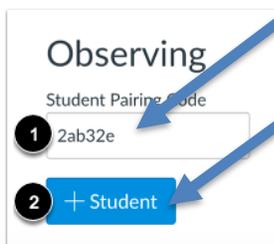
Click +Student

You should now be able to observe the additional scholar!

In User Navigation, click the **Observing** link.

In User Navigation, click the **Observing** link.

## Add Student



# Other Resources

You can follow the instructions included here or go to the below web addresses to view these steps and other tools online

Generate a Pairing Code:

<https://community.canvaslms.com/docs/DOC-15036-4212938128>

Create a Parent Account online:

<https://community.canvaslms.com/docs/DOC-10913-414473163>

Add a second Scholar to your account:

<https://community.canvaslms.com/docs/DOC-15036-4212938128>

## Other Helpful Resources:

Canvas Parent Android Guide

<https://community.canvaslms.com/docs/DOC-9902>

Canvas Parent iOS Guide (iPhone)

<https://community.canvaslms.com/docs/DOC-9919>

Parent Guide In Spanish

<https://community.canvaslms.com/docs/DOC-11294>