How to Register for Canvas Parent Accounts
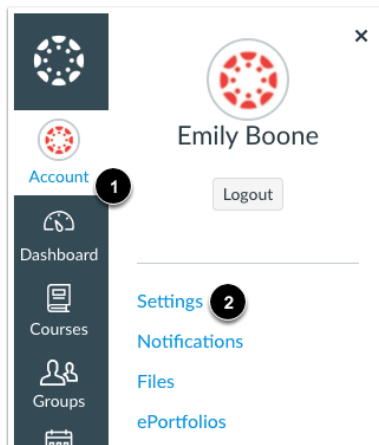
Parents and guardians can sign up for a FREE observer account that enables them to link to their student's Canvas account so they can see assignments, due dates, announcements, and other course content. As observers, parents/guardians can view course content, but cannot participate in the course. Follow the step-by-step directions below to create an account.
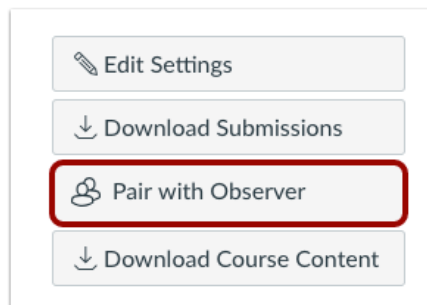
STEP 1: GENERATE A PAIRING CODE FOR YOUR STUDENT

In order to link your Canvas account to your student's account, you will first need a ***pairing code***. To generate a pairing code, you will need to log into your student's Canvas account and follow the instructions below (or you can ask them to log in for you and go through these instructions together). *PLEASE NOTE, YOU CAN ONLY GENERATE A PAIRING CODE FROM THE WEB VERSION OF CANVAS; YOU CANNOT CREATE ONE IF YOU ARE USING THE STUDENT APP VERSION.

- Once you are logged into the student's Canvas account on a computer, click on the **ACCOUNT** button at the top of the Global Navigation (left side of the screen). [See #1 in the image below]
- Next, click on the **SETTINGS** link. [See #2 in the image below]

- Look for the **PAIR WITH OBSERVER BUTTON** and click on it. [See image below]
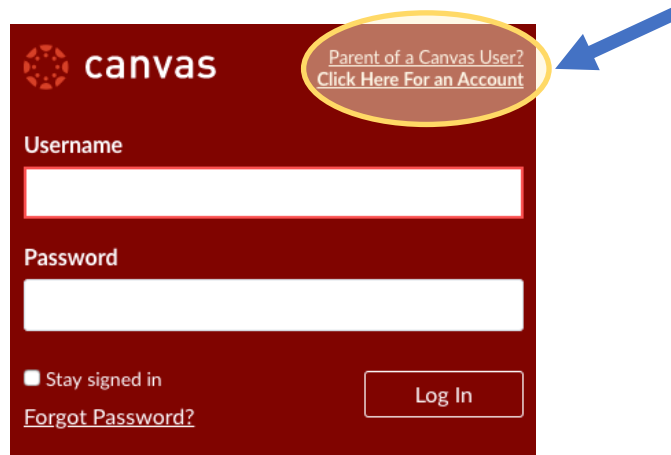

- This will open a new window containing a pairing code. Make note of the 6-digit pairing code—write it down or copy it on your computer—you will need it in one of the steps below. ***NOTE: The pairing code will expire after 7 days or its first use. Pairing codes ARE CASE SENSITIVE.**

STEP 2 DIRECTIONS ON THE NEXT PAGE!-------->

STEP 2: REGISTER FOR YOUR PARENT/GUARDIAN CANVAS ACCOUNT

To register for your free parent/guardian Canvas account, visit either the Punxsutawney Area School District or Punxsutawney Area High School homepage. Under the large photo viewer on each of these homepages, you will see a button for Canvas. Click on this button to access our school's Canvas log-in page and follow the instructions below to complete your registration. (*Note: you can also access our Canvas login page by visiting https://punxsy.instructure.com.)

- From the log-in screen, click on the link in the top-right corner that reads *Parent of a Canvas User? Click here for an Account* (see image below).

- The Parent Signup Screen will appear and you will be prompted to enter the required information in the fields provided.
- Enter your *name* and *email*.
- Create a *password* for yourself and *re-enter the password* for verification.
- In field labeled *Student Pairing Code,* enter the *pairing code* you created in STEP 1 to link your account to your student.
- Agree to the terms of use by clicking the **You agree to the terms of use** checkbox.
- Click the **Start Participating** button.

STEP 3: BEGIN OBSERVING

Once you have completed STEP 2 above, you can begin observing your student in Canvas immediately!
Now that you have a Canvas account, here are some additional online guides to help you with other Canvas features! Click on the links below to access these Canvas guides online.

Observe Additional Students
https://community.canvaslms.com/docs/DOC-10915-4144237751

Notification Preferences
https://community.canvaslms.com/docs/DOC-10910-4144710318