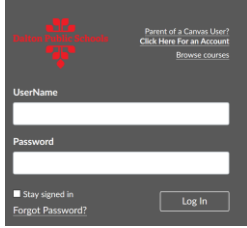
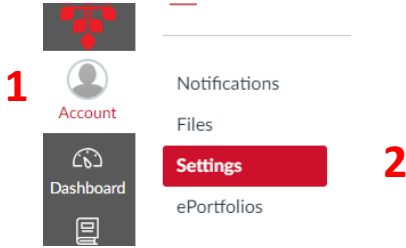
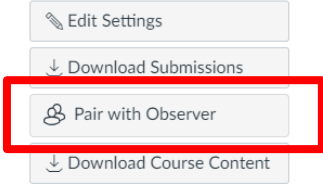
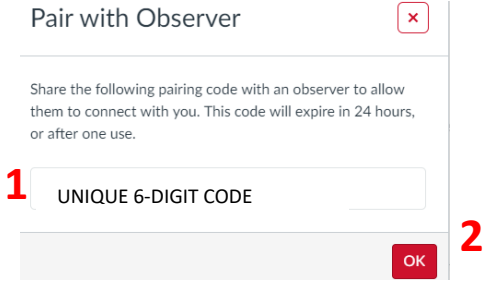



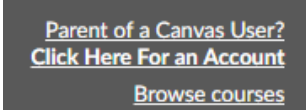
## Create a Canvas Parent Observer Account

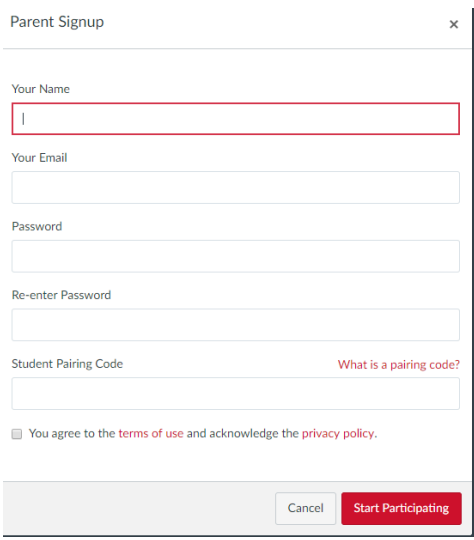
**This is a 2 step process that requires each student to generate a six digit pairing code before a parent can create their observer account.**

### Generate the pairing code (STUDENT)

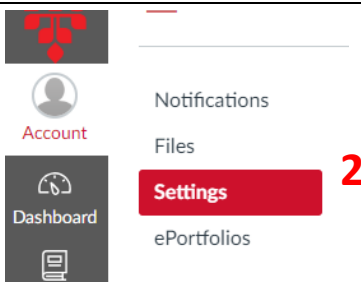
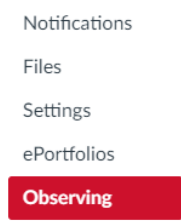
<p>Each student must log into Canvas dps.instructure.com</p> <p><b>Username: 0+lunchnumber</b> <b>Password: same as DPS computer</b></p>	
<p>Student will click on <b>Account</b> [1] then click <b>Settings</b> [2].</p>	
<p>Click the <b>Pair with Observer</b> button.</p>	
<p>Copy the six-digit alphanumeric pairing code [1]. To close the window, click the <b>OK</b> button [2].</p> <p><b>Note:</b> 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.</p>	

### Create Observer Account (PARENT)

<p>Browse to the Canvas website <a href="http://dps.instructure.com">dps.instructure.com</a></p>	
<p>Click on the <b>Click Here For an Account</b> link in this banner.</p>	

<p>Enter the correct information in the form.</p> <p><b>Your Name:</b> <i>your first and last name</i>  <b>Your Email:</b> <i>current accessible email address</i>  <b>Password:</b> <i>create a password</i>  <b>Re-enter Password:</b> <i>type the password again</i>  <b>Student Pairing Code:</b> <i>student must generate using the instructions above</i></p> <p>Click <b>Start Participating</b> button.</p> <p><i>Note: DPS employees might prefer using a personal email to set up this account.</i></p>	
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## Adding Additional Students to Parent Account

<p><b>Each additional student must generate their own Student Pairing Code according to instructions above.</b></p>	
<p>To add additional students, log in to your newly created account. Click <b>Account</b> [1], then click <b>Settings</b> [2].</p>	
<p>Click the <b>Observing</b> link.</p>	
<p>Type the pairing code in the <b>Student Pairing Code</b> field [1] and click the <b>Add Student</b> button [2].</p>	