Getting Started

To get started accessing Canvas for the first time, click on the URL below.

https://princetonk12.instructure.com/login/canvas

Your login information has been automatically created using your PowerSchool Parent Account. If you do not have a PowerSchool Parent Account, please contact your school for your child/ren's access codes. The access codes are needed to create a PowerSchool parent account. Once your PowerSchool parent account has been created, the system will generate your Canvas account which will be linked to your child/ren's PowerSchool profile overnight.

Type in your username and password, then click on the login button.

> Username: PowerSchool parent account username
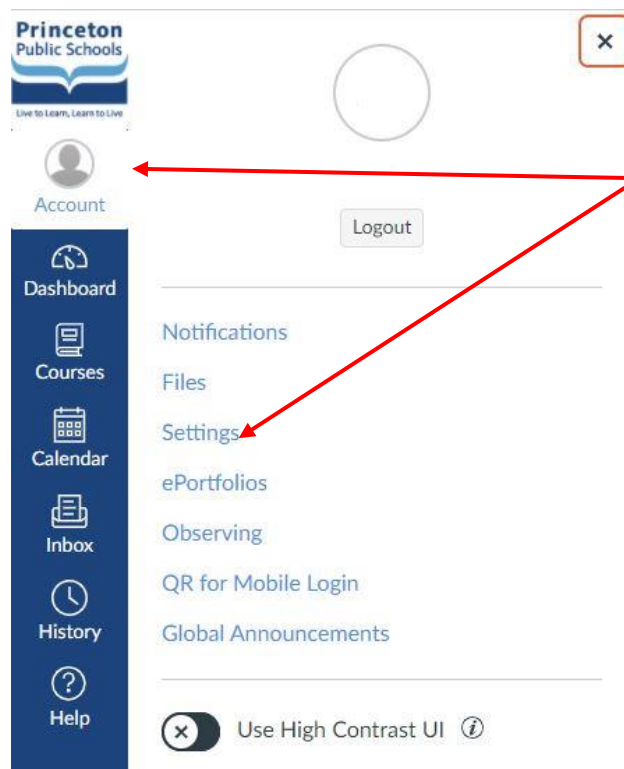> Initial Password: changeme

Click on **I agree to the Acceptable Use Policy** and then click the **Submit** button.
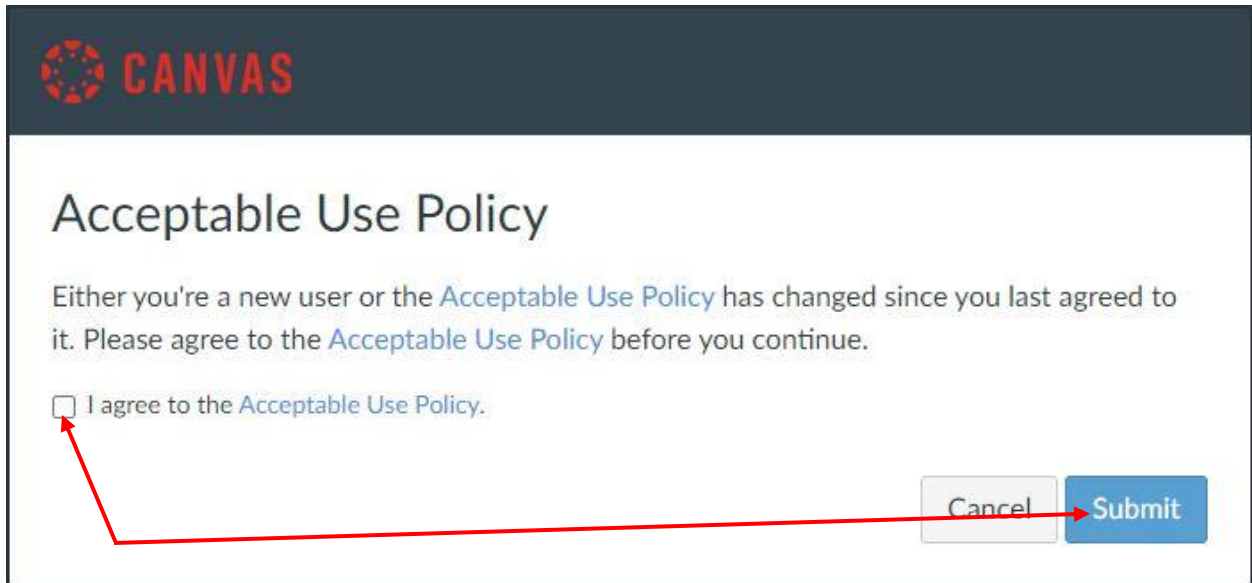
Setting Up Your Password

Click on the **Account** link under the Princeton Public Schools logo, and a menu will expand and display links. Click on the **Settings** link.

On the right side of the screen, click on the **Edit Settings** button.

Ways to Contact

Email Addresses

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+ Email Address

Other Contacts   **Type**

+ Contact Method

✎ Edit Settings

↓ Download Submissions

Click on the checkbox for **Change Password**.

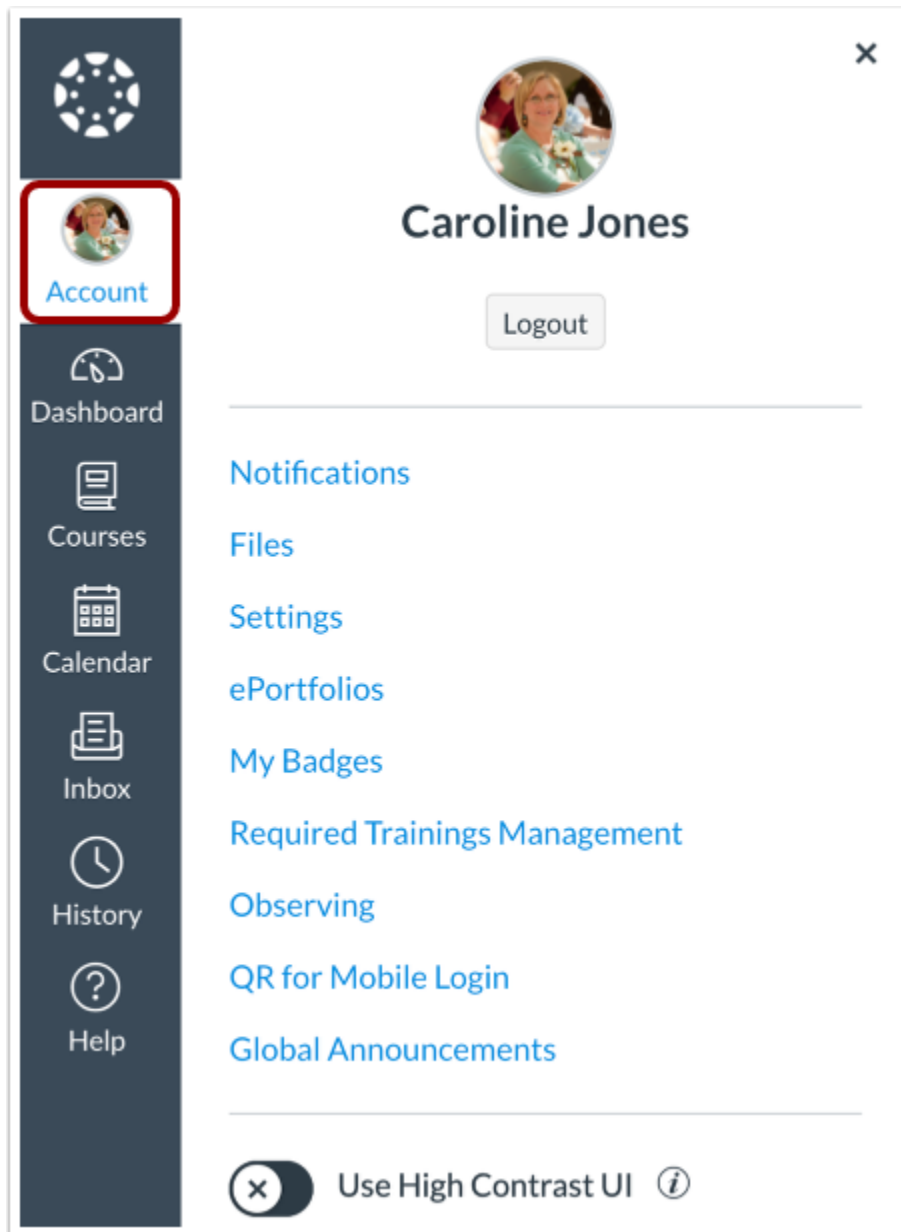| Time Zone: | Eastern Time (US & Canada) (⌄ |
Password:	☑ Change Password
Password For:	⌄
Old Password:		
New Password:	
Confirm Password:	

Cancel   **Update Settings**

The Old Password is the initial password, *changeme*. Create and confirm your new password. Click on **Update Settings** to save the changes.

View Account

To view your user information, click on the **Account** link. The menu will expand and display links to access your notification preferences, personal files, user settings, as well as give you the capability to logout.

View Dashboard

Please note, the **Dashboard** page is the default screen for Canvas. If a teacher updates information for their course, a notification will appear on the individual course card/s pictured on the dashboard.
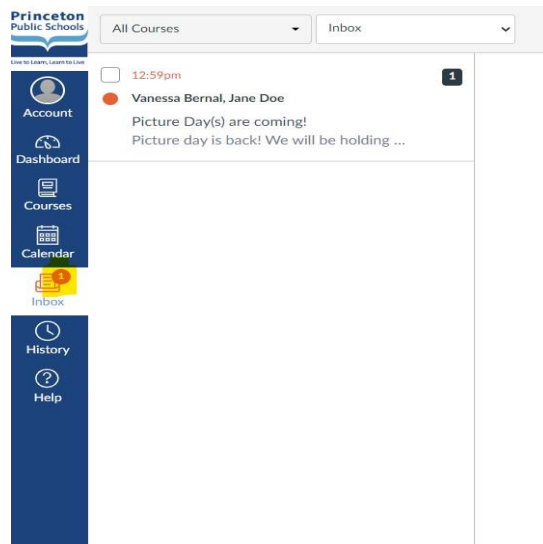
View Courses

To view your child/ren's courses, click on the **Courses** link. The menu will display a list of your child/dren's courses. To view information for a current course, click on the hyperlinked name of the specific course displayed in the menu. To view all of the courses your child/dren are associated with for the current school year, click on **All Courses** (found beneath the last course in the display menu).

View Calendar
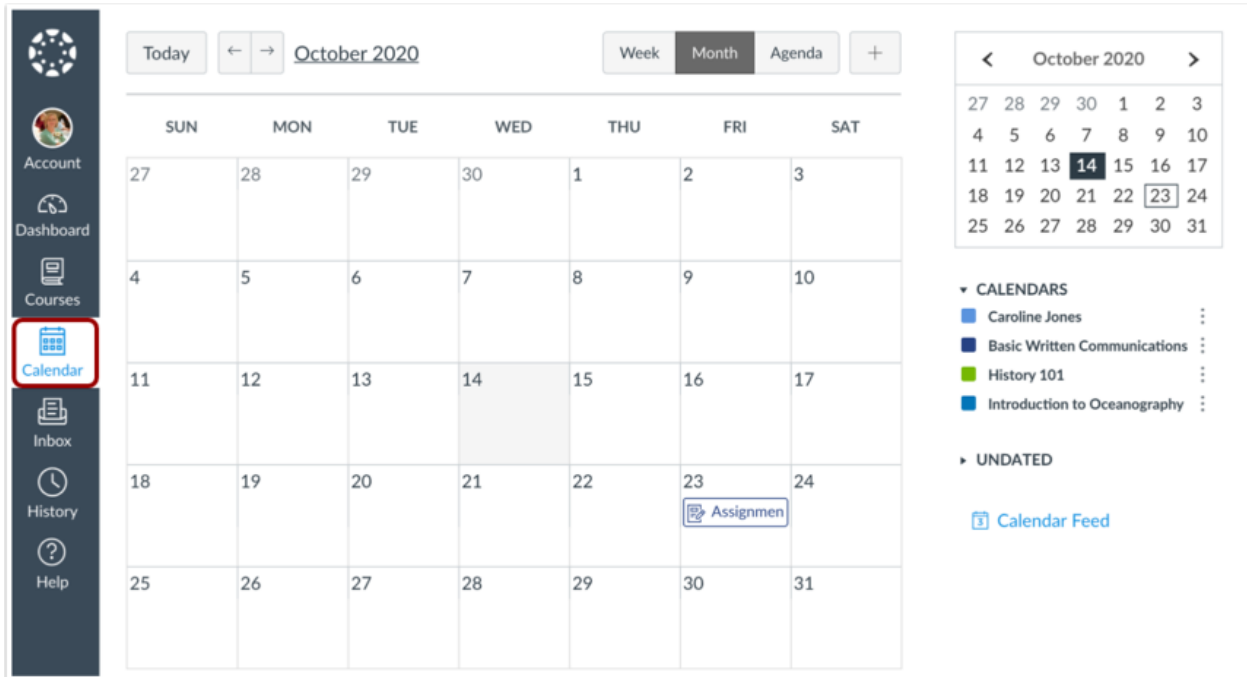
To view your calendar, click on the **Calendar** link.

View Inbox

Inbox is Canvas' messaging system where you can communicate with the teachers of your child/dren's courses. To view your inbox, click on the **Inbox** link. Note: The number of new messages is shown as part of the inbox icon.

View History

To view your recent Canvas course page view history, click on the **History** link. Recent History displays up to three weeks of your Canvas course page view history.