# PARENT OBSERVER ACCOUNT

Parents can sign up as an observer in Canvas. Observers can link their Canvas account to their student's account so they can see assignment due dates, announcements, and other course content in all of their student's courses. Observers can view the course content but cannot participate in the course.

Although the Canvas Parent App is available for mobile devices, it is recommended to use a web browser to create the parent account.

Follow these steps to create an account:

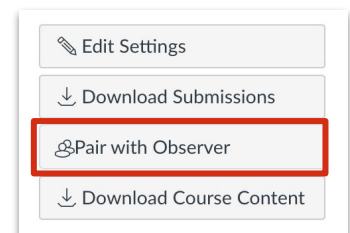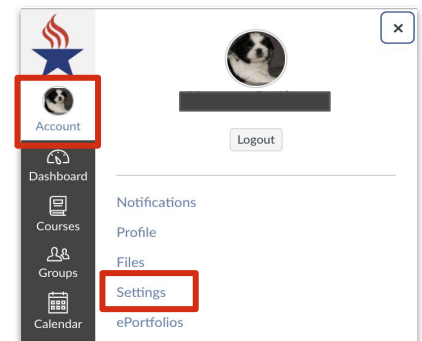Step A: Generate a Pairing Code

Step B: Create a Parent Account

Step C: Pair Additional Students (optional)

NOTE: These directions are for parents who do **not** have an existing Canvas account. If you already have a parent account, you only need to complete Steps A & C.
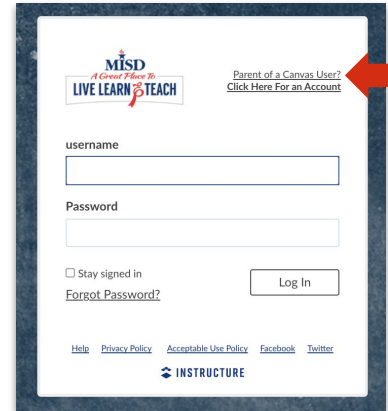
## STEP A: GENERATE A PAIRING CODE

1. Have student log into their Canvas account through ClassLink: **logon.mansfieldisd.org** or through the direct Canvas URL: **mansfieldisd.instructure.com**.

1. Click **Account** in the gray global navigation bar and go to **Settings**.

2. Click **Pair With Observer** button on the right side.

3. Copy or write down the 6-digit pairing code to use when creating the parent observer account in Step B.

**! IMPORTANT:** The pairing code will expire after seven days and is only valid for the creation of one parent account. An additional pairing code can be generated after the first one is used.
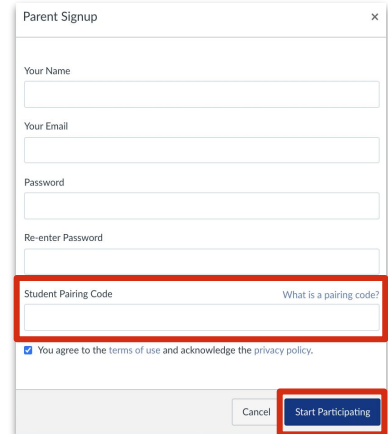
# STEP B: CREATE PARENT ACCOUNT

1. Log out of student account to return to Canvas login screen or go to **mansfieldisd.instructure.com** on another computer.

2. Click **Parent of a Canvas User?** in the top right corner of login screen.

3. Complete the required fields in the Parent Signup pop-up and enter the pairing code in the Student Pairing Code field.

   Read the terms of use and privacy policy and check the box to agree/acknowledge.
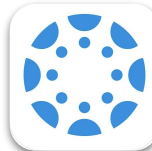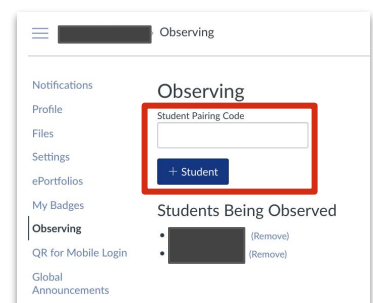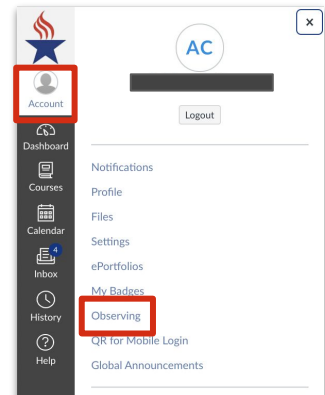
   Click **Start Participating**.

# STEP C: PAIR ADDITIONAL STUDENTS (optional)

If you have additional students that you would like to pair with in Canvas, follow these steps:

1. Repeat Step A to generate pairing code(s) for other student(s).

2. Log into your parent account at **mansfieldisd.instructure.com**.

3. Click **Account** in your global navigation bar on the left and go to **Observing**.

4. Enter the pairing code and click **+ Student**. Continue to enter pairing codes to pair additional students.

> **TIP:** Download the Canvas Parent App on your mobile devices to access Canvas on the go! Use the same login information created above when logging into the app.