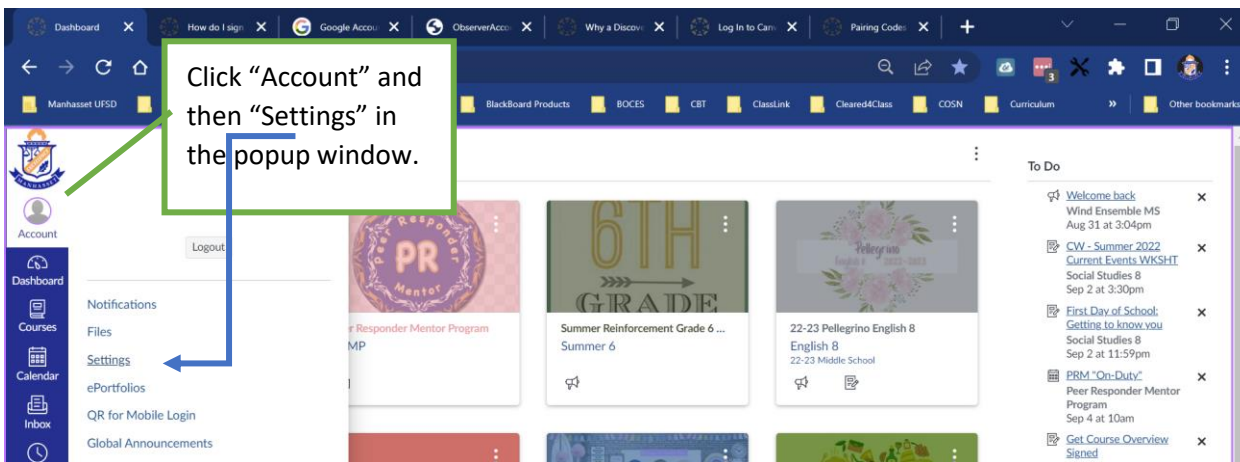The instructions below walk you through the two-phase process to create a Canvas Observer account linked to your child(ren). Observers can view course content but cannot participate in a course.
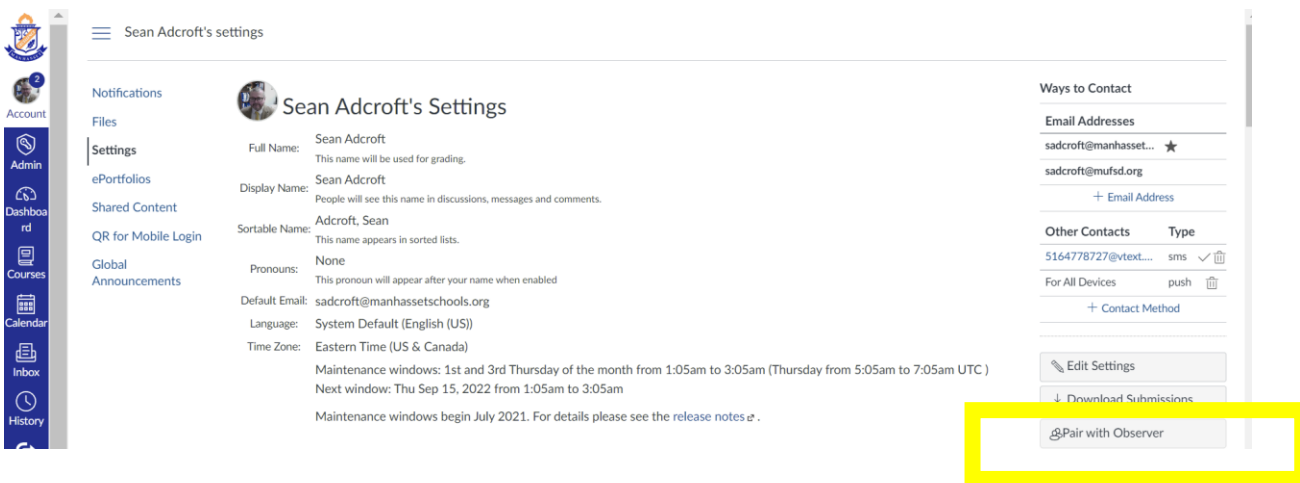
Phase 1 – Your child will need to create a *pairing code* which will link your observer account to their school account.   They can do this by logging into their own school Canvas account @ https://manhasset.instructure.com/ .

NOTE – if they are using a school issued Chromebook to access Canvas, the site will let them in automatically, as their username and password for Canvas are the same as their username and password for their Chromebook.

Once in Canvas,

Next, click the "Pair with Observer" link on the lower right-hand side of window highlighted below.

Once you click the link, a popup window will display a unique pairing code which may be used only once similar to that shown below. A student would need to create a 2nd pairing code for another parent/guardian observer account.

NOTE pairing codes are **case sensitive.** Be sure you copy the code exactly noting upper- and lower-case letters.

Carefully make note of the pairing code as you will need it in the next phase.

Phase 2 – Create your parent/guardian observer account & pair with your child's account.

To sign up as an observer in Canvas go to **- https://manhasset.instructure.com/login/canvas**

(NOTE– this is a different URL than the one your child uses to reach Canvas)

Click this link to begin creating your account.

Fill in each of the fields asked for; the password you enter will be your account password.

Once you are logged into your Observer Account, you should see a tile (square) for each of your child's classes. Elementary students will have fewer tiles than students in Secondary School.

To pair your observer accounts with additional children, click the "Account" circle in the upper left-hand corner. Next, click "Observing" as shown below. Enter the additional pairing code(s) in the field provide (see image below).