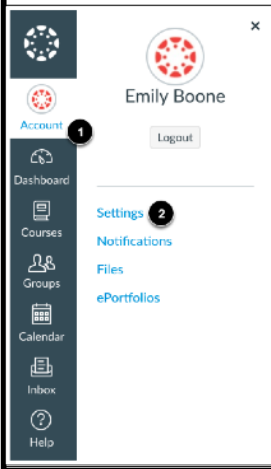


# Create a Canvas Parent Observer Account Web Version

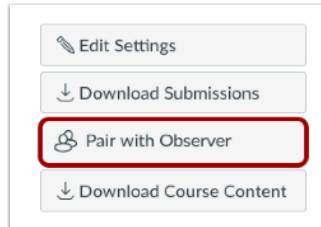


## 1. Get Pairing Code (must be done by student)

-While logged in as student; Click on account and then select settings



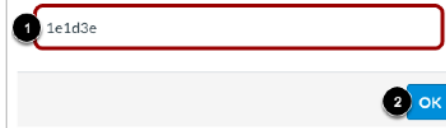
- In Global Navigation, click the **Account** link [1], then click the **Settings** link [2].  
**Pair with Observer**



- Click the **Pair with Observer** button.  
- **Copy Pairing Code**

### Pair with Observer

Share the following pairing code with an observer to allow them to connect with you. This code will expire in 24 hours, or after one use.



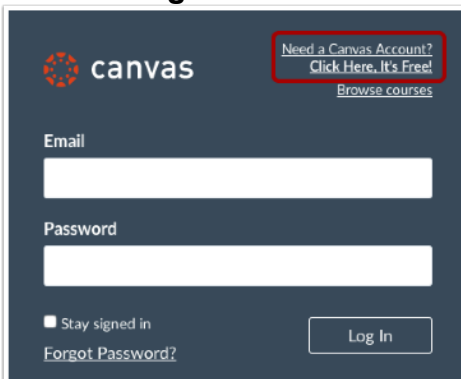
- Copy the six-digit alphanumeric pairing code [1]. You will need to share the code with the observer who will link to your account. The pairing code will expire after 24 hours or its first use.
- To close the window, click the **OK** button [2].

## 2. Create Parent Account

### - Open Canvas URL

In a browser window, enter the Union's Canvas registration URL <https://unionps.instructure.com/login/canvas>

### Click to Register



Click the account link at the top of the page.

### - Enter Signup Details

Enter the following information:

1. Enter your name in the **Your Name** field.
2. Enter your email in the **Your Email** field.
3. Enter your password in the **Password** field.
4. Re-enter your password in the **Re-enter Password** field.
5. Enter a pairing code (See Step 1 above) to link your account to your student in the **Student Pairing Code** field.
6. Agree to the terms of use by clicking the **You agree to the terms of use** checkbox.
7. Click the **Start Participating** button.

To log back in to Canvas as a Parent:

Use the original web address: [unionps.instructure.com/login/canvas](https://unionps.instructure.com/login/canvas)

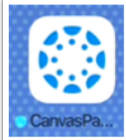
Enter the email address you used to set up the account

Enter the password you created.

# Use Canvas Parent App to Create an Observer Account

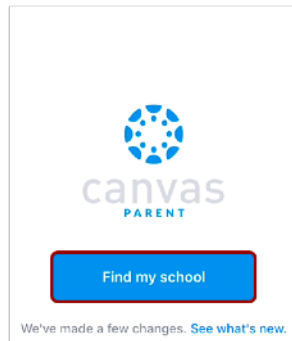


## Open App



- Open your device and tap the **Canvas Parent** icon.

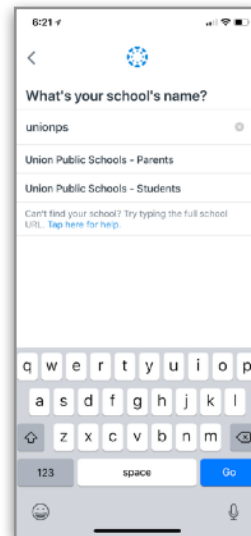
## Find Your School



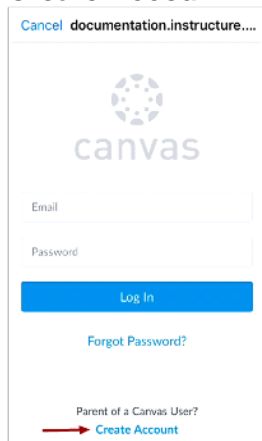
- To find your institution, tap the **Find my school** button.

## Find Institution

- Enter "unionps" then tap on "Union Public Schools - Parents".

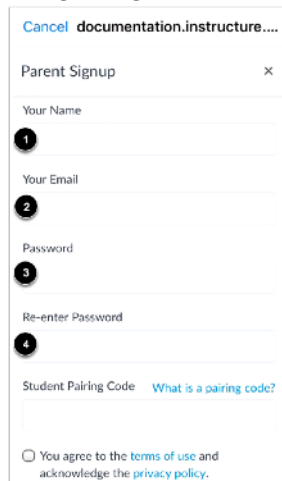


## Create Account



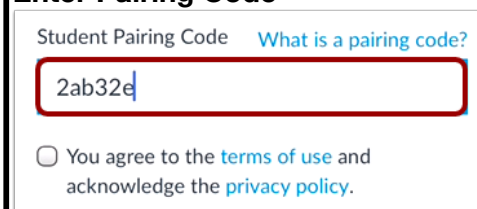
- To create an account, tap the **Create Account** link

## Enter Info



- Enter your name in the **Your Name** field [1] and email address in the **Your Email** field [2]. Then create a new password by entering it in the **Password** field [3]. Confirm your new password in the **Re-enter Password** field [4].

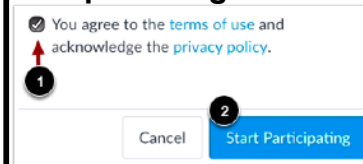
## Enter Pairing Code



- Enter the six-digit alphanumeric pairing code for the student you want to link to in the **Student Pairing Code** field.

**Note:** Student pair codes can be generated using the directions from the web version instructions.

## Complete Registration



- To complete your registration, agree to the Terms of Use and Privacy Policy [1]. Then tap the **Start Participating** button [2].

To log back in to Canvas app as a Parent:

1. Open App, Find School
2. Use same instructions (Unionps, Union Public Schools-Parents)
3. Enter your email and password you created. (if you created your account on the web, you can use your email and password here without creating another account).