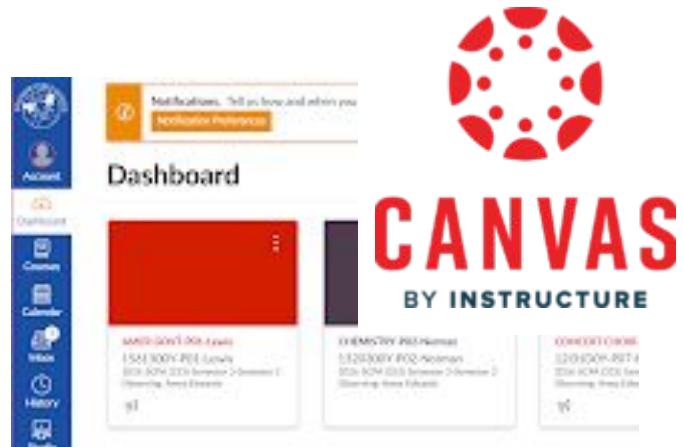


How to Become an Observer in Canvas

Quick Guide

A CPS **Canvas Observer** account provides access to a student's assignments, class announcements, and resources.

Note: Your initial Canvas login steps depend on whether you are the primary contact in Focus or not.



For a Student's Primary Contact

If you are the primary guardian in Focus, log in to Canvas with your Focus email. First-time users must reset or create a Canvas password.

1. Navigate to the CPS Canvas site:
<https://cps-k12.instructure.com/login>.
2. Click **Parents**.
3. Click **Forgot Password**. Enter the email address on file in Focus, then click **Request Password**.
4. Navigate to email and open the email from Instructure.
5. Click the link in the email and set up a password.
6. Login using email address and new password.

How to Become an Observer in Canvas

Quick Guide

For Non Primary Contacts

If you are not the primary contact in Focus, you can still view your student's classes by creating a Canvas Observer account with a student-provided pairing code.

1. Student logs into Canvas → **Account** → **Settings**.
2. On the right menu, click **Pair with Observer**.
3. Copy the code shown (valid for 7 days, one-time use). Need another? Just click again for a new code.
4. Go to cps-k12.instructure.com/login
5. Click **Parent of a Canvas User?**, on the top-right of the login screen
6. Enter your info and the pairing code → click **Start Participating**

! If you have more than one child in CPS, use the drop-down menu in the top-right corner on Canvas to toggle between each child.

