



REGISTER FOR A CANVAS OBSERVER ACCOUNT



1 Register at

<https://newpal.instructure.com/login/ldap>

- You will need at least one of your children's usernames and passwords.

Username format: **20xxfirstnamelastname**

- ✓ 20xx = student's graduation year
- ✓ Username may not exceed 20 characters

Password format: **DragonsXXXX**

- ✓ XXXX = student's lunch number

2 'Click Here For an Account'

The screenshot shows the Canvas login page for Southern Hancock County. At the top left is the 'ACADEMIC EXCELLENCE' logo. The main content area has a 'Username' field and a 'Password' field. Below the password field are checkboxes for 'Stay signed in' and a 'Log In' button. A link for 'Forgot Password?' is also present. A red circle highlights the link 'Parent of a Canvas User? Click Here For an Account' with the sub-link 'Browse courses' below it. A red arrow points from this link towards the 'Click Here For an Account' text in the step 2 header.

3 Complete Steps A-F below

The 'Parent Signup' form contains the following fields and elements:

- A**: Your Name input field
- B**: Your Email input field
- C**: Child's Username input field
- D**: Child's Password input field
- E**: A checkbox labeled 'You agree to the terms of use and acknowledge the privacy policy.'
- F**: A red button labeled 'Start Participating'

- If you have more than one student, choose any one to begin. You can register more children on this same account later.
- School employees should use a personal e-mail account.
- To attach more than one parent repeat steps 1-3. Each parent should use a separate e-mail address so each parent has a personal login.
- You can begin using Canvas immediately if you click on the "Start Participating" button. Don't forget to set up your password later.
- You will receive a registration email sent to the email address you provided. You will set up a password at this point. Please write it down, as the school does NOT have access to reset observer account passwords.
- Once in Canvas, choose your preferences.

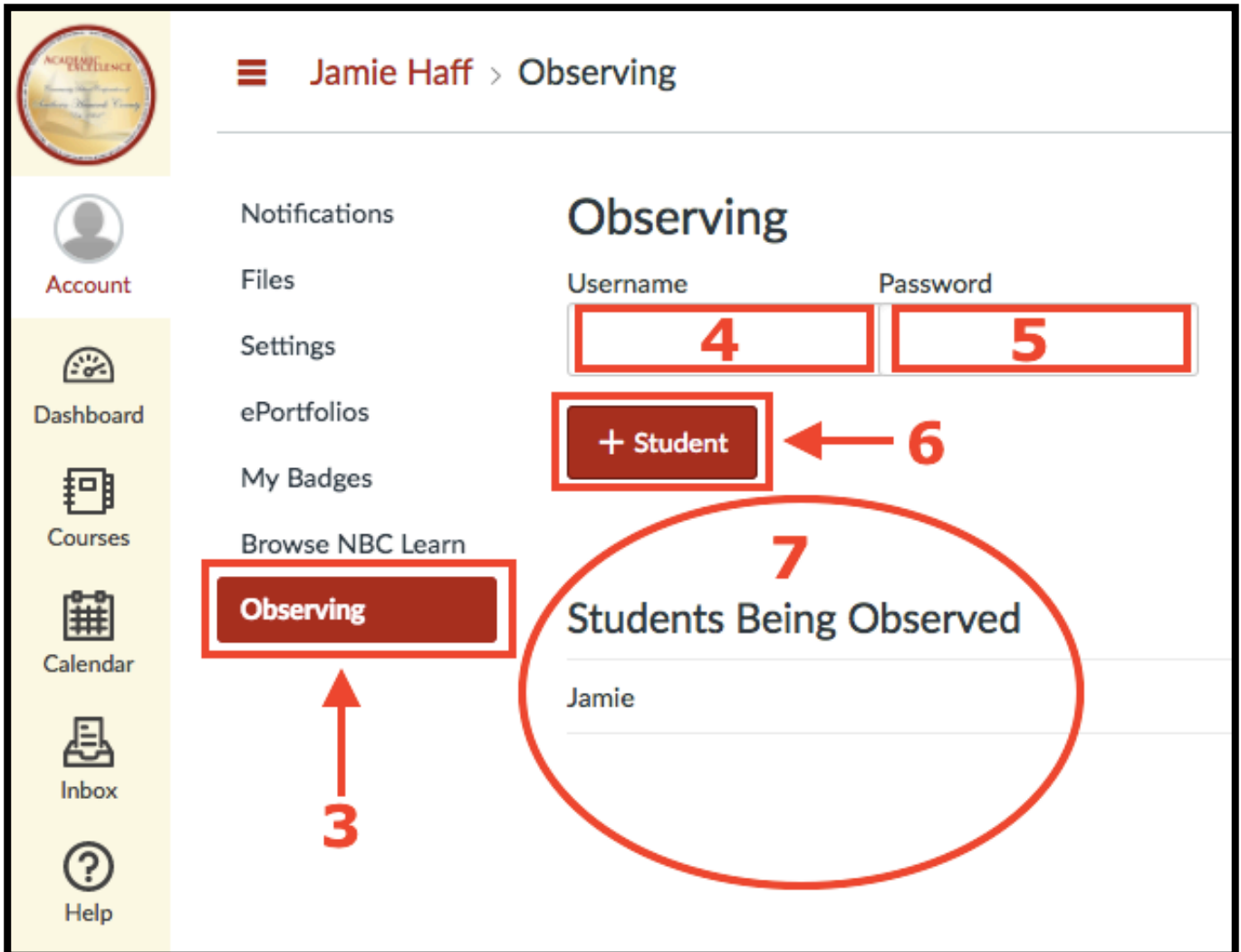
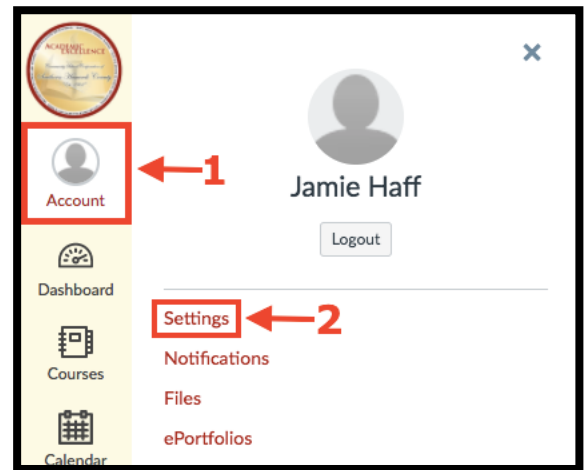
If you have any questions, email Chris Young at cyoung@newpal.k12.in.us



ADD MORE STUDENTS TO YOUR CANVAS ACCOUNT



1. Sign into Canvas & click **Account**
2. Click on **Settings**
3. Click on **Observing**
4. Enter student's Canvas **Username**
5. Enter student's Canvas **Password**
6. Click **Submit**
7. The newly added student should appear in **#7** below



If you have any questions, email Chris Young at cyoung@newpal.k12.in.us