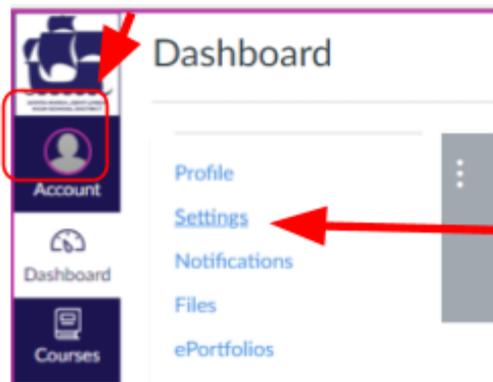# How to Create Parent Account in Canvas

Parents are allowed, and encouraged, to create their own accounts in our Learning Management System, Canvas. When parents log into their own accounts they are considered "Observers," and are able to see everything posted in a course from an instructor and everything submitted in a course by their student. Parents are able to keep up with assignments and announcements shared by teachers and see what their students are producing in those classes.

The process begins within the student's account. A student must log into their own Canvas account to generate what is called a "Pairing Code". This is best done with the parent and student together. If you need assistance, please contact Mrs. Coats at gcoats@smjuhsd.org

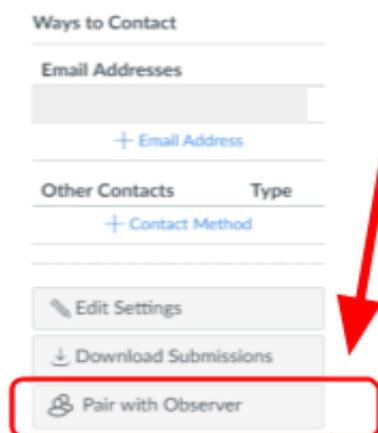Follow these instructions to create a Parent account for Canvas:

Step One:

The student logs into their account then clicks on **Account** in the left side Canvas buttons and selects **Settings**.
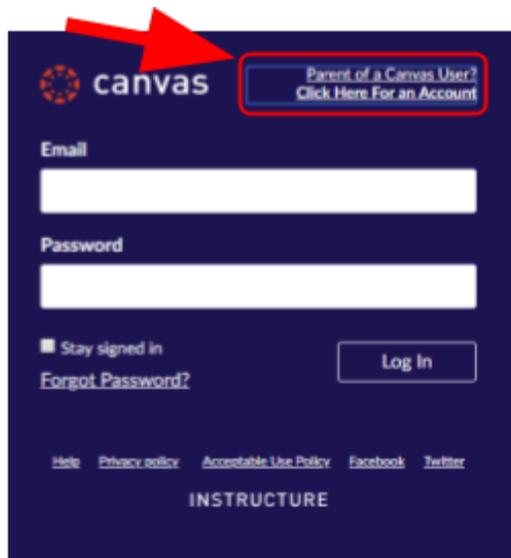
Dashboard

Account

Dashboard

Courses

Profile
Settings
Notifications
Files
ePortfolios

Step Two:

Generate pairing code by clicking on **Pair with Observer** on the right side of the screen:

Ways to Contact

Email Addresses

+ Email Address

Other Contacts   Type

+ Contact Method

✎ Edit Settings

↓ Download Submissions

& Pair with Observer

This will produce a short code that is necessary for creating a new parent account. Either write it down or highlight and copy.
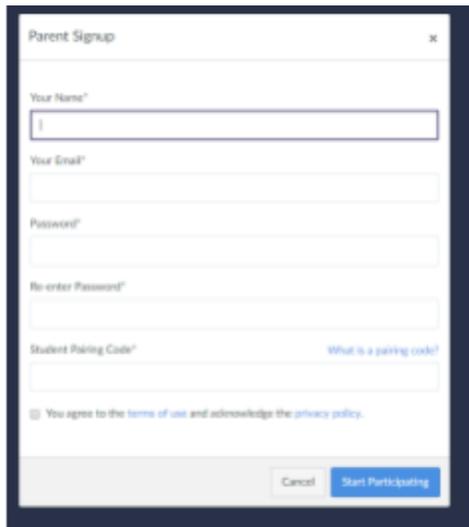
Step Three:

Go to the Canvas login page smjuhsd.instructure. com and click **Parent of a Canvas User** to generate the account.

Step Four:

Complete these fields, including an email address, a password for *your* account (not for the student's account), and the Pairing Code that was already generated in Step 2.

Step Five is to Log in using the account credential you just created and access the course information. Don't forget we have a general Canvas course for parents to show you the different features of Canvas and give you a quick run down of what to expect and how things work.