

Technology How To's

How to Download the Canvas Student App to your Cell Phone:

* This will allow you to access Canvas from your cell phone.

1. Go to the App Store and download the Canvas **STUDENT** app
*There may be a Canvas PARENT app ... download that one if you are a parent!
 2. Click Find My School.
 3. In the box provided, type **manchesteracademy.instructure.com** and click go.
 4. Log in using the same login and password you use for the computer.
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How to Become a Parent Observer in your Student's Canvas Account:

* This will allow parents to monitor and download information, but not submit assignments.

STEP 1: Get a Pairing Code from the Student Account

1. Have your student log in to their Canvas account.
2. Click Account on the global navigation menu, then click Settings.
3. Click the Pair with Observer button on the right side of the screen.
4. Copy the 6-digit alphanumeric code. (Note: This code expires after 7 days or its first use.)

STEP 2: Create Your Parent Observer Account

1. Open a web browser and go to manchesteracademy.instructure.com.
 2. Look for the link that says "Parent of a Canvas user? Click here for an account."
 3. Fill in your name, email, create a password, and paste the student pairing code you copied.
 4. Agree to the terms of use and click Start Participating.
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How to Login to MA Student E-Mail:

1. Click the **Outlook – Web Edition** icon on your computer's desktop.
2. Login using your assigned e-mail address.
*The first time you login, you will use the temporary password given. You will be prompted to change the password ... remember to WRITE your NEW PASSWORD DOWN!