

## How do I sign up for a Canvas account as a Parent?

Parent observers can view the course content of their child's classes, but cannot participate in the course. These directions will walk parents/guardians through the sign-in process.

### STEP 1: Open Canvas in web browser.

- Go to [cville.schools.instructure.com](http://cville.schools.instructure.com) (don't type in www. in the beginning of the url)

### STEP 2: Sign Up As A Parent

- Click on the "Parent of a Canvas User? Click Here For an Account"



Parent Signup

Your Name

Your Email

Child's Username

Child's Password

You agree to the [terms of use](#) and acknowledge the [privacy policy](#).

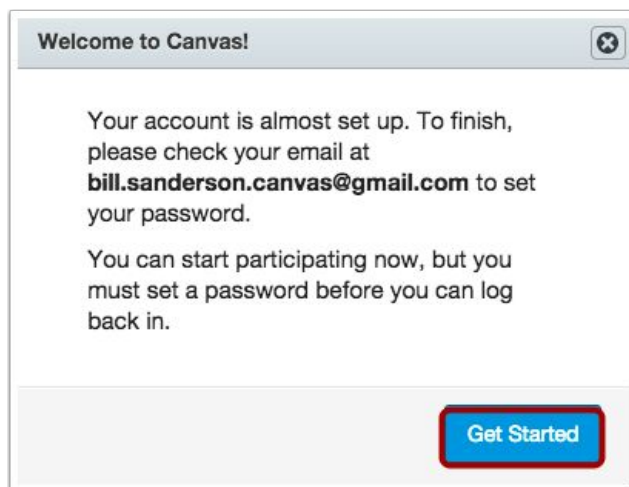
### STEP 3: Register for Parent Account

- Fill in the information for the parent signup.
- Your Child's Username and Password is their CCS Google login information.

Enter the following information:

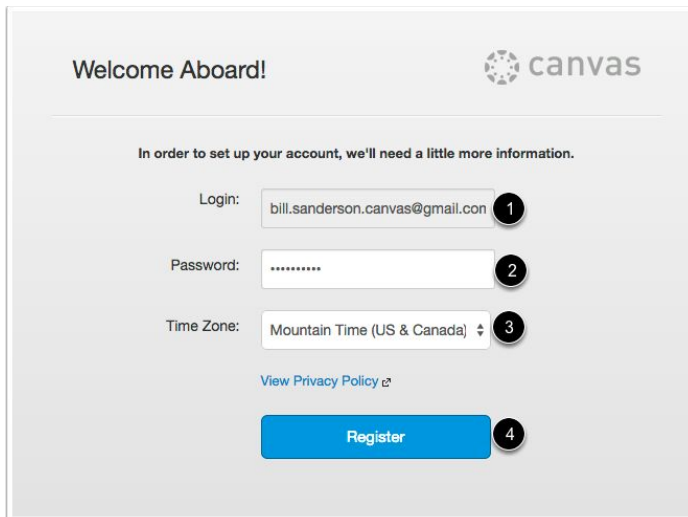
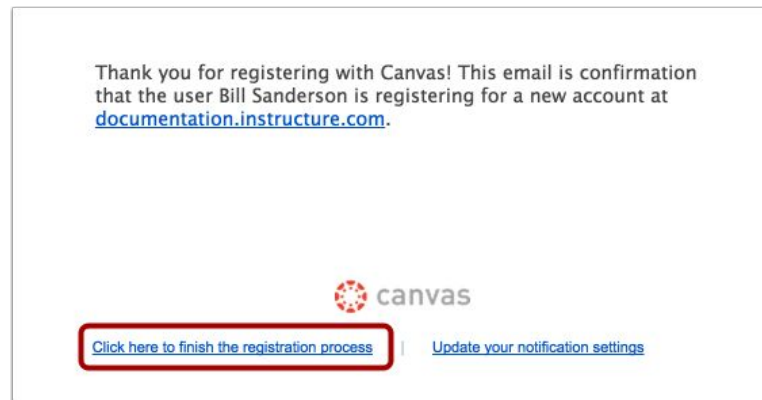
1. Enter your name in the name field.
2. Enter your email in the email field.
3. Enter your child's username in the child's username field.
4. Enter your child's password in the child's password field.
5. Agree to the terms of use by clicking the You agree to the terms of use check box.
6. Click the Start Participating button.

While your account is not entirely set up, you can begin participating in Canvas immediately by clicking the Get Started button. To finish registering for Canvas, log into your email account.



## STEP 4: Complete Registration Process

Open the email from Instructure Canvas. Click the link provided to visit the provided URL and complete the registration process.

A screenshot of the Canvas registration form. The form is titled "Welcome Aboard!" and includes the Canvas logo. Below the title, it says "In order to set up your account, we'll need a little more information." The form has four numbered steps: 1. Login: "bill.sanderson.canvas@gmail.com" (with a circled 1); 2. Password: "\*\*\*\*\*" (with a circled 2); 3. Time Zone: "Mountain Time (US & Canada)" (with a circled 3); 4. Register button (with a circled 4). There is also a "View Privacy Policy" link.

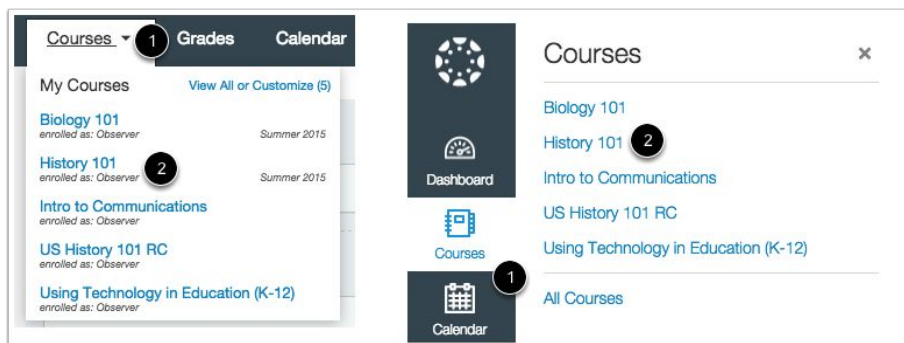
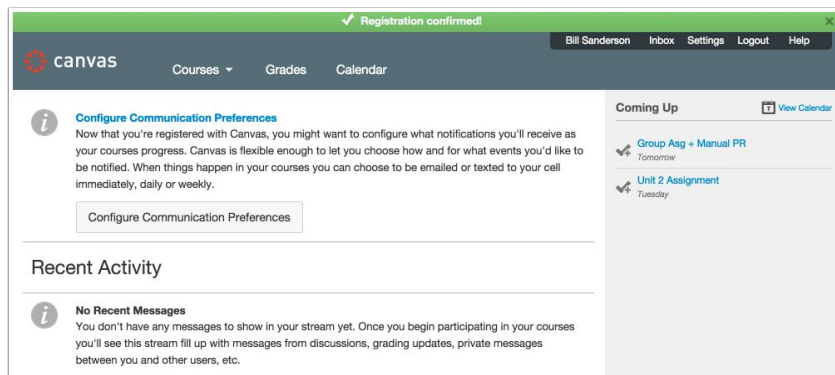
## STEP 5: Finish Registration for a Parent Account

To complete the registration process fill out the following fields:

1. Verify your email in the login field.
2. Set your password by typing in the password field.
3. Set your timezone by selecting the time zone drop-down menu.
4. Click the Register button. You will be redirected to the Canvas URL login page for your account.

## STEP 6: Configure Communication Preferences

- Set your preferences on how the amount of communication you receive from Canvas regarding your child's classes.
- You can also set other email addresses and set text messaging options.



## STEP 7: Explore your child's School Canvas Courses

- Click on Courses
- You will see a list of your child's courses to view.