

- **Creating an Observer/Parent Account in Canvas**

Attention Parents: You will need the “pairing code” that your student generated inside of their Canvas account. That code will expire in 7 days or after you use it for the first time. A new code will have to be generated, if you don’t use it before it expires.

- **Before using this document make sure to follow the steps in the “Creating a Pairing Code Document”**

1. Once guardians **receive** their [pairing code](#) from their student(s), they will need to sign up for a Canvas account.
 - a. *If you are a PWCS employee, please use a personal email account and not your work email to create this observer account.*
 - b. Parents will go to the [observer Canvas Login](#) page and select “**Parent of a Canvas User**” from the top right of the window.
 - i. **Note:** this page is different from the [Student login page](#).

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[Parent of a Canvas User?
Click Here For an Account](#)

Username

Password

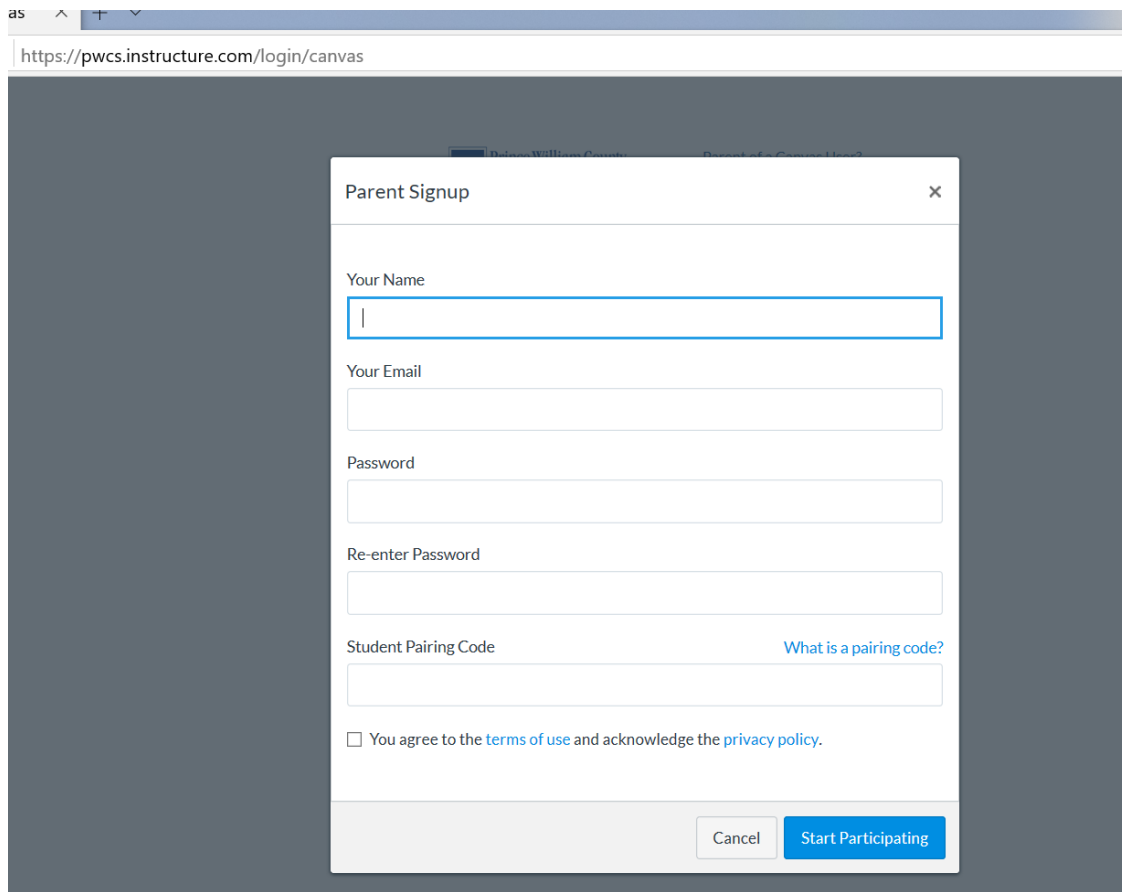
Stay signed in

[Forgot Password?](#)

[Help](#) [Privacy Policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

INSTRUCTURE

2. Parents will enter the information requested including the **pairing code** provided to them by their **child** or their child’s **teacher**.



3. To add more students to observe, once logged in, parents will want to click on Account>Observing. Here, they can see who they are already linked to and **add** more children.



☰ Fake Parent 2 > Observing

- Notifications
- Profile
- Files
- Settings
- ePortfolios
- Shared Content
- My Badges
- Observing**

Observing

Student Pairing Code

+ Student

Students Being Observed

- Cerissa
- Alyson Donaldson
- Fake Student

4. Once the account has been created, parents can use the Canvas Student App on their [Apple](#) or [Android](#) devices to access their account.
5. When using the app, parents will select the “**Prince William County Parents**” link when asked to “find school.” The Canvas Student app and the Canvas Parent app are similar. Canvas has recommended that the Canvas Student app has a better layout.
6. Parents can also use that link provided at the top of the page on the computer to log into the account after the initial setup has been completed.