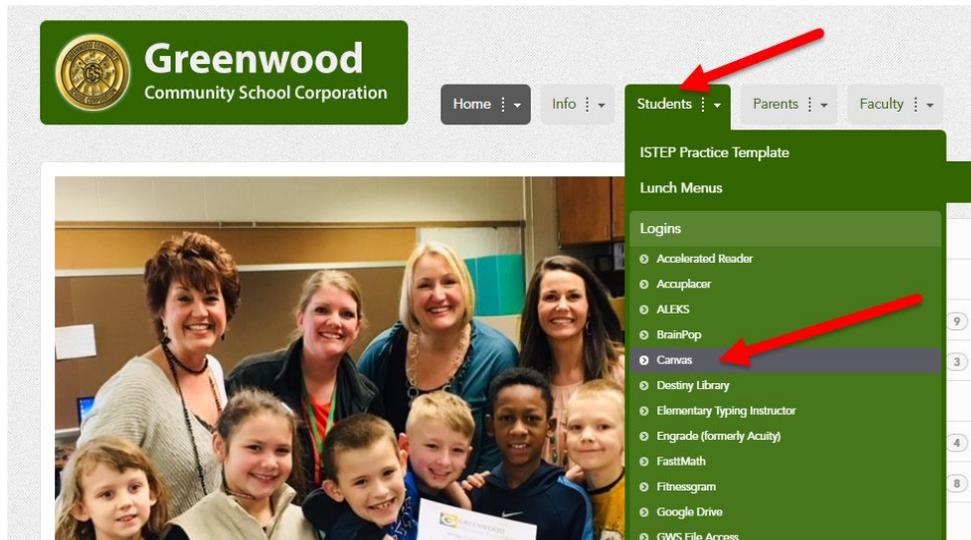# Setting up your parent Canvas account using Pairing Codes

You'll first have to log into your child's account. There is a Canvas link under the STUDENT TAB on every building Home Page and the Corporation Home Page http://www.gws.k12.in.us/

1. Sign in to Canvas with your **child's account** using his/her username & password.

2. In the Global Navigation, click the **Account** link (1) and then click the **Settings** link (2).
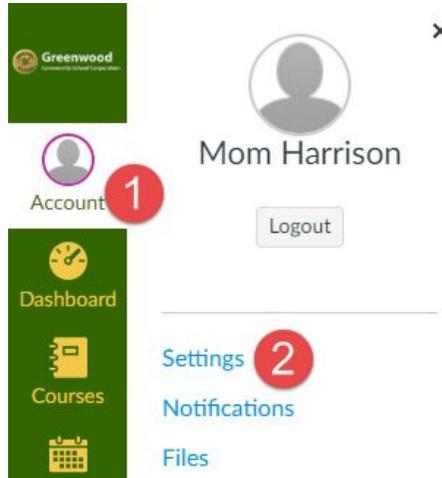
3. Click the **Pair with Observer** button.
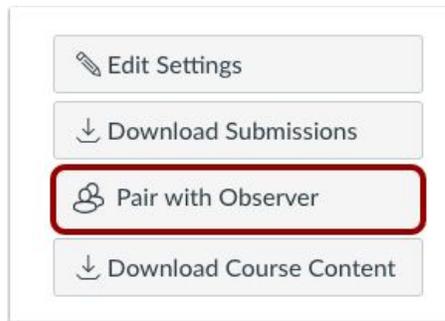

4. Copy the six-digit alphanumeric pairing code [1]. You will need this when you create your parent account. The pairing code will expire after 24 hours or its first use.
    To close the window, click the **OK** button [2].

Now you can create your own account. Use the Canvas link under the PARENTS TAB on the same page you used to access your child's account.

1. Click on the **Click Here for an Account** link on the Canvas login screen.
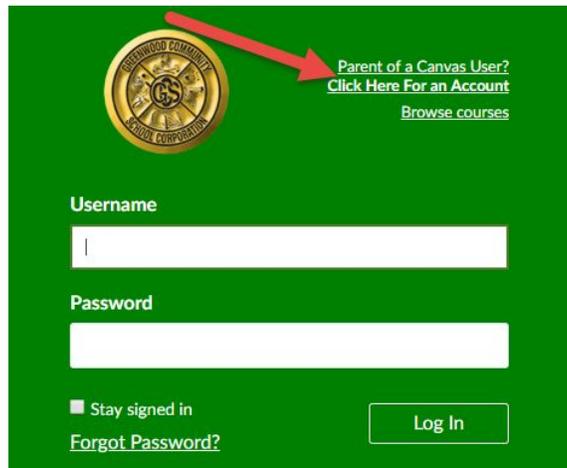

2. You'll use your own personal email account and password. The **Student Pairing Code** is the one you just copied from your student's Canvas page. Make sure to check the Terms and Use/Privacy box

3. Once you have created your Parent Account, you will receive an email (via the account you input in the Parent Signup window) from Canvas asking you to 'confirm' your registration and finalize the account creation.

View User Dashboard

Upon login, the default view is the **User Dashboard**. The User Dashboard will display your student's Canvas courses as colored tiles. Click on any of the tile titles to view assignments, announcements, and files.   As a parent, you are an OBSERVER, so you have VIEW ONLY access to Course Materials.
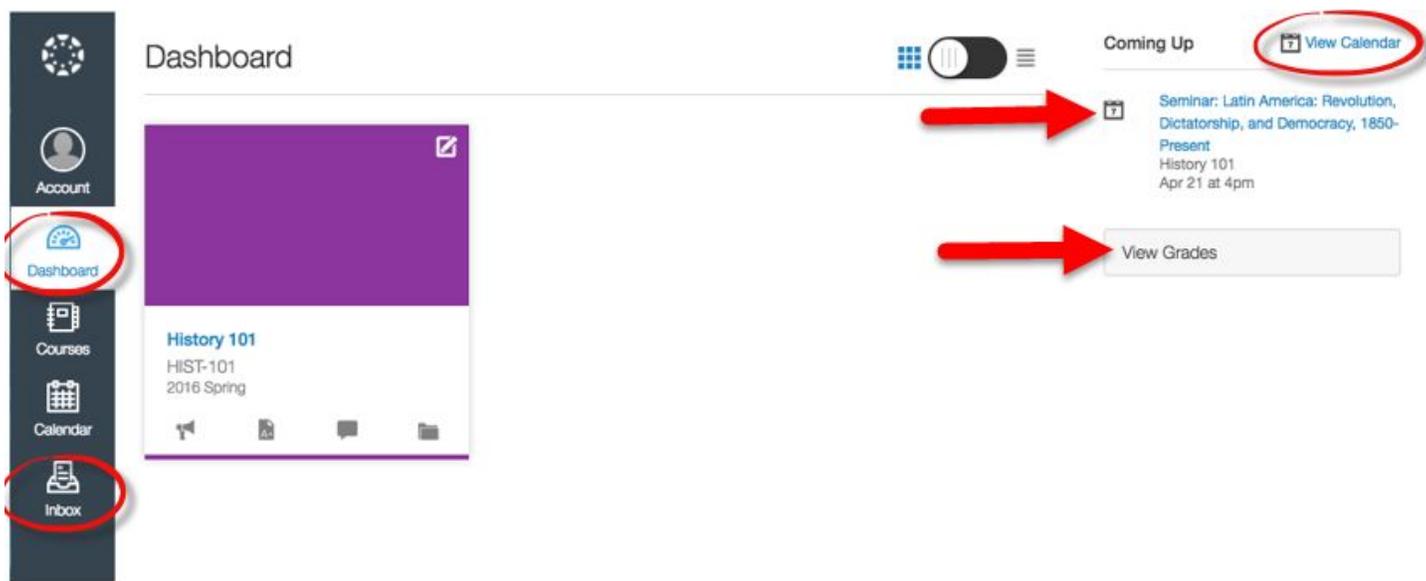
Click on **View Calendar** (upper right corner) to view assignment due dates and other class activities. The Coming Up area will display any upcoming assignments or activities that are scheduled for the week. Click on **View Grades** to see your student's grades.

The **left-hand toolbar** (called the Universal Menu) will provide access to the Inbox, which will allow you to easily communicate with the teacher within Canvas.

Click on the **Account** icon in the Universal menu to set up preferences for notifications from Canvas.