

# Creating a Parent Account in Canvas



## Part 1: Getting a Canvas Pairing Code

1. Login to the student's Canvas account at: [newpal.instructure.com](https://newpal.instructure.com)

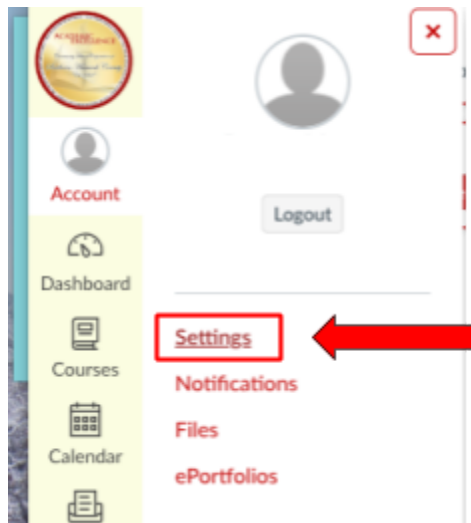
a. Student Username: **20XXfirstnamelastname**

*XX= student graduation year*

b. Student Password: **DragonsXXXX**

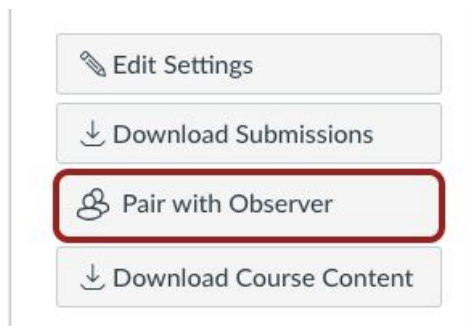
*XXXX= student lunch number*

2. Click "Account" and then choose "Settings"



3. Click Pair With Observer (right hand side) to retrieve your parent code

\*Code valid for 24 hours from retrieval. Must repeat process if not done within 24 hours.



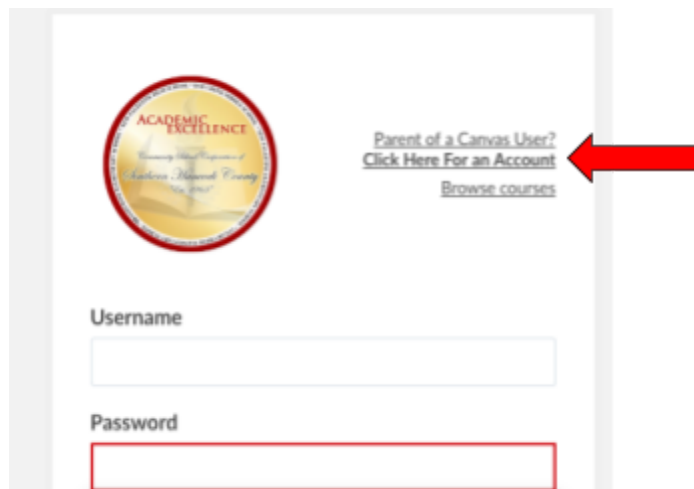


## Part 2: Account Creation

1. Go to the website: [newpal.instructure.com](http://newpal.instructure.com)

(make sure you are not logged-in as the student)

2. Click on “Parent of a Canvas User? Click Here For an Account”



3. Fill out the parent signup form and enter in the Student Pairing Code

(Pairing code is valid for 24 hours after it is generated.)

A screenshot of a "Parent Signup" form. The form has a title bar with "Parent Signup" and a close button. It contains several input fields: "Your Name", "Your Email", "Password", "Re-enter Password", and "Student Pairing Code". There is a link "What is a pairing code?" next to the pairing code field. At the bottom, there is a checkbox for "You agree to the terms of use and acknowledge the privacy policy." and two buttons: "Cancel" and "Start Participating".

If you need further assistance, email [cyoung@newpal.k12.in.us](mailto:cyoung@newpal.k12.in.us)