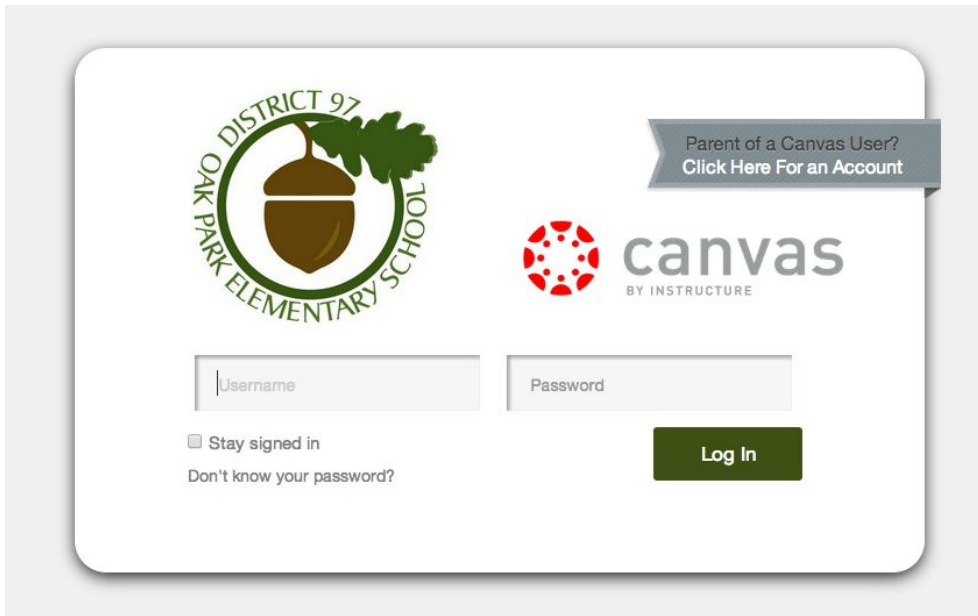


REGISTER as a CANVAS PARENT OBSERVER

1. Use a laptop or desktop computer to register as an Observer in your student's Canvas account.
2. Click on this URL for Canvas: <https://op97.instructure.com/>
(Please bookmark this URL to use going forward.)
3. Click on the parent observer link, which is a grey banner.



4. The student username for Canvas is the first part of their Oak Park 97 email address. *For example, if a student's email address is ABC123@students.op97.org the username for Canvas is "ABc123".*
IMPORTANT: The username is case sensitive.
5. The student's password is the same that they use to log in to their @students.op97.org account. (If you or your student does not know their @students.op97.org address or password, please contact your school office, or student's team leader/teachers).
6. You will then receive an email confirmation from Canvas. This email confirmation will be sent to the account in which you used to register as a Parent Observer. Click on the link provided in the email to finish the registration process. You will be prompted to create a password.

To add another student using the same email address used to register your first student:

1. Log into Canvas as an Observer.
2. Click on **Settings** in the upper right hand corner
3. Click on **Observing** located on the left hand side of the screen.
4. Add an additional username & password for each additional student.