

## Note about Parent Accounts

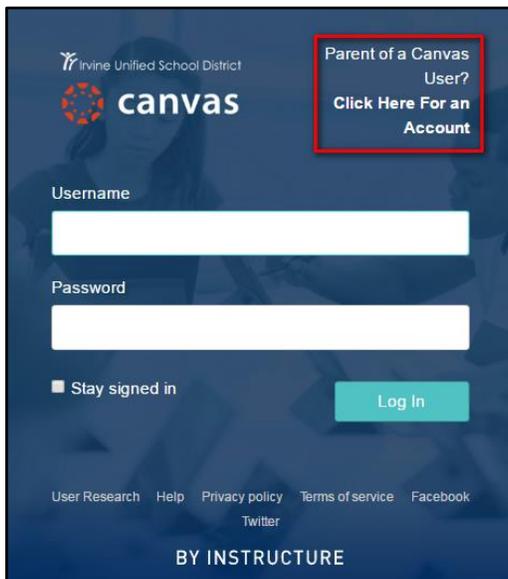
A parent account allows parents to observe the courses of students they are linked to, as well as receive the same notifications the student would. Parents should not be accessing Canvas through a student account, as it can be viewed as academic dishonesty.

Additionally, parent emails should not be put in a student's Canvas account, if an email is present in two accounts, it can cause issues that will prevent students from being able to participate in courses correctly. If a parent email has been added to a student account as a method of contact, please send an email with the username of the student and the email incorrectly added to the course to [helpdesk@iusd.org](mailto:helpdesk@iusd.org) for assistance.

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## Step 1: Go to Canvas Site

Go to [iusd.instructure.com](http://iusd.instructure.com) and follow the "Parent of Canvas User? Click here for an Account" link.



Irvine Unified School District  
canvas

Parent of a Canvas User?  
Click Here For an Account

Username  
[Input Field]

Password  
[Input Field]

Stay signed in

Log In

User Research Help Privacy policy Terms of service Facebook  
Twitter

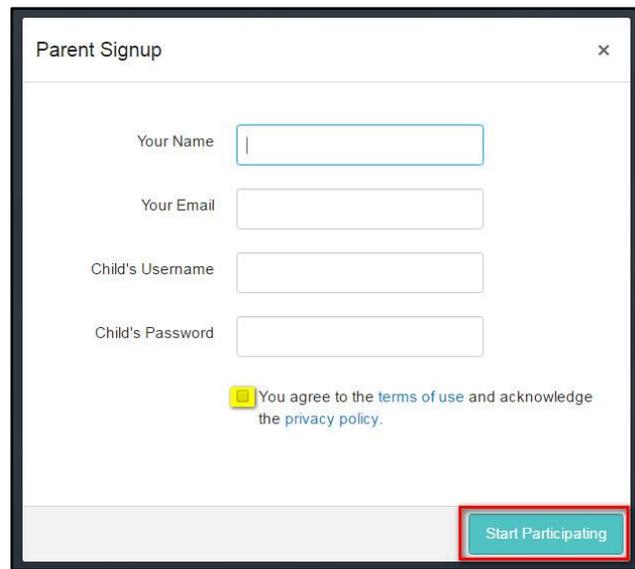
BY INSTRUCTURE

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## Step 2: Account Information

A new window will ask for your name, email address and the login of your student to create your account. The Student login will be the same used to log onto IUSD computers. You might need to ask your student for the information, have your student enter the information or see below for Parent Portal instructions.

Once filled out, read the terms of use, privacy policy, and check the box. Click "Start Participating" to create the account.



Parent Signup ×

Your Name

Your Email

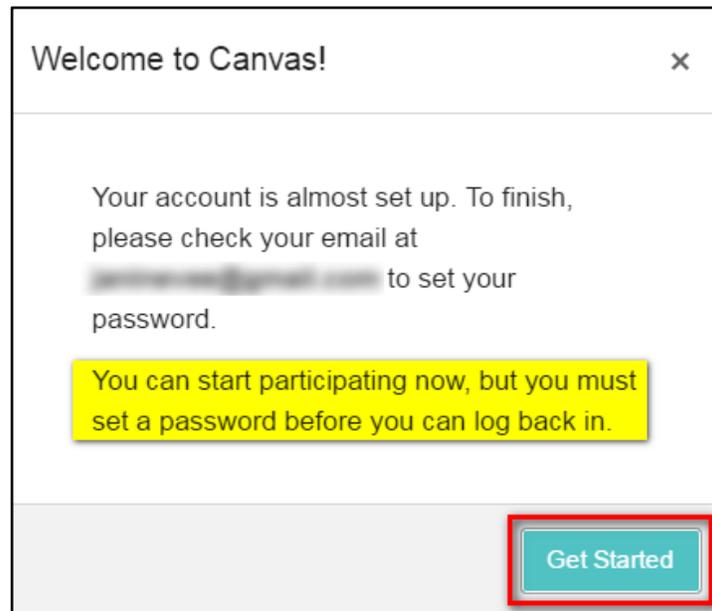
Child's Username

Child's Password

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

### Step 3: Confirm Email

A new window will appear letting you know that your email needs to be confirmed. This is a good time to stop and check the email used to create an account. The email is needed to confirm the the account and set up a password.

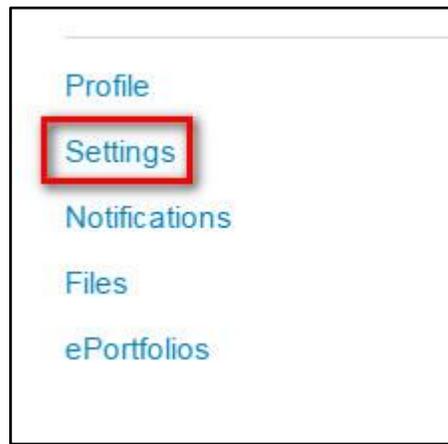
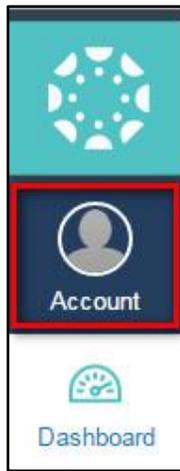


Welcome to Canvas! ×

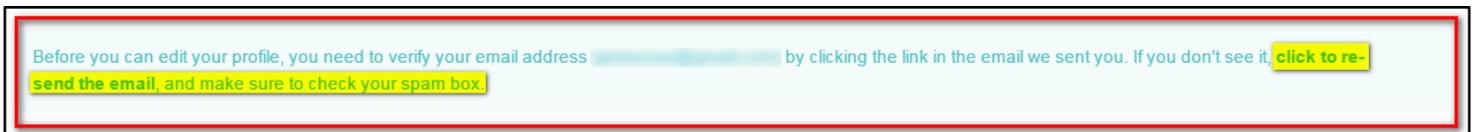
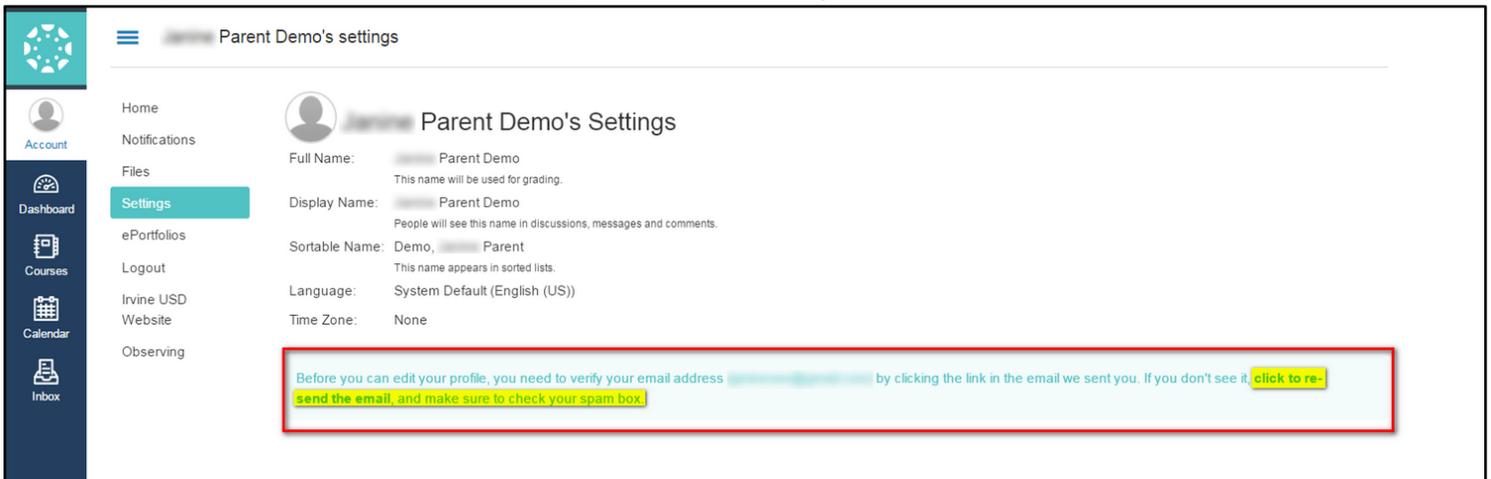
Your account is almost set up. To finish, please check your email at [\[redacted\]@gmail.com](#) to set your password.

You can start participating now, but you must set a password before you can log back in.

If you do not receive an email, go to "Account" and then "Settings".

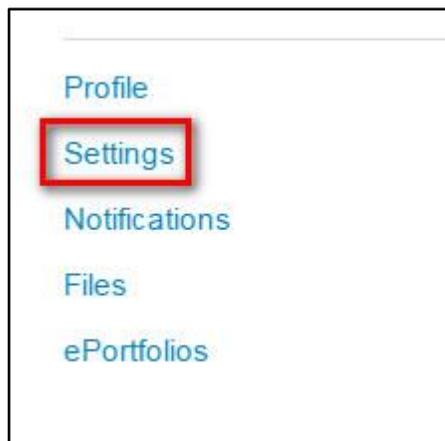
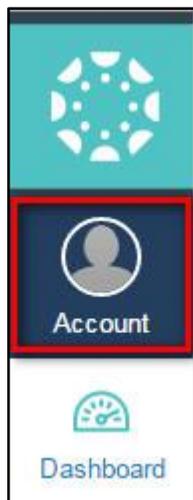


Click the link to resend the email, check your email, and confirm. If you still do not receive the email confirmation, send the details of the issue to [helpdesk@iusd.org](mailto:helpdesk@iusd.org) for assistance.



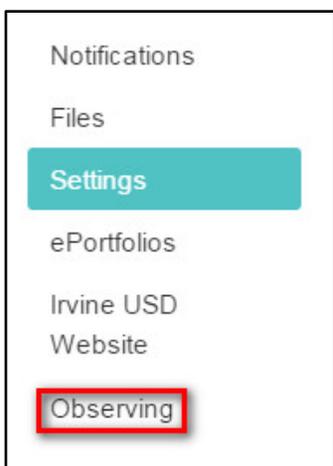
## Step 4: Linking Account to Additional Students

Once your account has been confirmed, go to "Account" in the top left corner, then select "Settings".

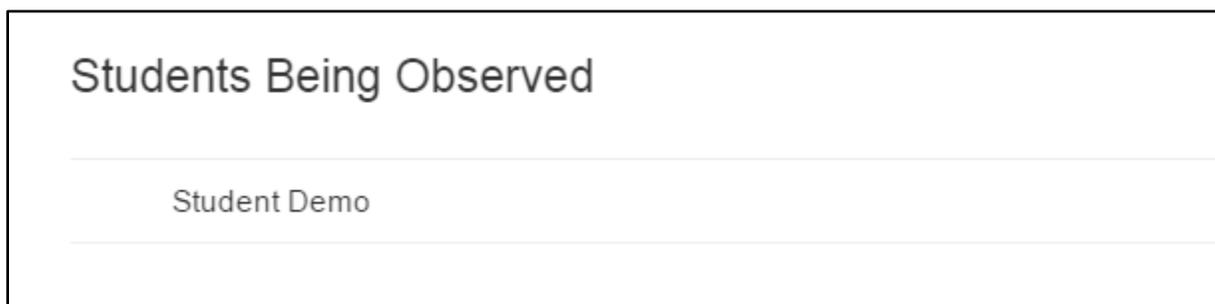


### Step 5: Click “Observing” Navigation Tab

Click the “Observing” tab from the left-side navigation.



Once completed the new student should appear under “Students Being Observed”



### Resources

A student’s username and password can be found in [Parent Portal](#), if you have never used [Parent Portal](#), you’ll need to reach out to the school site for assistance before continuing.

#### **To find your child’s username and password:**

1. Login to [Parent Portal](https://my.iusd.org) (<https://my.iusd.org>)

2. Hover over Student Info
3. Click on Demographics
4. Click on the Student Data 2 tab
3. Network Login ID = username (the naming convention is year of graduation + last name + first name)
4. In the top section of that page you will see Perm ID # (this is your child's password for Canvas). It is generally 9 digits long.

If you are still having issues logging in, please send an email to [HelpDesk@iusd.org](mailto:HelpDesk@iusd.org) for assistance.

- [What is the Observer role?](#)
- [How do I set my Canvas notification preferences?](#)
- [Observer Password Reset Guide](#)

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This document was created for the teachers and administrators of the Irvine Unified School District by the EdTech division of the Information Technology Department.

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For technical assistance, please email [helpdesk@iusd.org](mailto:helpdesk@iusd.org)