



Setup Canvas Parent Account

#1 Get Temporary Pairing Code from Student Account

Use these instructions to set up an account **BEFORE** setting up the app on your phone.

To first generate a temporary pairing code, open the Canvas app on their ipad or sign into your child's account at <https://bremenpublicschools.instructure.com/> on a browser of any device using his/her username & password.
(Usually first initial followed by last name then @bps.k12.in.us)

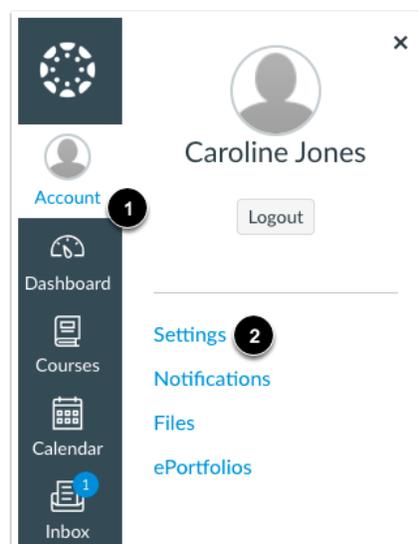
[Student Login](#)



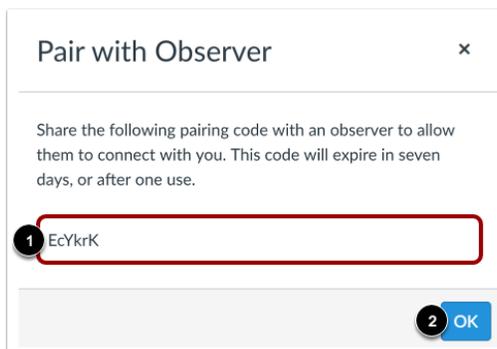
Click **Student Login** and log in using their google account with their school email



1. After logging in click **Account** on top left corner
2. Then click **Settings**.
3. Click the **Pair with Observer** button either on the right or bottom of the window.



4. **Copy the six-digit pairing code.** You will need this when you create your parent account. The pairing code will expire after a certain number of days or its first use. To close the window, click the **OK** button. Now you can create your own account.



Setup Canvas Parent Account

#2 Sign Up for Parent Account Signup from Browser



Open a browser on any device such as safari, google chrome, or internet explorer.

Go to <https://bremenpublicschools.instructure.com/>

Click [Parent Login](#) link.

Select "[Parent of a Canvas User? Click Here for an Account](#)"



Enter Signup Details:

Enter the following information:

1. Enter your name in the **Your Name** field.
2. Enter your email in the **Your Email** field.
3. Enter your password in the **Password** field.
4. Re-enter your password in the **Re-enter Password** field.
5. Enter/paste temporary pairing code from student's account in the **Student Pairing Code** field to link your account to your student. Agree to the terms of use by clicking the "**You agree to the terms of use**" checkbox.
6. Click the **Start Participating** button.

Parent Signup

Your Name **1**

Your Email **2**

Password **3**

Re-enter Password **4**

Student Pairing Code **5** What is a pairing code?

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

7 Cancel Start Participating

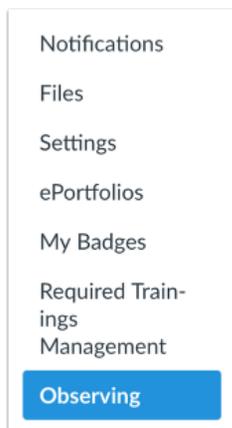
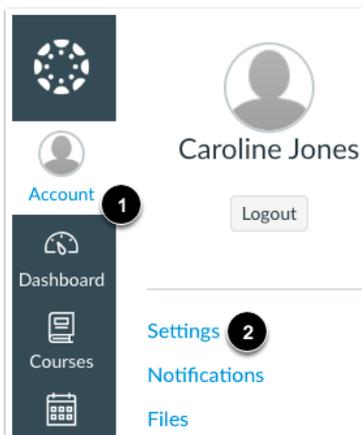
#3 Add Additional Students from a Browser

Multiple student accounts can be viewed from the app, but they must be set up from the parent account on a browser.

[1] Click the [Account](#) link, then [2] click the [Settings](#) link.

[3] In User Navigation, click the [Observing](#) link.

1. Enter in the Student Pairing Code.
2. Click "+Student" which adds to Students Being Observed.
3. Repeat as necessary for additional students.

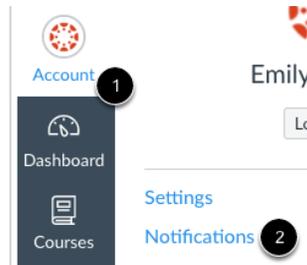


Setup Canvas Parent Account

#4 Set Up Email, Push, and Text Notifications from Browser

When logged on to the parent account at <https://bremenpublicschools.instructure.com/>

- [1] Click the Account link, then
- [2] Click the Notifications link.



Course Activities	Email Address emily.boone.canvas@gmail.com	Email Address emboone86@gmail.com	Push Notification For All Devices	Email Address email@email.com	Cell Number 1234567890@tmomail.net
Due Date	1 ✓ ⏰ 📅 ✕	✓ ⏰ 📅 ✕	✓ ✕	✓ ⏰ 📅 ✕	✓ ✕
Grading Policies	2 ⏰ 📅 ✕	✓ ⏰ 📅 ✕	✓ ✕	✓ ⏰ 📅 ✕	✓ ✕
Course Content	✓ 3 📅 ✕	✓ ⏰ 📅 ✕	✓ ✕	✓ ⏰ 📅 ✕	✓ ✕
Files	✓ ⏰ 4 ✕	✓ ⏰ 📅 ✕	✓ ✕	✓ ⏰ 📅 ✕	✓ ✕
Announcement	✓ ⏰ 📅 ✕	✓ ⏰ 📅 ✕	✓ ✕	✓ ⏰ 📅 ✕	✓ ✕

When you add an email or phone number, the notifications are all turned off by default. To change a notification for a contact method, locate the notification and click the icon for your preferred delivery type. Start by turning on notifications for grading and announcements. For more info on assignments, turn on notification for course content.

[1] To receive a notification right away, click the Checkmark icon. These notifications may be delayed by up to one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.

[2] To receive a daily notification, click the Clock icon.

[3] To receive a weekly notification, click the Calendar icon. The date and time of your weekly notifications are posted at the bottom of the notifications page.

[4] If you do not want to receive a notification, click the Remove icon.

Notes:

- Each set notification preference will automatically apply to all of your courses. They cannot be set individually.
- Twitter and SMS notification preferences do not support daily summary or weekly summary options.
- Unregistered contact methods will appear in notification preferences but will not receive notifications until you confirm the registration.

Set Email Notifications

To view details for a notification, hover over the notification name.

If you've set a notification preference for an email address that is outside your institution, you may see a privacy warning. You can close the warning by clicking the **Ok** button. Once the warning has been displayed, it will not display again.

Set Push Notifications

If you have enabled push notifications in the Canvas Student app, you can manage your preferences in the Push Notification column. Please be aware that push notifications can only be sent to your mobile device right away or not at all. Daily and weekly notification options are not supported.

Additionally, setting preferences inside the app will override preferences set in the notifications page.

Set Text Notifications

You can set up your mobile phone as a contact method to receive notifications as text (SMS) messages.

On Android devices, text messages appear from notifications@instructure.com. On iOS devices, text messages appear from area code ending in 10 (such as 210 or 410).

Notification headings identify the course and the type of message notification. All notifications contain at least one text message. You cannot reply to text message notifications.