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
   a. Student Username: 20XXfirstnamelastname
      \[XX= \text{student graduation year}\]
   b. Student Password: DragonsXXXX
      \[XXXX= \text{student lunch number}\]

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
   (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.)

If you need further assistance, email cyoung@newpal.k12.in.us