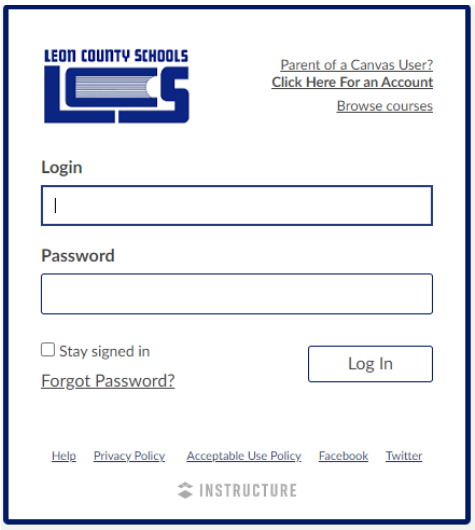
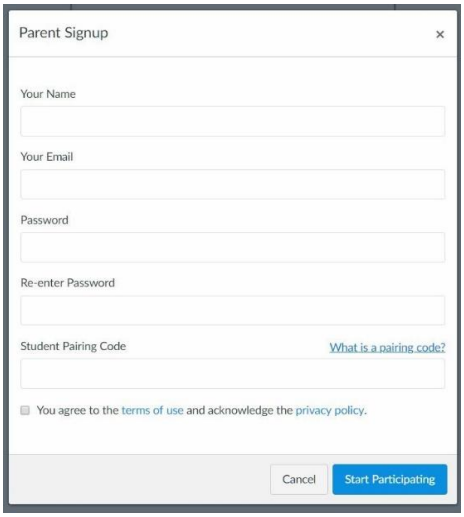
Canvas Parent Portal Instructions

Signing up For Parent Canvas Account

1. Go to **http://leonschools.instructure.com**
2. Click on "***Parent of a Canvas User?"*** The parent signup window will appear.





3. **Enter the following information in the Parent signup window:**
   a) Your name in the name field.
   b) Your email in the email field.
   c) The password you wish to use with your Canvas account
   d) The pairing code given to you by your student.
   e) Agree to the terms of use by clicking the "***You agree to the terms of use***" check box.
   f) Click the Start Participating button. You will be taken to your Canvas dashboard
4. You can set your notifications up now and begin exploring Canvas. Student courses will not appear until the first day of each semester.
5. **An email will be sent to you.** Please click the link at the bottom of the email to confirm your Canvas account. Please allow up to an hour for the email to arrive (check your spam folder)

Obtaining Student Pairing Code

1. Go to **http://leonschools.instructure.com**
2. Have your student login with their school email address and password
3. Click the Account icon----Settings
4. On the right-hand side, click

5. Copy the ***six-digit alphanumeric pairing code***. You will need this code to complete the parent account process. *The pairing code will expire after 24 hours or its first use*.