



## Canvas Parent Account Information

August 21, 2018

Dear Parent Name,

It has come to our attention that the student login and password information that was previously sent for Canvas may have been incorrect. We sincerely apologize for any inconvenience this may have caused you when trying to set up your (new) account.

Please follow the instructions below in order to get Canvas up and running for you and your student.

### **RETURNING Parents:**

- **If you set up a Canvas Parent Account last year, your login will still work. *You do NOT need to set up a new account.***
- **If you did NOT set up your Canvas Parent account last year, OR have a new CHC student in your family, you will need to follow the account set up instructions below.**
- **If you have forgotten your login information, follow these steps:**
  1. Go to <http://www.cherryhillschristian.org/> Click on "Quicklinks – Canvas"
  2. Click on the Red "Parent Login" button
  3. Click on the "Forgot Password?" link
  4. Enter your "Login" (your email address)
  5. You will receive a link to re-set your password

### **NEW Parents:**

**New parents: Set up your Canvas Parent Observer Account Today! You must first log in as your student to obtain a pairing code to successfully create a parent account.**

### **Log in as student:**

- Visit [chc.instructure.com](http://chc.instructure.com) and login with the provided student username and password.
- Once you have logged in, click on "Account" in the navigation bar to the left.
- Next click on "Settings".
- After clicking on settings, you will see a button on the right side of the page that says "Pair with Observer". Click on this button to get a pairing code for your student(s). Write down the Paring Code for use in the next step. Be sure to save it correctly.

**Create your parent account:**

- Visit [chc.instructure.com](http://chc.instructure.com) and click on Parent Login
- Click “Create New Account” in the top right corner of the page.
- Input your name, email address, desired password and your student pairing code from the previous step.
- You will be logged into your newly created account.
- You will also be sent a verification email confirming your account.

**If you have more than one student enrolled at CHC, you will receive individual emails for each student.**

**Student: Student Name**

**Student User ID: Student User Name Ex. 22JohnF**

**Student Password: Student Password Ex. 1111JF**

For other questions, don't hesitate to contact [Shannon Havekost](#), Marketing and Communications Coordinator or our [Technology Help Desk](#).

Thank you for your partnership.

Blessings,

Shannon Havekost  
Marketing and Communications Coordinator