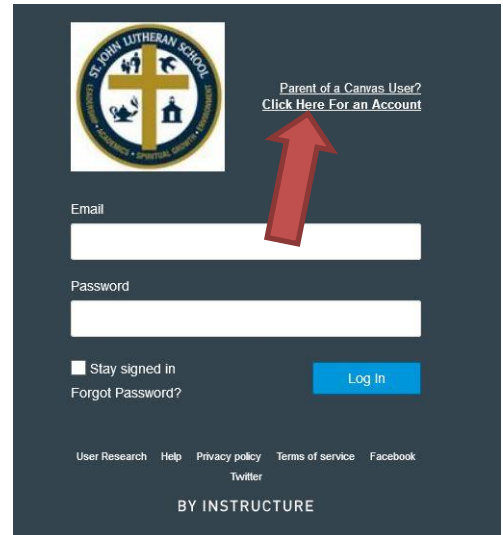


## Creating your Parent Account

For best registration results, we encourage you to sign up using a computer, and not a tablet or other device that causes users to use the “mobile version” of the St. John Canvas login page.

1. Using an Internet web browser, navigate to <http://stjls.instructure.com>
2. On the school Canvas login page click the “Parent of a Canvas User?”
3. To register your account and link you to your child, Canvas needs the following information:
  - a. Your Name
  - b. Your Email Address
  - c. Your Child’s Username
  - d. Your Child’s Password.



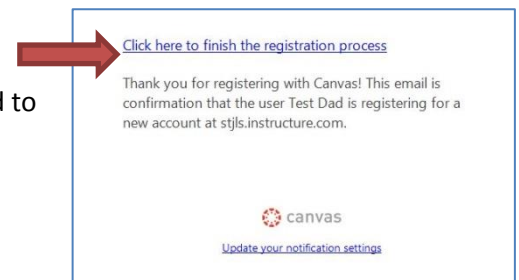
### **Kindergarten - 8<sup>th</sup> Grade Students**

**Usernames:** FirstName.LastName@stjls.org **Default Password:** Cougars2016

*Note:* Since it’s difficult to know every student’s nickname at the beginning of the year, please use their given first name when logging in. For example if your child usually goes by Joe, the first name in the username will likely be Joseph.

4. Be sure to put a “check” in the box for accepting the terms and services and privacy notice for Canvas. Once you have provided that information, press “Start Participating.”

5. Canvas will generate an account validation email which you will need to view and “Click here to confirm this registration.”

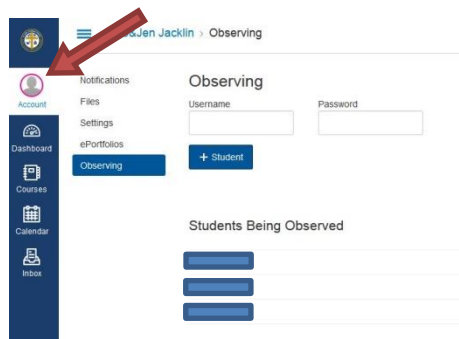


6. Once you are back into Canvas and have added your password, you are ready to either set up notifications, or if you are a parent of multiple children at St. John, link yourself to your other students.

## Families with Multiple Children at St. John

At the time of your initial registration, you will only be connected to **one** of your children, there are additional steps to set yourself as an observer for ALL of your children.

1. Once you have logged in (<http://stjls.instructure.com>), from the left hand navigation are click “Account” and then choose “Observing”:



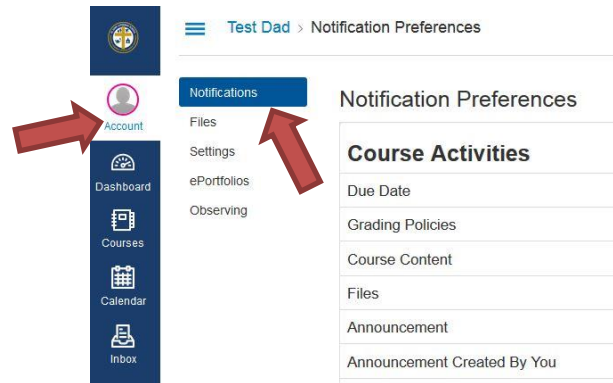
2. Under the **Observing** option you will add the username and password of your other students, one at a time. Remember: default Canvas logins: **Usernames:** FirstName.LastName@stjls.org **Default Password:** Cougars2016

## Setting Notification Preferences

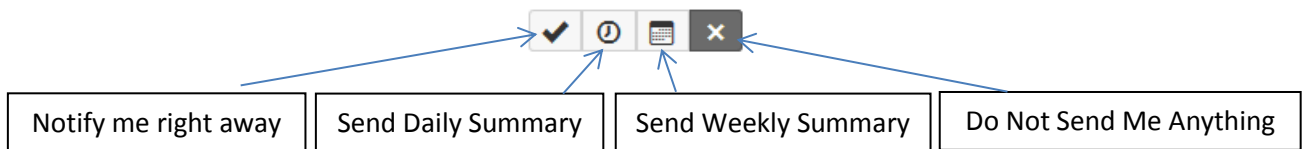
After completing the registration process, we encourage all of our families to set up *external* notifications. **As parents, you will likely not be logging in each day to check for Announcements and/or Calendar updates, which is why Canvas allows you to set up outside notifications to receive updates about school related information.**

To access your notification settings, from your Dashboard:

1. Click the "Account" button and then select "Notifications".

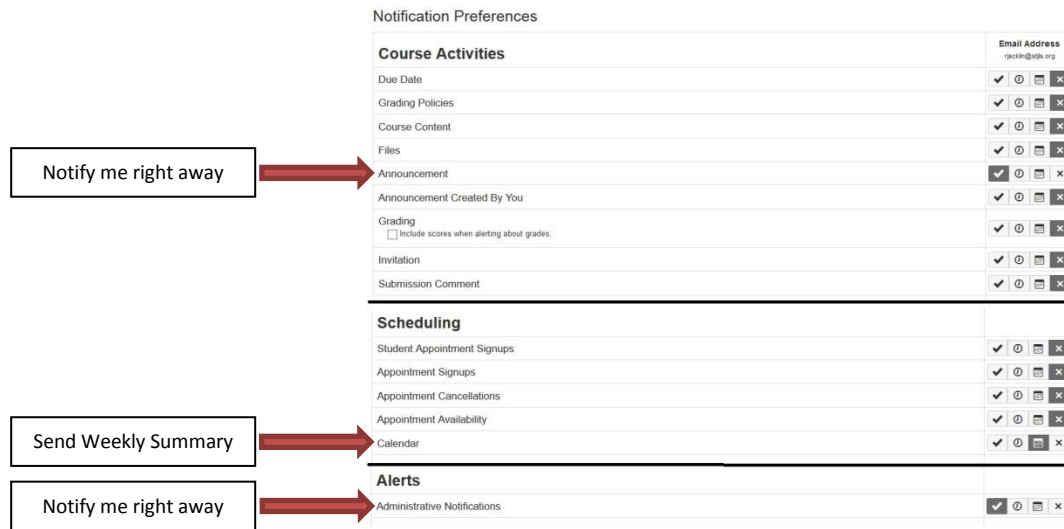


Each notification option allows you to set the timing of when those notifications are sent to your external email:



2. While there are 22 distinct notification areas, we ask that you only set three specific options:

***Announcement, Calendar, and Administrative Notifications.***



While you are free to set or reset any of the notifications in this settings area, we have found these three to be the most helpful and cause the least amount of clutter in your email inbox.

3. If you would like to configure notifications for more than one email address, navigate you way back to the settings page and select add email address  
Note: you will need to configure notification settings for each address.

