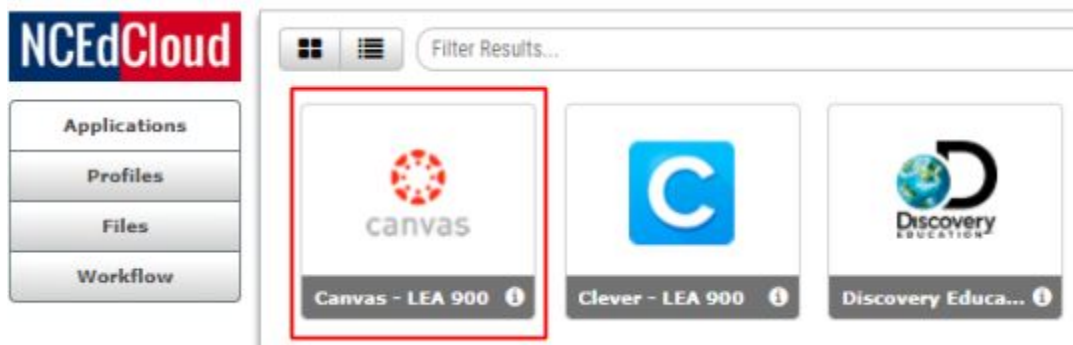


## Creating a Canvas Observer Account using a Student Generated Pairing Code

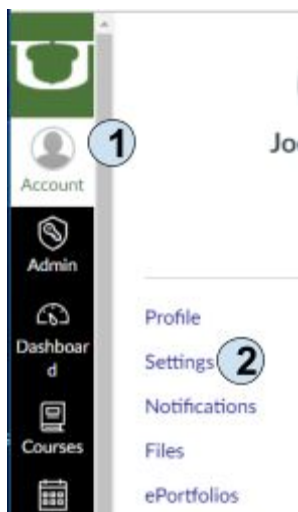
This tutorial explains how to create a Canvas Observer account using a student generated pairing code. Creating an observer account and paring with a student will allow a student's parent(s) to create a Canvas Account and link to their child.

### Generating a Pairing Code

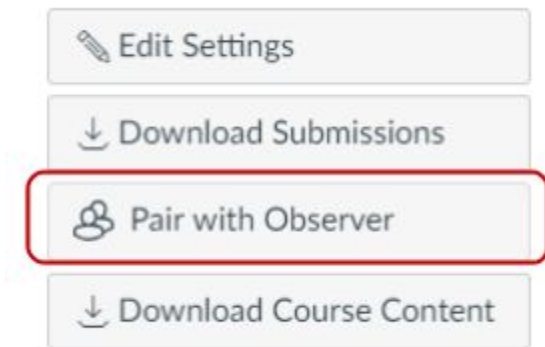
1. Have the UCPS Student log in to Canvas through their IAM/NCedCloud Account  
<https://my.ncedcloud.org>



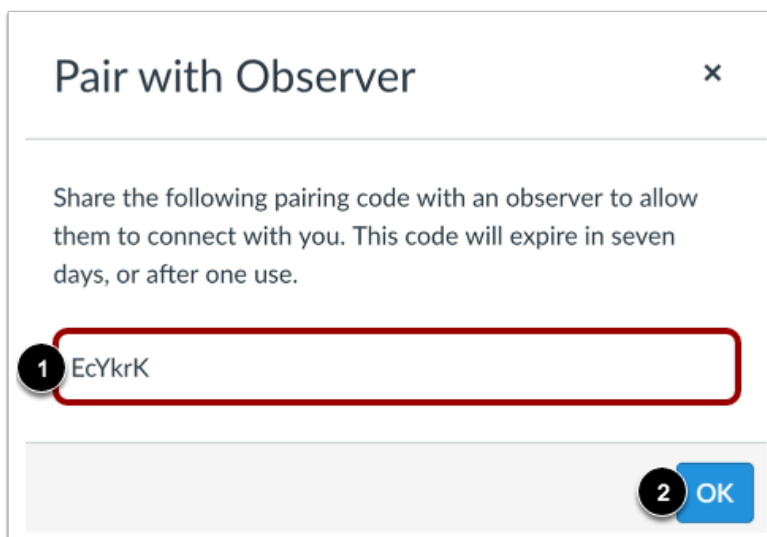
2. In the Global Navigation, click **Account**, and then click **Settings**.



3. Click the **Pair with Observer** button.



4. Share the six-digit pairing code with the observer who will link to the student account. The pairing code will expire after seven days or its first use.



## Creating the Observer Account Using a Pairing Code

1. Navigate to Union County Public School's Canvas - <https://ucps.instructure.com>



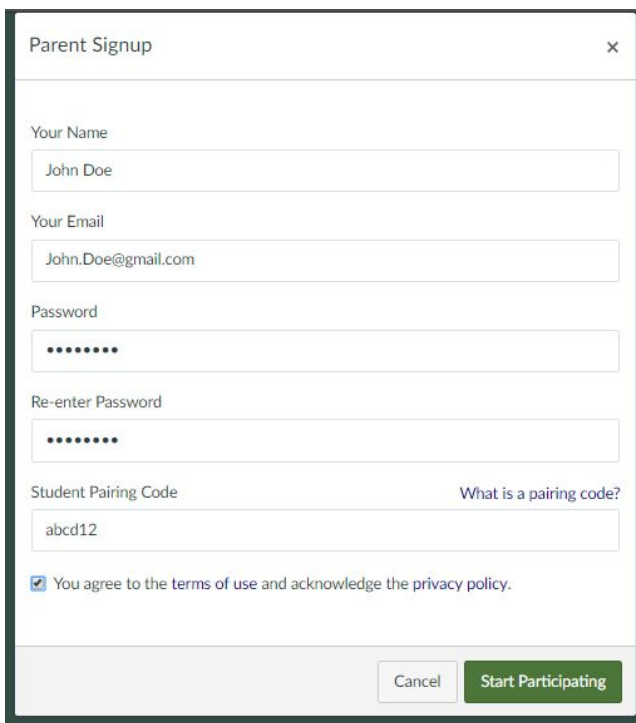
## 2. Select, **Parent/Observer Login**



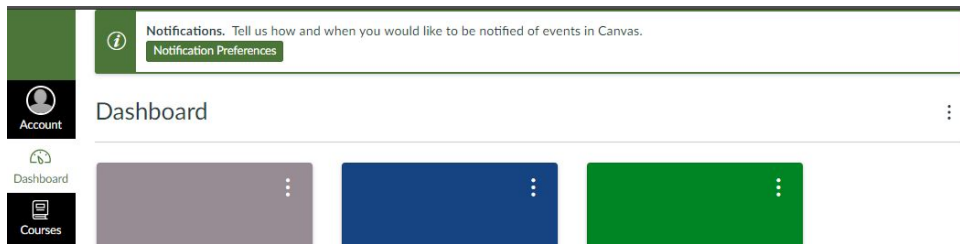
## 3. Click the link for **Parent of a Canvas User? Click Here For an Account**



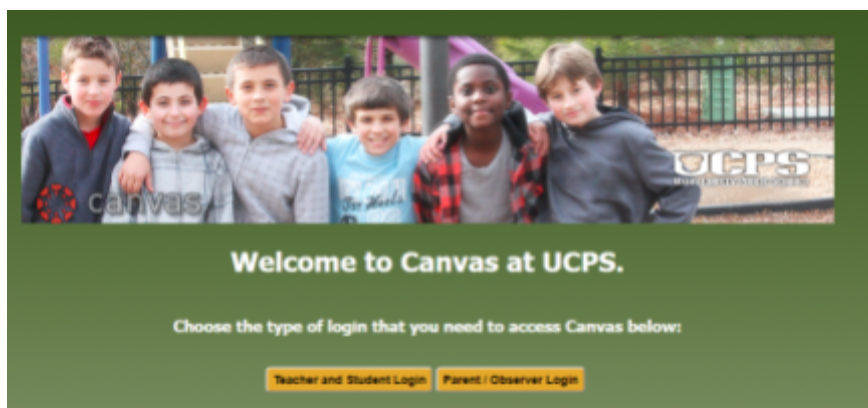
## 4. Enter the information required to sign up for an account - Your Name, Your Email, Password, and Student Pairing Code. The student pairing code is a six-digit code that is generated by your child (see the *Generating Pairing Codes* section of this tutorial for assistance.)



5. Once you have entered the information necessary to create your account, click the checkbox to **Agree to the terms or use...** and then click the **Start Participating** button. This will take you in to your Canvas Observer Account



6. To login after your account is created, navigate to Union County Public School's Canvas - <https://ucps.instructure.com> and click the **Parent/Observer Login** button.



Enter your Username and Password and click the **Log In** button.

A screenshot of the Canvas login form. The background is green. At the top left, it says "Union County Public Schools". At the top right, there are links: "Parent of a Canvas User? Click Here For an Account" and "Browse courses". The form has two input fields: "Username" and "Password". Below the "Password" field, there is a checkbox labeled "Stay signed in" and a link "Forgot Password?". A green "Log In" button is located at the bottom right of the form.