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**EAST ALLEN COUNTY SCHOOLS**

**DREAM IT. DO IT.**

Parents,

EACS welcomes you to begin experiencing Canvas, our Learning Management System. Below, you will find a step-by-step process of signing up and visiting your child/children's Canvas account to view and access lesson plans, assignments, videos, resources, weblinks, documents, discussions and possibly entire curriculum bundles as placed on Canvas by your child/children's teachers.

## Step 1: Go to [eacs.instructure.com](https://eacs.instructure.com)

Or click on the link below:

<https://eacs.instructure.com/login/ldap>

## Step 2: Set up your Account (or enter Username & Password if you have an existing account)

See **"Click Here for an Account"**

## Step 3: Parent Signup

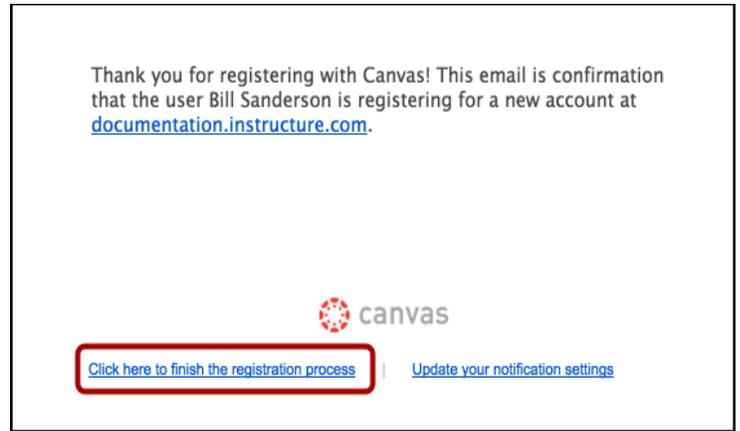
Enter the following information

1. Enter your name
2. Enter your email
3. Enter your child's Username (This is your child's **School ID#**)
4. Enter your child's password (first name, with the first letter capitalized, and last 4 digits of school ID#)
5. Click "You agree to the terms of use.."

A screenshot of the 'Parent Signup' form. The form is titled 'Parent Signup' and contains several input fields and a checkbox. The fields are: 'Your Name' (filled with 'Bill Sanderson'), 'Your Email' (filled with 'bill.sanderson.canvas@gmail.com'), 'Child's Username' (filled with 'nora.sanderson.canvas@gmail.cc'), and 'Child's Password' (filled with '.....'). There is a checkbox labeled 'You agree to the terms of use and acknowledge the privacy policy.' which is checked. At the bottom right, there is a blue button labeled 'Start Participating'. Numbered callouts (1-6) are placed over the form elements: 1 over the name field, 2 over the email field, 3 over the username field, 4 over the password field, 5 over the checkbox, and 6 over the 'Start Participating' button.

6. Click “ **Start Participating** ”

You will receive an email from **Instructure Canvas**. Click the link provided in the email to finish the registration-



## Step 4: Welcome Aboard!

To complete the registration process, fill out the following fields:

1. **Login:** verify your email.
2. **Password:** set your password.
3. **Time Zone:** select your time zone from the drop-down menu. (we are in the Eastern Time Zone)
4. Click “**Register**”. You will be redirected to the Canvas login page for your account.

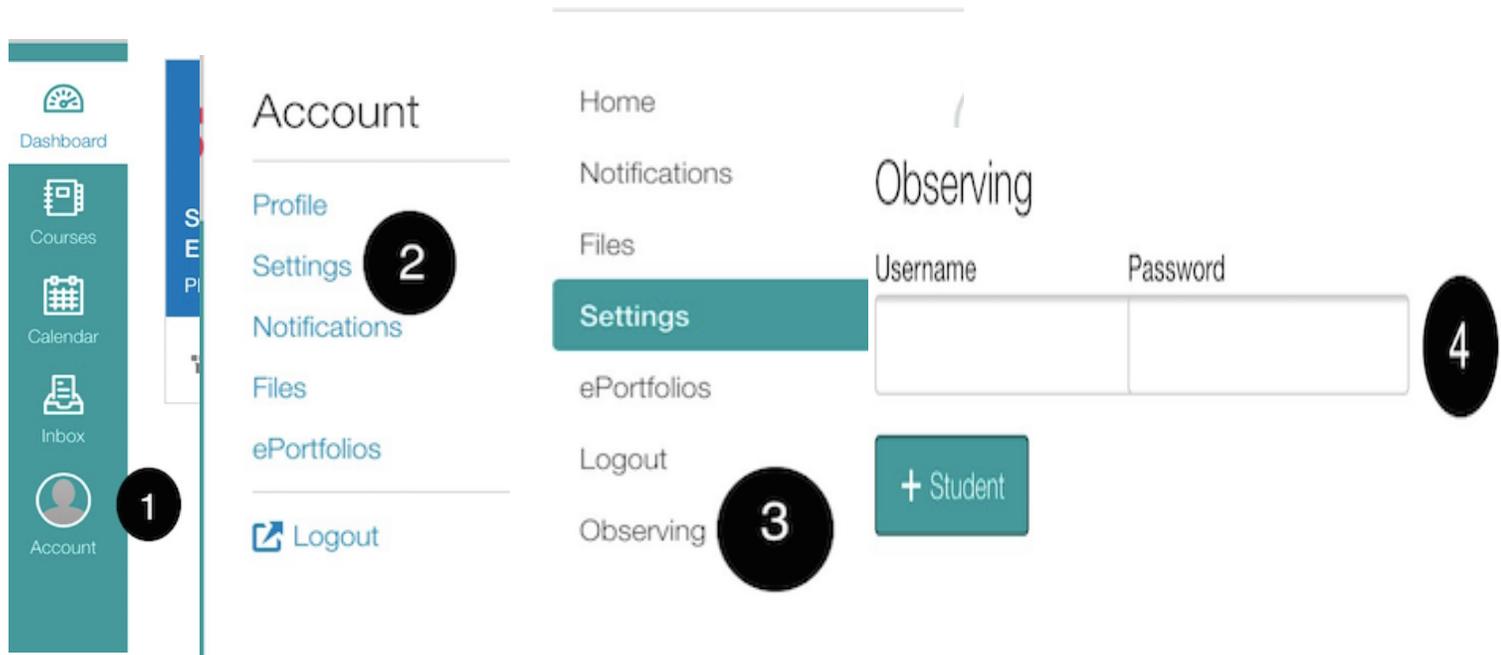
A screenshot of the Canvas registration form. The header says "Welcome Aboard!" and the Canvas logo. Below the header, it says "In order to set up your account, we'll need a little more information." The form has four fields: "Login:" with the email "bill.sanderson.canvas@gmail.com" (marked with a 1), "Password:" with a masked password (marked with a 2), "Time Zone:" with a dropdown menu set to "Mountain Time (US & Canada)" (marked with a 3), and a "View Privacy Policy" link. At the bottom is a blue "Register" button (marked with a 4).

## You are now registered!

## Log In using your email and password.

### To “Observe Your Student”

1. Click the “Account” icon
2. Click “Settings”
3. Click “Observing”
4. Enter the Username and Password of your student



### To Add Another Student:

1. Under “Username”, enter student’s username (child’s School ID#)
2. Under “Password”, enter your child’s password first name, with the first letter capitalized, and last 4 digits of school ID#
3. Click “Add Student”

Note: If you only have one student, you don’t need to “add student.”