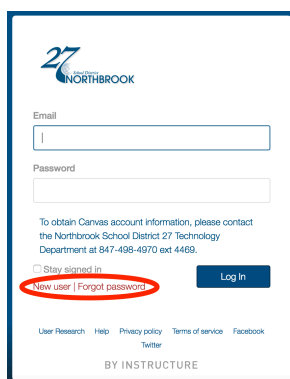


Directions to Activate a Canvas Account for Parents

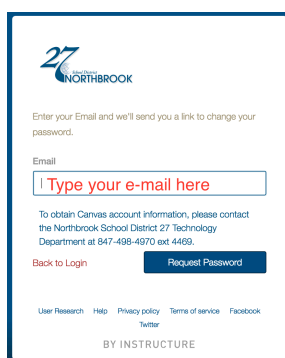
Parents who have a Canvas account from last year, will not need to follow these steps. You will log in with your account information from last year. Parents new to Canvas or if you have forgotten your account information, follow the steps below:

1. Click on the Canvas website link in your e-mail. Then click on the “New user/Forgot password” link at the bottom.



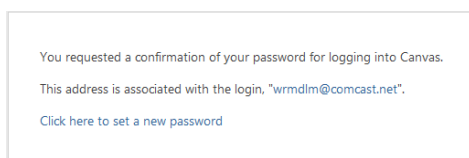
The image shows the Canvas login page for Northbrook School District 27. At the top is the Northbrook logo. Below it are input fields for 'Email' and 'Password'. A message states: 'To obtain Canvas account information, please contact the Northbrook School District 27 Technology Department at 847-498-4970 ext 4469.' Below this message are two links: 'Stay signed in' and 'New user / Forgot password', with the latter circled in red. A 'Log in' button is to the right. At the bottom are links for 'User Research', 'Help', 'Privacy policy', 'Terms of service', and 'Facebook', along with a 'Twitter' icon and the text 'BY INSTRUCTURE'.

2. On the next screen, enter your e-mail address and press “Request Password”. A message will be sent to your e-mail with a subject line of “Forgot Password: Canvas”.



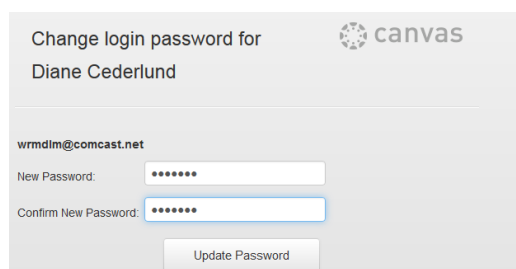
The image shows the 'Forgot Password' page for Northbrook School District 27. It features the Northbrook logo at the top. Below it is the text: 'Enter your Email and we'll send you a link to change your password.' There is an 'Email' input field with the placeholder text 'Type your e-mail here'. Below the input field is a message: 'To obtain Canvas account information, please contact the Northbrook School District 27 Technology Department at 847-498-4970 ext 4469.' At the bottom are two buttons: 'Back to Login' and 'Request Password'. Similar to the first page, there are links for 'User Research', 'Help', 'Privacy policy', 'Terms of service', and 'Facebook', a 'Twitter' icon, and the text 'BY INSTRUCTURE'.

3. After opening the e-mail, click on the blue link that reads, “Click here to set a new password.”



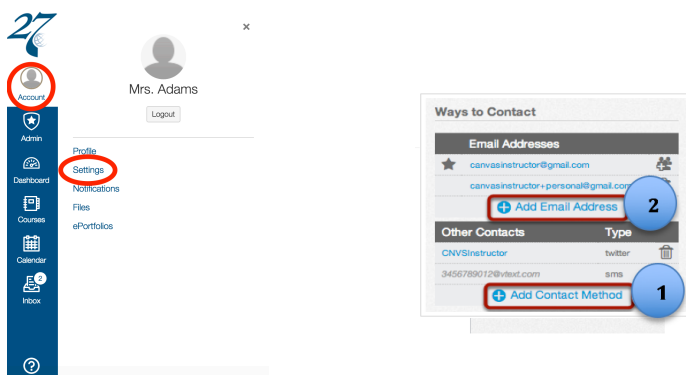
The image shows an email confirmation message. It contains the text: 'You requested a confirmation of your password for logging into Canvas. This address is associated with the login, "wrmdlm@comcast.net". Click here to set a new password'. The link 'Click here to set a new password' is highlighted in blue.

4. Enter a password of your choice and click on “Update Password”.



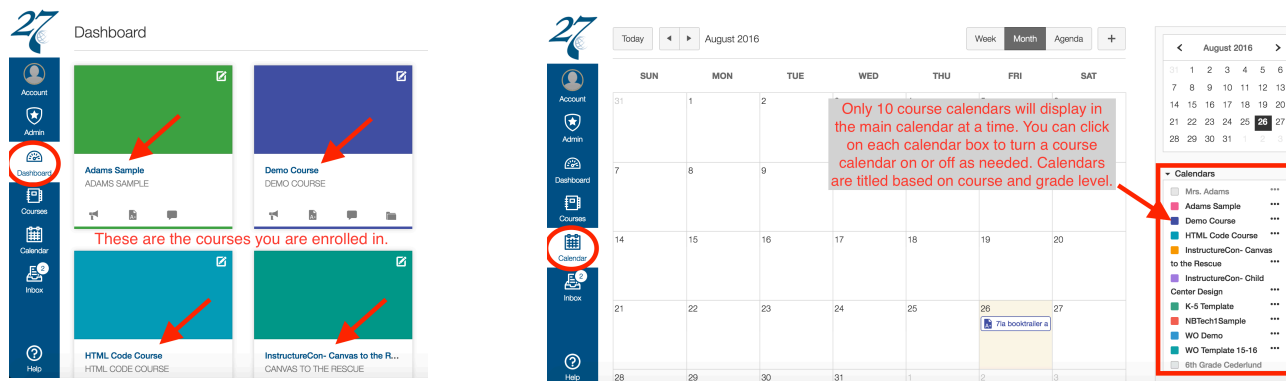
The image shows the 'Change login password' page for a Canvas account. At the top, it says 'Change login password for' followed by the name 'Diane Cederlund' and the Canvas logo. Below this is the email address 'wrmdlm@comcast.net'. There are two input fields: 'New Password:' and 'Confirm New Password:', both with masked characters (dots). At the bottom is an 'Update Password' button.

- Click on Settings in the left navigation bar to set your “Ways to Contact”.



Click the **Add Contact Method** link to add an SMS contact (cell phone number for text messages), or other contact method of your choice [1]. If you want to link additional e-mail addresses, click the **Add Email Address** link to add e-mails to be contacted by [2].

- Click on the “Dashboard” link in the left menu bar for information about your child’s classes. For upper grades, homework assignments will be found by clicking the calendar button.



- K-5 Teachers will post their blog under the “Classroom News” icon. This information, as well as Wood Oaks’ course announcements, can be found by clicking on the “Announcement” tab on the left hand side.

