

Observer Portal - Adding Multiple Students

1. [Log into Canvas](#)

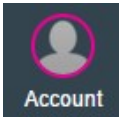
Login: The email address you registered

Password: You set this after receiving the confirmation email from Canvas.

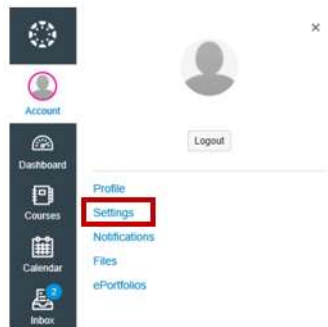
***NOTE:** If you have not confirmed your account, you will not be able to add additional children.



2. Click on **Account** in the upper left-hand corner.



3. When the Account window opens, click on **Settings**.



4. Click the **Observing** tab on the left hand side.

Notifications

Profile

Files

Settings

ePortfolios

My Badges

Observing

5. Add Usernames and Passwords for additional children.

Observing

Username

Password

+ Student

NOTE:

Child's Username: Your child's username is their school email address. If your child is unsure of their email address, it is their username@cr.k12.ia.us.

Child's Password: The first letter of your child's first name first letter of your child's last name (both lowercase) and then your child's CRCSID ID number. Example student Sally Anderson with ID 123456 would have a password of sa123456

6. **" + Student "**