

Observer Portal - Adding Multiple Students

1. [Log into Canvas](#)

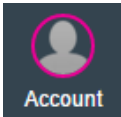
Login: The email address you registered

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

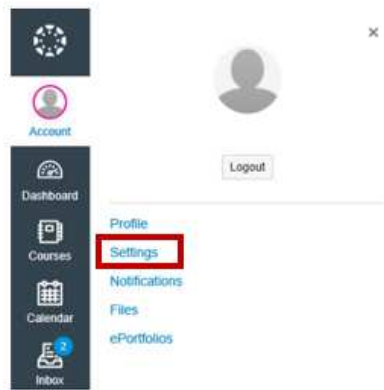
***NOTE:** If you have not confirmed your account, you will not be able to add additional children.



2. Click on **Account** in the upper right-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: Your child's CRCS ID number (You have access to this number in PowerSchool.)

6. "+ Student"