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EAST ALLEN COUNTY SCHOOLS
DREAM IT. DO IT.

Parents,

EACS welcomes you to begin experiencing Canvas, our new Learning Management System, replacing MyBigCampus of the previous three years. 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

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

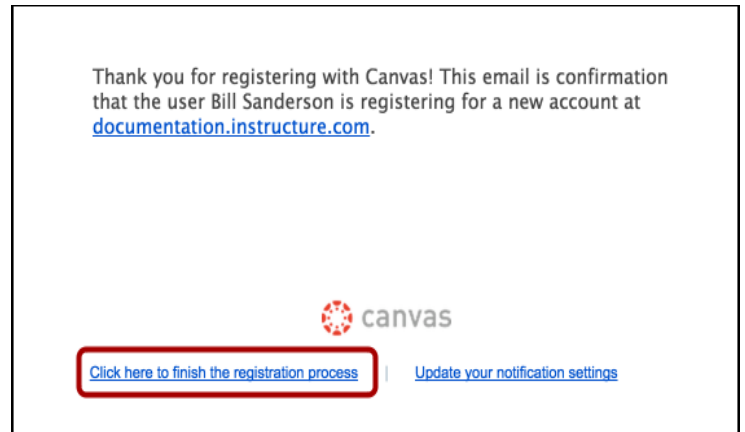
Enter the following information

1. Enter your name
2. Enter your email
3. Enter your child's Username (This is your child's School ID#)

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.com'), 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'. Each field and the button are numbered with a small circle containing a number from 1 to 6, corresponding to the steps listed in the text.

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.."
6. Click "**Start Participating**"

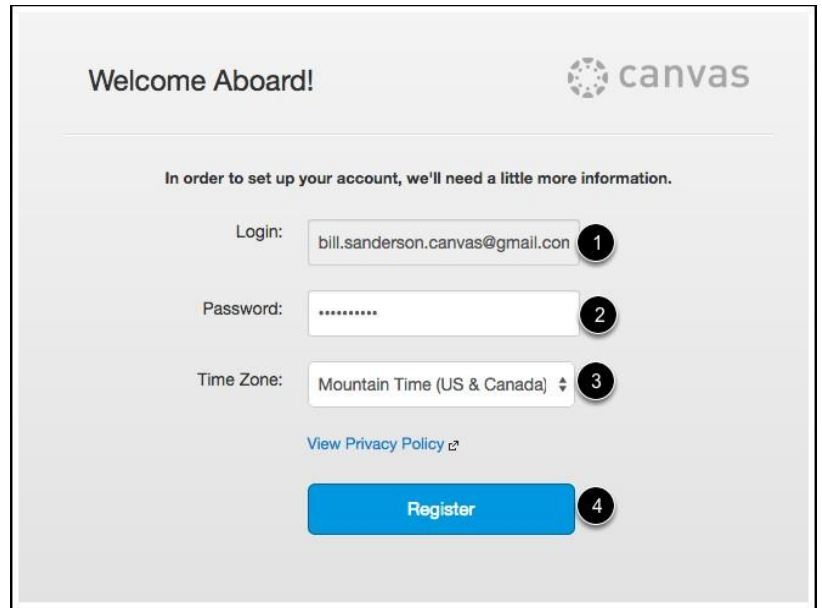
You will receive an email from **Instructure Canvas**. Click the link provided in the email to finish the registration-



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.



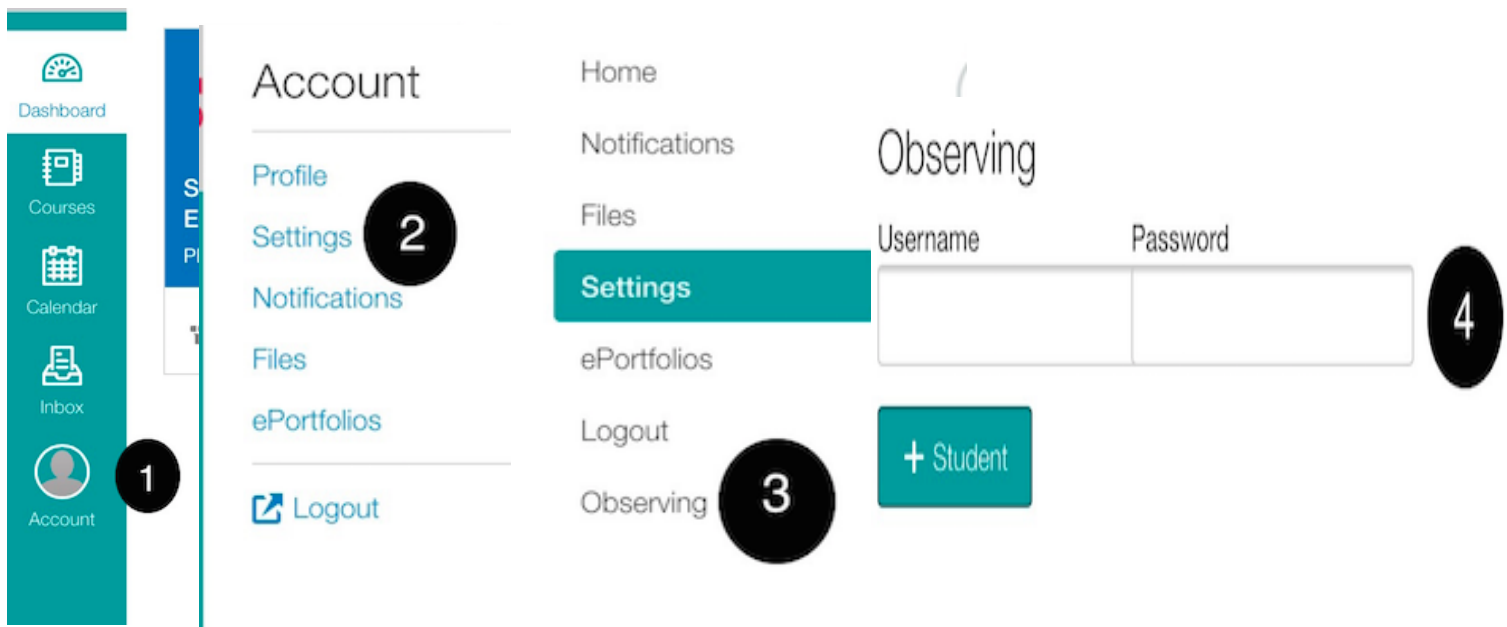
The image shows the Canvas 'Welcome Aboard!' registration page. At the top right is the Canvas logo. Below the heading, a message states: 'In order to set up your account, we'll need a little more information.' There are three input fields: 'Login:' with the email 'bill.sanderson.canvas@gmail.com' (marked with a circled 1), 'Password:' with masked characters (marked with a circled 2), and 'Time Zone:' with a dropdown menu set to 'Mountain Time (US & Canada)' (marked with a circled 3). Below these fields is a link for 'View Privacy Policy' and a blue 'Register' button (marked with a circled 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



The image shows the Canvas user interface with four numbered steps: 1. The 'Account' icon in the left sidebar is highlighted with a circled 1. 2. The 'Settings' option in the 'Account' menu is highlighted with a circled 2. 3. The 'Observing' option in the main navigation menu is highlighted with a circled 3. 4. The 'Username' and 'Password' input fields in the 'Observing' section are highlighted with a circled 4. A '+ Student' button is also visible below the input fields.

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.”