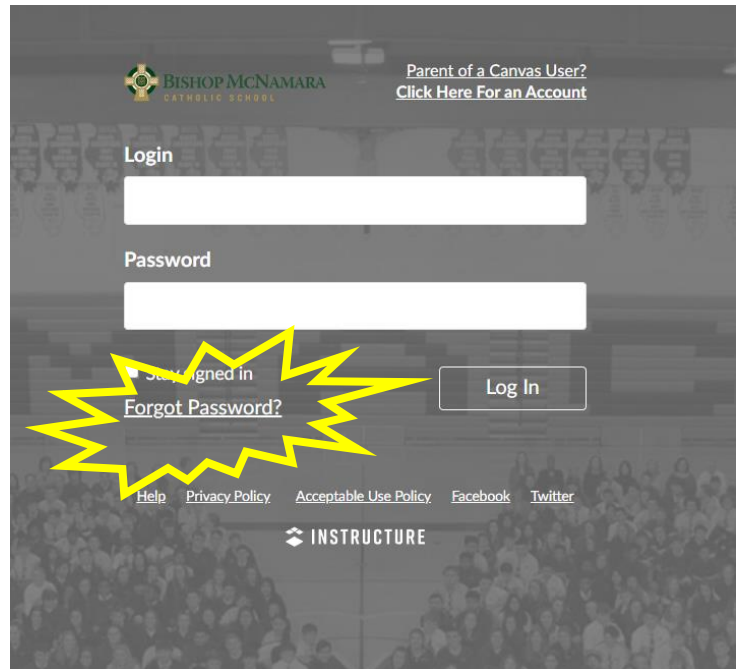


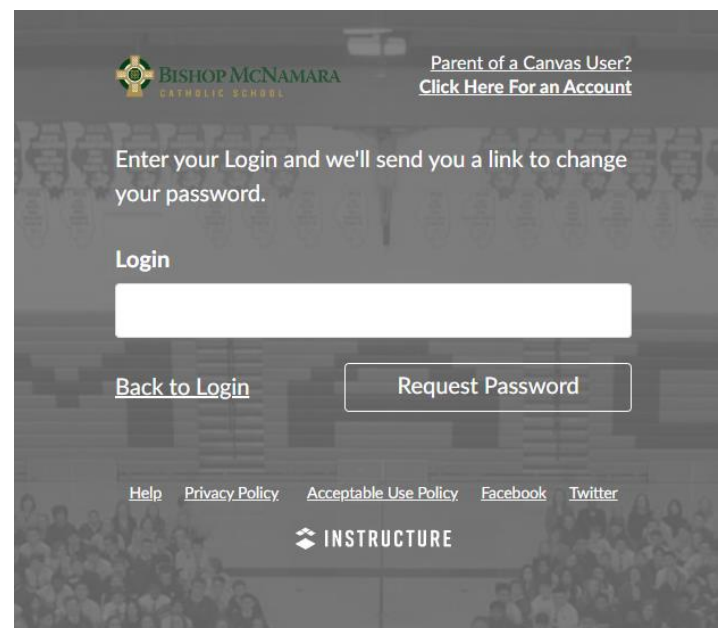
# Accessing your parent account in Canvas

If you didn't specifically create your own parent account in Canvas, it was automatically created by our FACTS system...without a password. To gain access:

1. Go to <http://canvas.bishopmac.com/login/canvas> (this is always the parent login portal)
2. Click on "Forgot Password?"

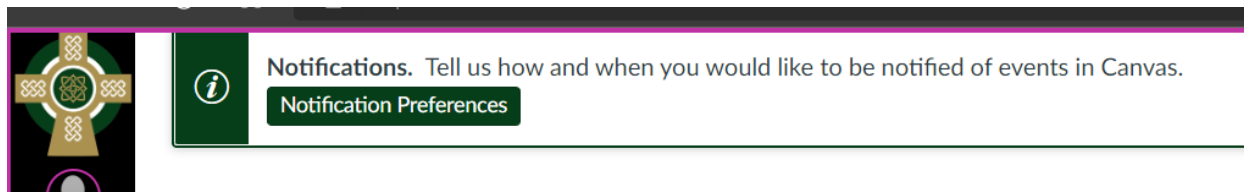


3. If you have already started receiving notifications at your personal email address, this is the address that FACTS used to create the account. Enter this email address in the Login box so Canvas can email you a password reset link.

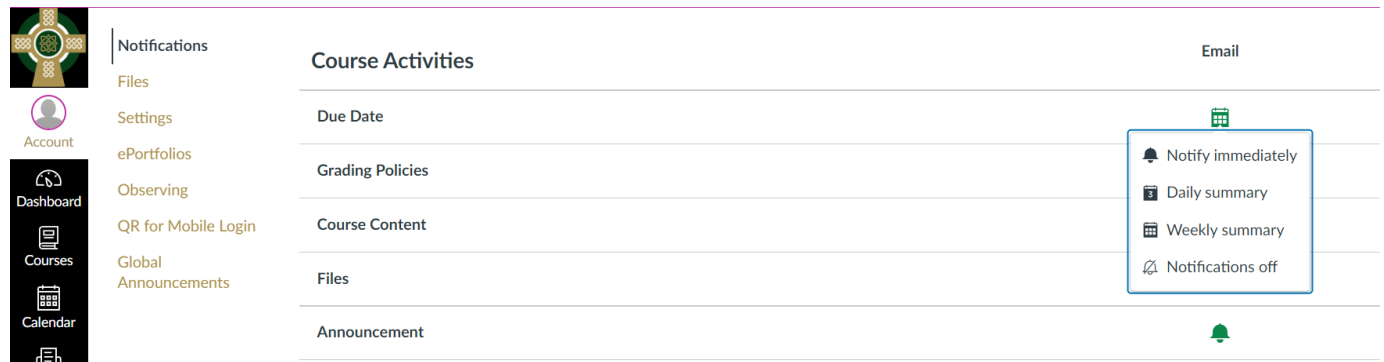


4. In your personal email account, you should receive a password reset email within 30 minutes (usually much sooner). Click the link in that email and enter your new password.
5. Return to <http://canvas.bishopmac.com/login/canvas> and use your email address and the password you just created to log in.

6. At the top of the screen when you log in, you should see a banner with a button that will take you to Notification Preferences.



7. For each category listed, you have the option of receiving notifications immediately, as part of a daily or weekly summary, or turn them off completely. If you want to receive NO notifications from Canvas, you do unfortunately have to set each section to Notifications Off.

A screenshot of the Canvas Notification Preferences page. On the left is a sidebar with icons for Account, Dashboard, Courses, and Calendar. Next to it is a list of menu items: Notifications, Files, Settings, ePortfolios, Observing, QR for Mobile Login, Global Announcements, and Announcements. The main content area is titled "Course Activities" and has a sub-header "Email". Below this is a table with rows for "Due Date", "Grading Policies", "Course Content", "Files", and "Announcement". To the right of the "Due Date" row is a dropdown menu with four options: "Notify immediately", "Daily summary", "Weekly summary", and "Notifications off". The "Announcement" row has a green bell icon to its right.