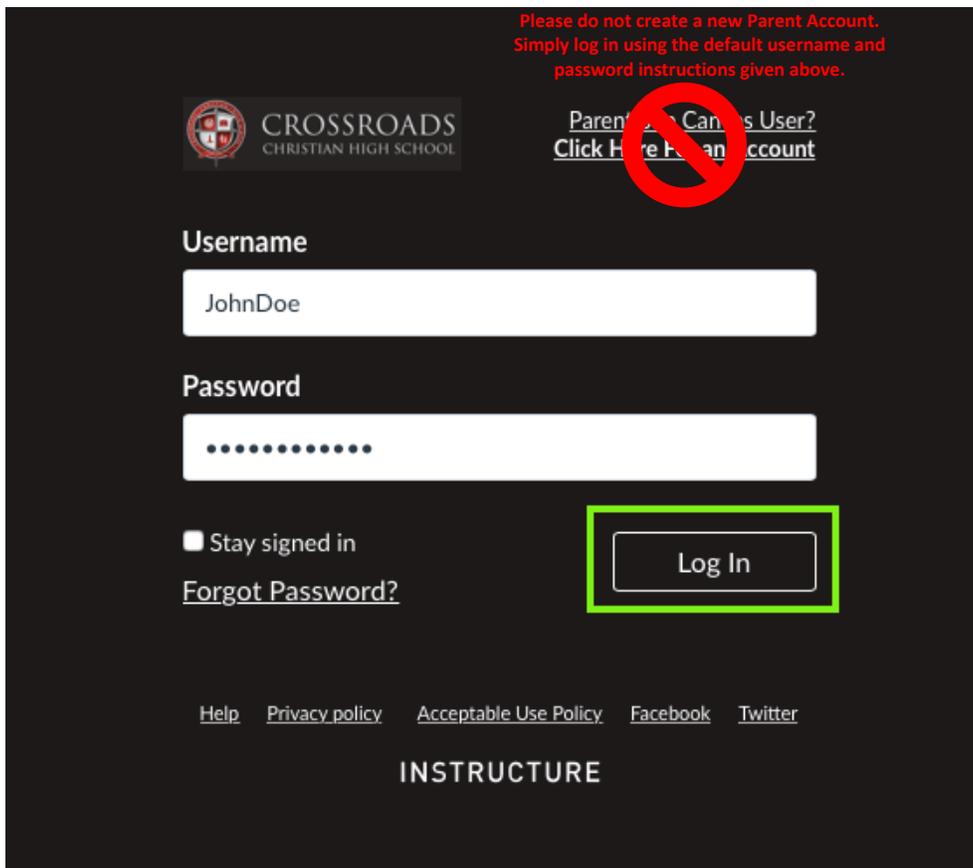


## CANVAS SETUP INSTRUCTIONS

### Signing In:

- 1) CCS has already created an account for every Canvas User in our school and will simply be supplying you the instructions to Log In using a default username and password, and then proceed by changing your password. **You will NOT need to create a new account, but instead, simply use the instructions below to login using the information given, and then change your password for security purposes.**
- 2) Login to your Canvas Account at <https://crossroadsschool.instructure.com> under the default username and password below and then accept “Terms and Agreements”:
  - **Username:** FirstnameLastname (example: JohnSmith - use YOUR name!)
  - **Password:** CCScanvas!



Please do not create a new Parent Account. Simply log in using the default username and password instructions given above.

 CROSSROADS  
CHRISTIAN HIGH SCHOOL

Parents as Canvas User?  
~~Click Here to create an account~~

Username

JohnDoe

Password

.....

Stay signed in

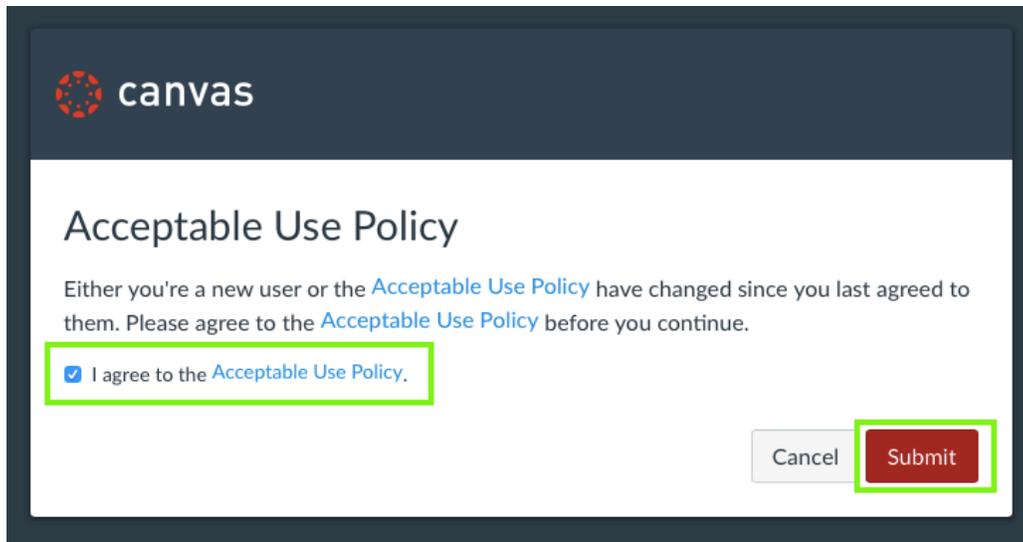
[Forgot Password?](#)

**Log In**

[Help](#) [Privacy policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

INSTRUCTURE

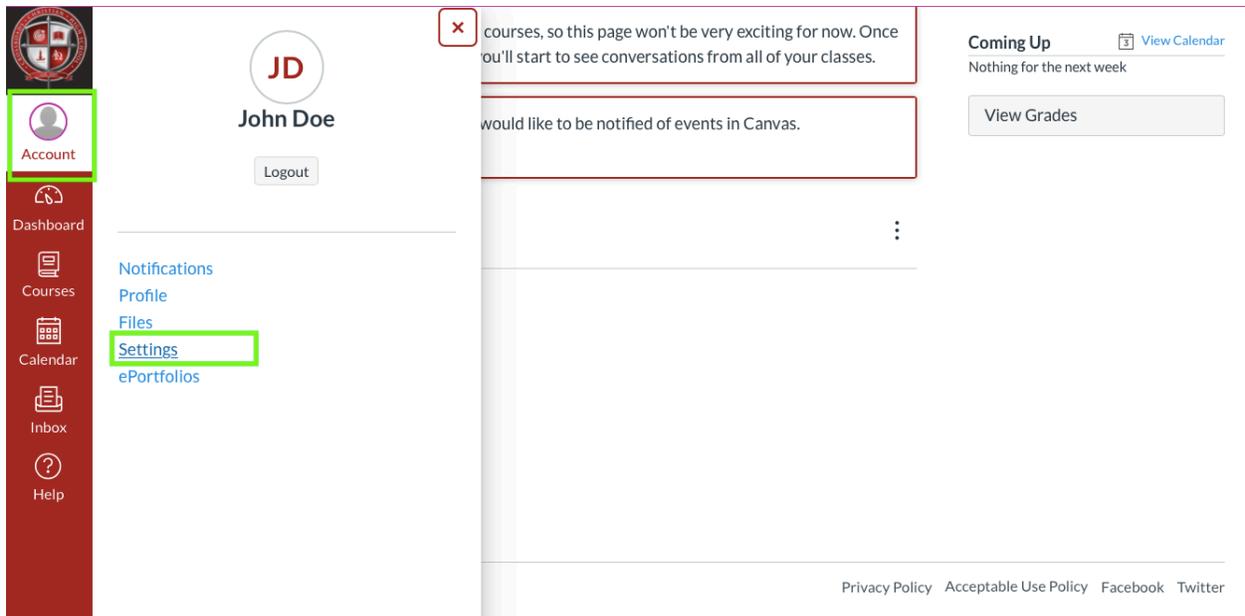
- 3) Check the box that says, "I agree to the Acceptable Use Policy" and then click the red button that says "Submit"



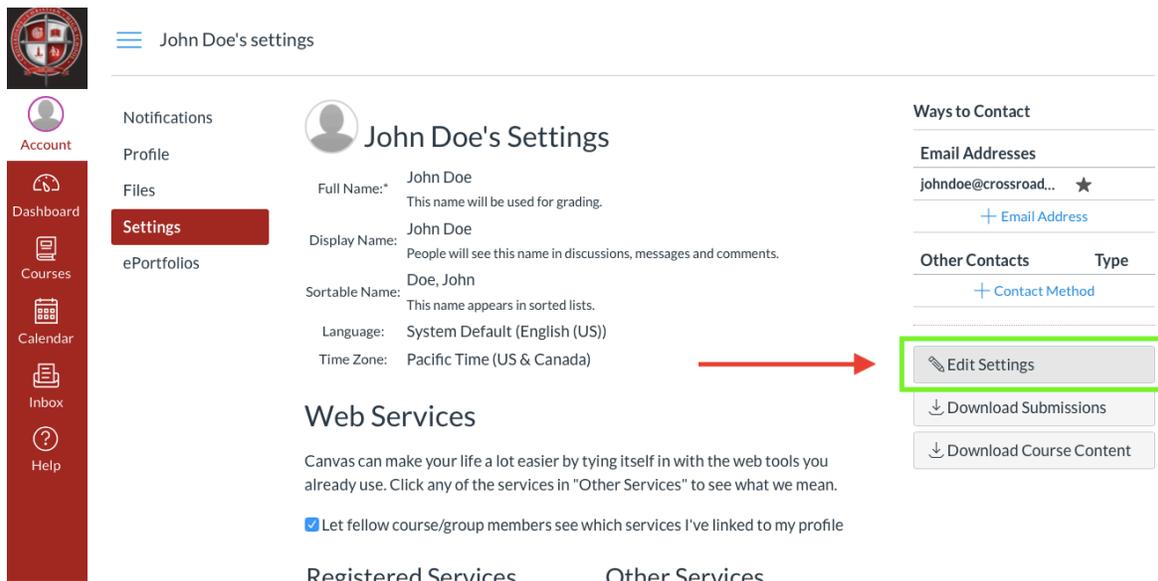
The image shows a dark blue dialog box with the Canvas logo in the top left corner. The title is "Acceptable Use Policy". Below the title, there is a paragraph of text: "Either you're a new user or the [Acceptable Use Policy](#) have changed since you last agreed to them. Please agree to the [Acceptable Use Policy](#) before you continue." Below this text is a checkbox with a blue checkmark and the text "I agree to the [Acceptable Use Policy](#)." To the right of the checkbox are two buttons: a grey "Cancel" button and a red "Submit" button. Green rectangular boxes highlight the checkbox and the "Submit" button.

### **Changing Your Password:**

- 4) When you reach the home page, click "Account" icon in the menu on the left-hand side, and then click "Settings"



5) Click the “Edit Settings” button on the right side of the screen



6) Select the “Change Password” checkbox to move forward, and then scroll down.

John Doe's settings

John Doe's Settings

Full Name:\* John Doe  
This name will be used for grading.

Display Name: John Doe  
People will see this name in discussions, messages and comments.

Sortable Name: Doe, John  
This name appears in sorted lists.

Language: System Default (English (US))  
This will override any browser or account settings.

Time Zone: Pacific Time (US & Canada) (-08)

Password:  Change Password

Cancel Update Settings

Ways to Contact

Email Addresses  
johndoe@crossroad... ★  
[+ Email Address](#)

Other Contacts Type  
[+ Contact Method](#)

Download Submissions  
Download Course Content

- 7) Type in the default password **“CCScanvas!”** in the “Old Password” Field. Then type the password of your choice into the “New Password” and “Confirm Password” fields.

After doing this, select the red “UPDATE SETTINGS” button on the bottom of the page.

John Doe's settings

John Doe's Settings

Full Name:\* [Redacted]  
This name will be used for grading.

Display Name: John Doe  
People will see this name in discussions, messages and comments.

Sortable Name: Doe, John  
This name appears in sorted lists.

Language: System Default (English (US))  
This will override any browser or account settings.

Time Zone: Pacific Time (US & Canada) (-08)

Password:  Change Password

Password For: JohnDoe

Old Password: [Redacted]

New Password: [Redacted]

Confirm Password: [Redacted]

Cancel Update Settings

Ways to Contact

Email Addresses  
[+ Email Address](#)

Other Contacts Type  
[+ Contact Method](#)

Download Submissions  
Download Course Content

**You are now ready to use Canvas!**