



## Creating a Canvas Parent Account

**Note: If you have already created a mySPOT account, you do not need to complete this process**

To create a Canvas Parent Account, you must register through the district mySPOT portal. The email and password created through a mySPOT account will be used to log in to your Parent Canvas account.

<p>1.</p>	<p>Access the district website at <b>www.hillsboroughschools.org</b> and then click the <b>Canvas Log In</b> icon on the middle of the site.</p> <p>Then on the Hillsborough Schools Digital Classroom page, click <b>Register</b> under the <b>Canvas for HCPS Parents</b> tile.</p>	
<p>2.</p>	<p>On the <b>mySPOT</b> page, fill out all of the fields: email address, student number, select school, birth month, birth day, birth year, last four of student social security number, and relationship to student. Check the box to declare information is true and correct. Select <b>Register</b>.</p> <p>A <b>confirmation email</b> will be sent to complete the registration and create a password for your mySPOT account.</p> <p>Note: Additional students can be added in mySPOT after registration is complete.</p>	
<p>3.</p>	<p>After registering at mySPOT, your account will not be active in Canvas until the next day.</p> <p>With your active mySPOT account, access the district website at <b>www.hillsboroughschools.org</b></p> <p>Click <b>Canvas Log In</b> icon in bottom left of the website. Then click <b>Log In</b> under the <b>Canvas for HCPS Parents</b> tile on the right side.</p>	
<p>4.</p>	<p>Type the <b>email</b> and <b>password</b> registered on your mySPOT account.</p> <p>Click <b>Login</b></p> <p>The Parent Canvas account will <b>open</b> to the <b>Dashboard</b> and you may view your student's courses.</p>	