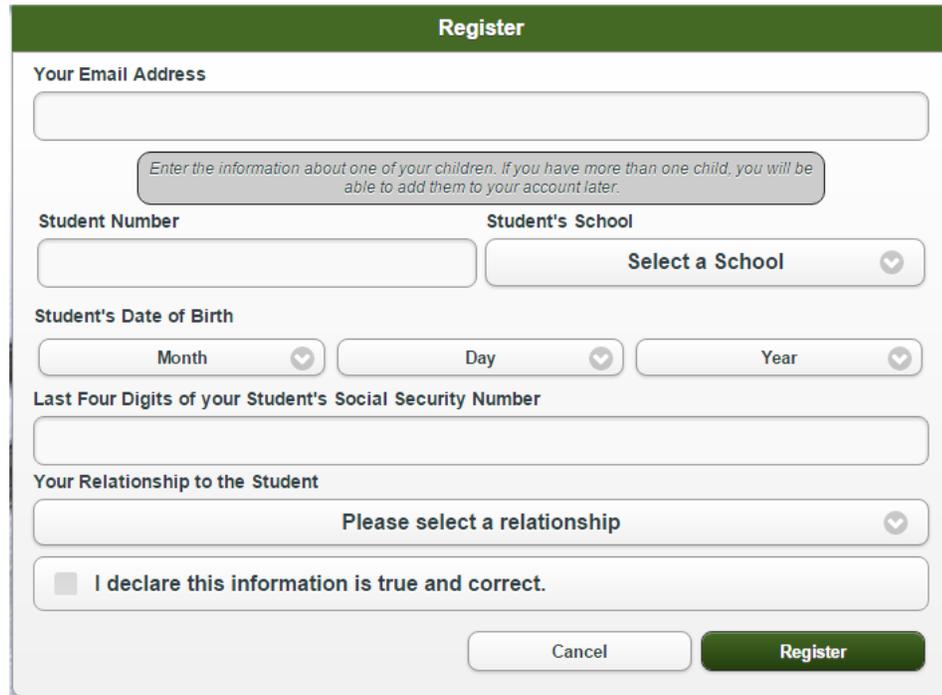


Parent – Canvas Sign Up

1. Go to <https://myspot.sdhc.k12.fl.us/register/>
2. Fill in the requested information and click on Register:



The screenshot shows a registration form titled "Register" with a green header. The form contains the following fields and elements:

- Your Email Address:** A text input field.
- Student Information:** A grey box with the text: "Enter the information about one of your children. If you have more than one child, you will be able to add them to your account later."
- Student Number:** A text input field.
- Student's School:** A dropdown menu with the text "Select a School".
- Student's Date of Birth:** Three dropdown menus for "Month", "Day", and "Year".
- Last Four Digits of your Student's Social Security Number:** A text input field.
- Your Relationship to the Student:** A dropdown menu with the text "Please select a relationship".
- Declaration:** A checkbox labeled "I declare this information is true and correct."
- Buttons:** "Cancel" and "Register" buttons at the bottom right.

3. A confirmation email will be sent to you. Follow the directions in the email to create a password.

To add a student:

Login to mySPOT, <https://myspot.sdhc.k12.fl.us/public/login/>, on the right-hand side, click on the drop-down by your name and select Add A Student

Forgot Password link for Parents:

<https://myspot.sdhc.k12.fl.us/help/forgotPass.php>

What information does the parent put in "Last four of SSN" in MySpot/Canvas for students without SSN?

- Drop the 1st two of the student number AND THE LAST NUMBER.
- So if student ID is 1234567 it becomes a 4-digit social of 3456

If a parent cannot register online because the information does not match, parents need to call the Communications Department at 813-840-7388.