

Logging in on a Computer or Laptop

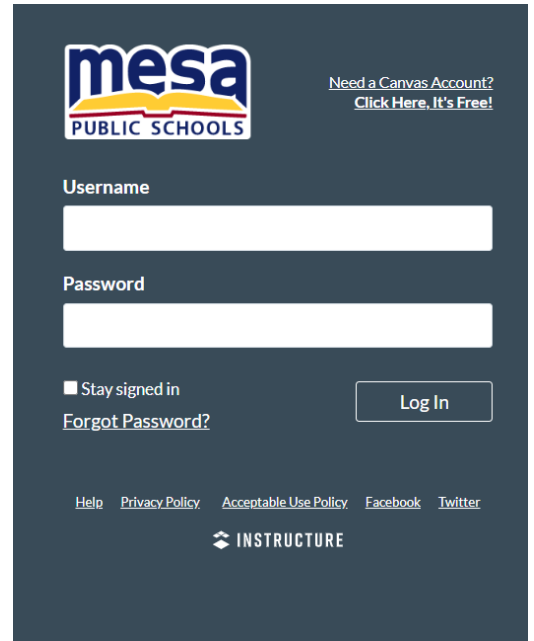
Always log-in at <https://mpsaz.instructure.com/login/canvas>.

The log-in page will look like the picture to the right.

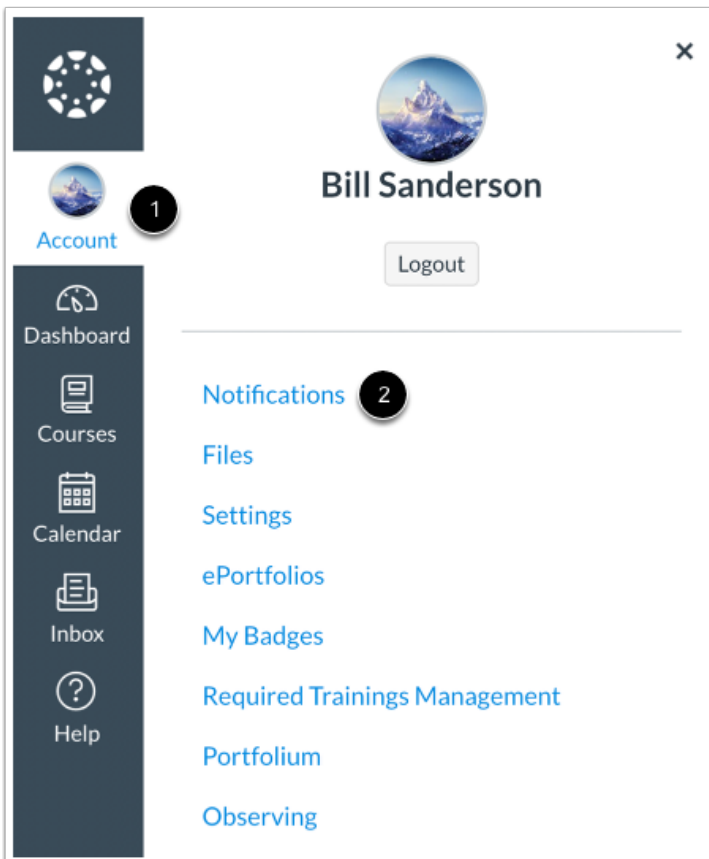
Username: Parents and guardians' Names are the same as the one designated for their Synergy ParentView Account. If you are unsure about this information please contact [your child's school](#) for assistance with accessing the Synergy portal.

Passwords: The default Password is the **primary phone number on record for the parent or guardian.**

Once logged in to Canvas your notifications can be set or adjusted.



Open Notifications



In Global Navigation, click the **Account** link [1], then click the **Notifications** link [2].

Set Notification Preferences

Notification Preferences

Notify me right away Send daily summary Send weekly summary Do not send me anything

1 Show name of observed students in notifications.

Course Activities	Email Address bill.sanderson.canvas@gmail.com	Email Address canvasobserver.canvas@gmail.com
Due Date	2 <input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input checked="" type="checkbox"/>
Grading Policies	3 <input type="clock"/> <input checked="" type="checkbox"/> <input type="calendar"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input checked="" type="checkbox"/>
Course Content	<input checked="" type="checkbox"/> 4 <input type="calendar"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input checked="" type="checkbox"/>
Files	<input checked="" type="checkbox"/> <input type="clock"/> 5 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input checked="" type="checkbox"/>
Announcement	<input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input checked="" type="checkbox"/>
Announcement Created By You	<input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input checked="" type="checkbox"/>
Grading	<input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="clock"/> <input type="calendar"/> <input checked="" type="checkbox"/>

You can select to view an observed student's name in a notification. Select the **Show name of observed students in notifications** checkbox [1]. Currently only grade update notifications include observed student names.

Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for your preferred delivery type.

To receive a notification right away, click the **check mark** icon [1]. *These notifications may be delayed by up to one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.*

To receive a daily notification, click the **clock** icon [2].

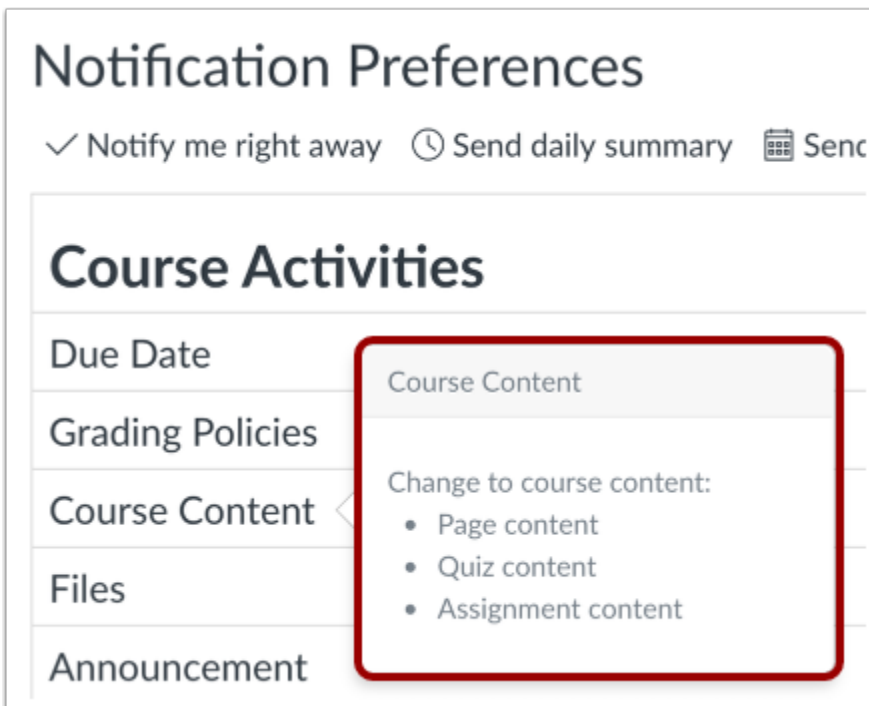
To receive a weekly notification, click the **calendar** icon [3]. The date and time of your weekly notifications are posted at the bottom of the notifications page.

If you do not want to receive a notification, click the **remove** icon [4].

Notes:

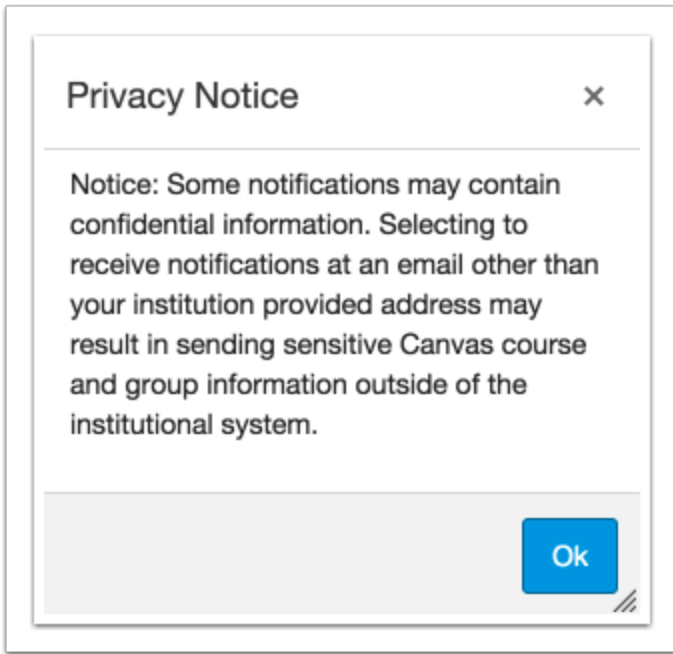
- Each set notification preference will automatically apply to all of your courses. They cannot be set individually.
- Twitter and SMS notification preferences do not support daily summary or weekly summary options.
- Unregistered contact methods will appear in notification preferences but will not receive notifications until you confirm the registration.

View Notification Details



To view details for a notification, hover over the notification name.

View Privacy Notice



If you've set a notification preference for an email address that is outside your institution, you may see a privacy warning. You can close the warning by clicking the **OK** button. Once the warning has been displayed, it will not display again.