

Canvas Observer Access – LaunchPad Directions

Use the following directions to access LaunchPad (Class Link) to log into Canvas as an observer.

You will first need to register for a LaunchPad account. Once your account is established in LaunchPad, you can then get to Canvas by clicking on the Canvas icon. LaunchPad is essentially a portal that will control your access to Skyward, Canvas and other OCPS parent software systems. As additional software systems are added to LaunchPad, additional icons will appear.

NOTE: The parent data is updated nightly from Skyward into LaunchPad, so it will take at least one night after your data is entered in Skyward before you can establish a LaunchPad account. You can contact your school to verify your data has been entered in Skyward.

Directions:

If you have already successfully established your LaunchPad account, go to [Step #5](#). If you have not yet established your LaunchPad account, proceed with [Steps #1- #4](#) below.

Step #1:

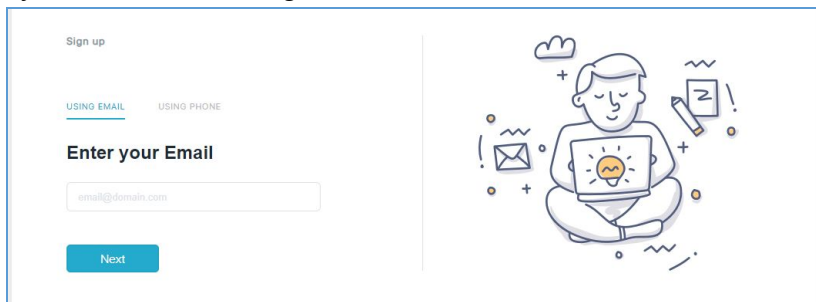
- a) Go to <https://Parents.classlink.com/ocps>
 - b) Select **Using Email** to establish your account using the email you have provided to the school.
- OR-**
- c) Select **Using Phone** to establish your account using the cell phone number you have provided the school.

Note: *If your current email or cell phone number do not allow you to establish a LaunchPad account, please contact your school. This means your contact information needs to be updated in Skyward.*

Step #2:

Enter either your email address on file with the school or your cell phone number on file with the school.

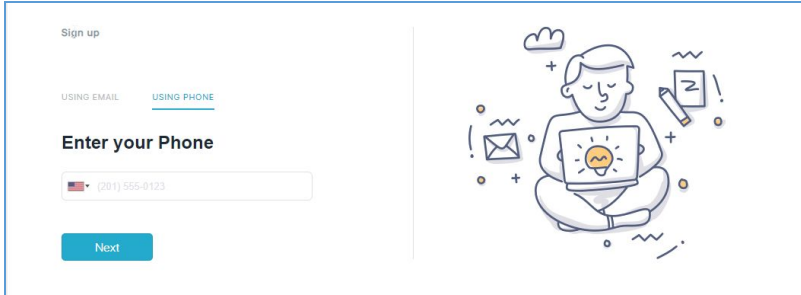
- a) By Email: Select “Using Email”



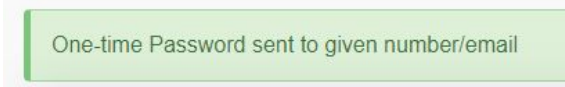
The screenshot shows a sign-up interface with two options: 'USING EMAIL' (which is underlined and selected) and 'USING PHONE'. Below the 'USING EMAIL' option, there is a text input field containing the email address 'email@domain.com' and a blue 'Next' button. To the right of the form is a cartoon illustration of a person sitting cross-legged with a laptop, surrounded by various icons like a lightbulb, a pencil, a checkmark, and a mail icon.

-OR- (do not establish two different accounts using both email and cell phone number)

b) By Cell Phone: Select “Using Phone”

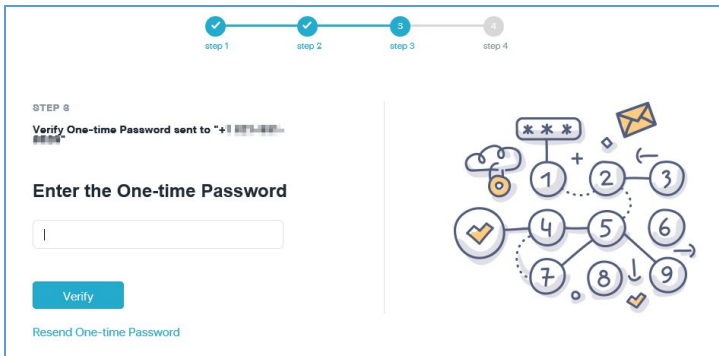


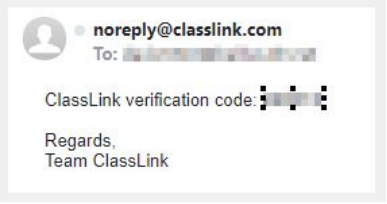
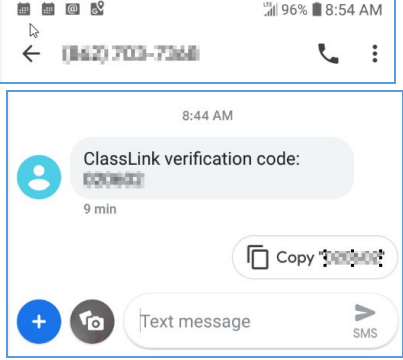
c) A confirmation message will then appear momentarily. This indicates that a one-time password has been sent either to your email or cell phone.



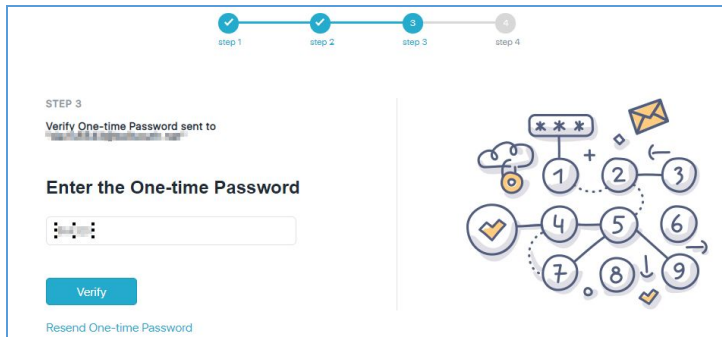
Step #3:

a) Retrieve the one-time password from either your email or cell phone (depending on how you registered) and enter it to verify.



Example Verification via Email	Example Verification via Cell Phone/Text
 A screenshot of an email from noreply@classlink.com. The recipient is redacted. The body of the email says "ClassLink verification code: [redacted]" and "Regards, Team ClassLink".	 A screenshot of a text message from a ClassLink number. The message says "ClassLink verification code: [redacted]" and was received 9 minutes ago. There is a "Copy" button and a "Text message" input field at the bottom.

- b) Click **Verify**. **Do not click Verify more than once** - it will then take a few seconds for the system to establish your LaunchPad account.



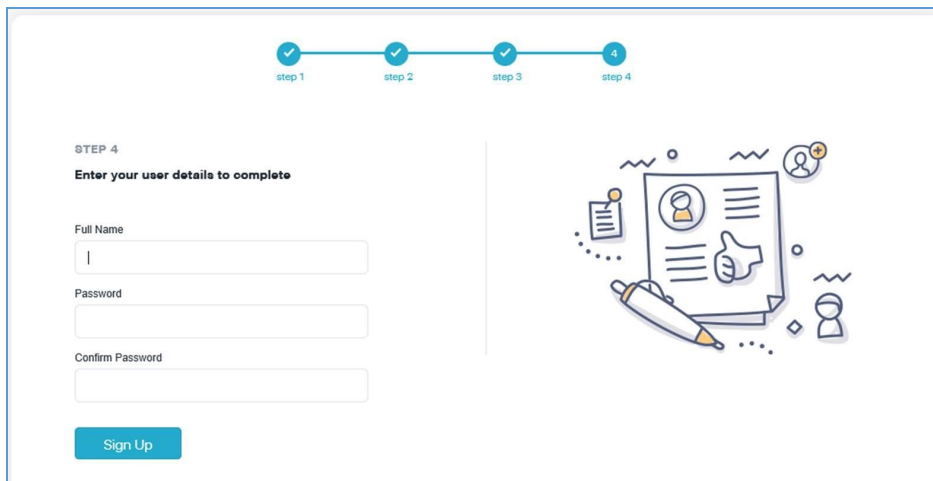
- c) If you need the code resent, click on **Resend One-Time Password**. A confirmation message will then appear momentarily.



Step #4:

- a) Enter your **Full Name** and create a password. This is not your user ID, but just the name that appears in LaunchPad.

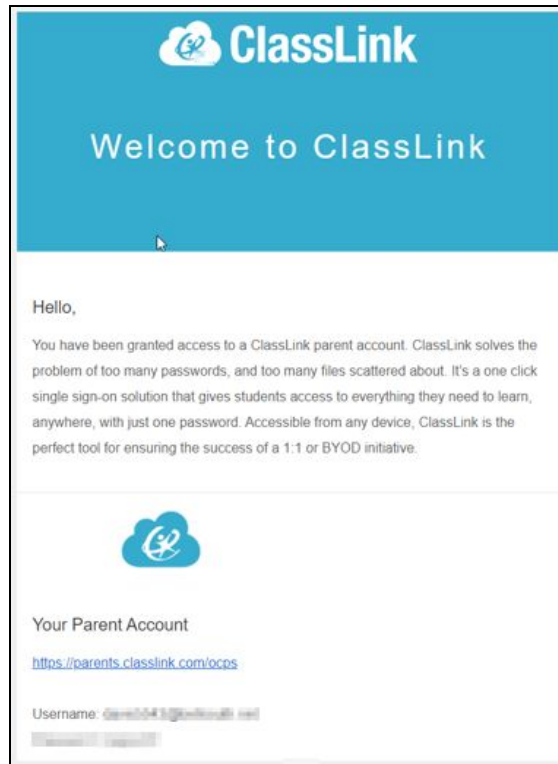
Enter your name in the following format: first name, space, middle initial, period, space, last name (EX: Jane A. Doe).



Note: Please make sure you record the password you have entered in a secure location.

- b) Registration for LaunchPad will now be complete.

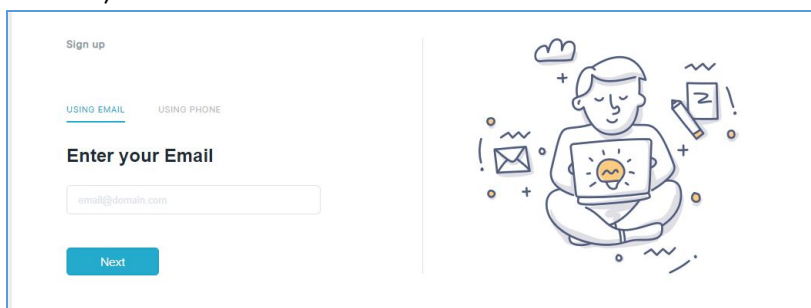
- c) If you registered by email, you will then receive an email confirming that your LaunchPad account was created established.
- d) Example email confirming your account creation:



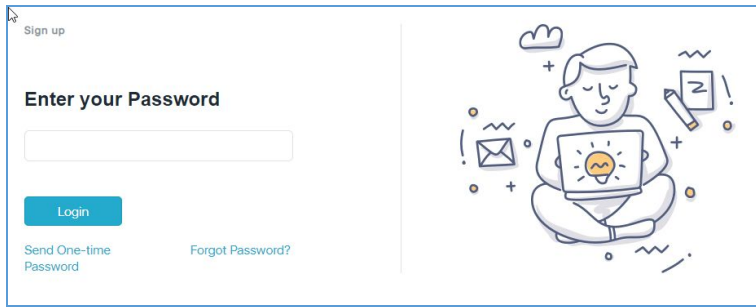
- e) You will then see and have access to all of the OCPS parent systems available in LaunchPad. Go on to [Step #6](#) (skip [Step #5](#)).

Step #5:

- a) If you have already successfully established your LaunchPad account, enter your cell phone number or email address (depending on which you used to establish your account).



- b) Enter your password that you entered when you established your LaunchPad account.

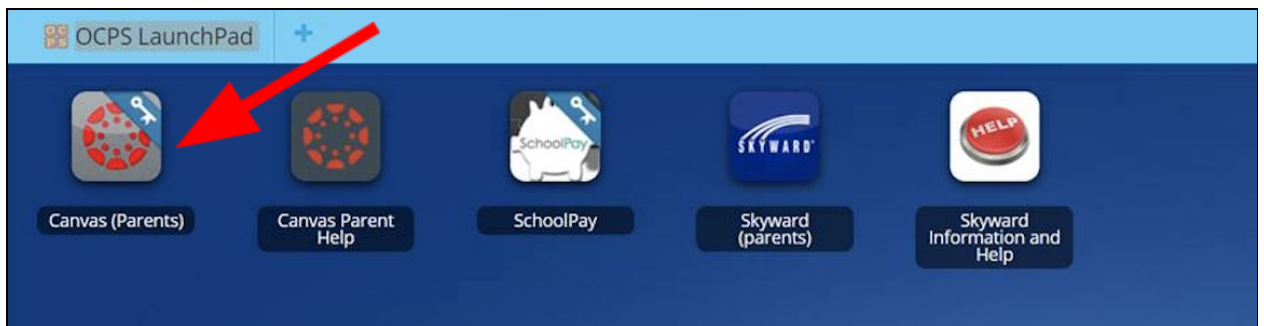


- c) If you have forgotten your password, click on the **Send One-Time Password**. An email or text will then be sent as shown in Step #3 above. Enter that one-time password and you will be logged into LaunchPad.

Step #6:

- a) To log into Canvas, click the Canvas (Parents) icon.

LaunchPad



- b) You will then be automatically logged into Canvas as an observer of any published course(s) in which your student is enrolled.
- c) To learn more about how to utilize Canvas as a parent observer, select the Canvas Parent Help icon.

Step #7:

Log out of LaunchPad

- a) After you have exited from Canvas, the LaunchPad portal will still be active. Exit from LaunchPad to ensure your session ends.
- b) Click on drop down in the top right corner of the LaunchPad screen.
- c) Select **Sign Out**.

