

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:

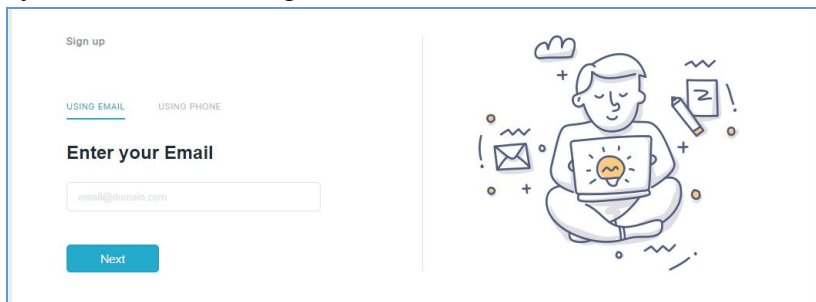
- a) Go to <https://Parents.classlink.com/ocps>
 - b) Select **Using Email** to establish your account using the email you have provided to the school.
- OR-**
- c) Select **Using Phone** to establish your account using the cell phone number you have provided the school.

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.

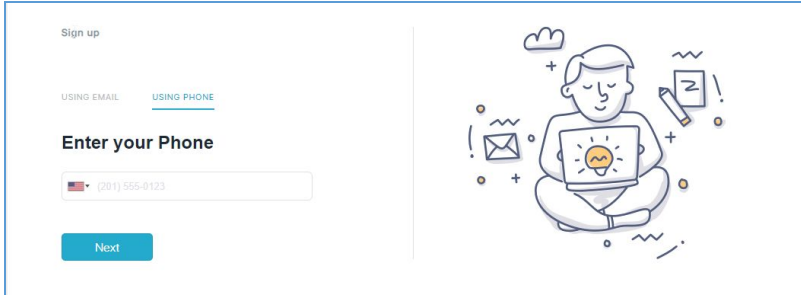
- a) By Email: Select “Using Email”



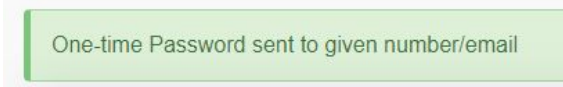
The screenshot shows a sign-up interface with two options: 'USING EMAIL' (which is underlined and selected) and 'USING PHONE'. Below the 'USING EMAIL' option, there is a text input field containing the email address 'email@domain.com' and a blue 'Next' button. To the right of the form is a cartoon illustration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

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

b) By Cell Phone: Select “Using Phone”

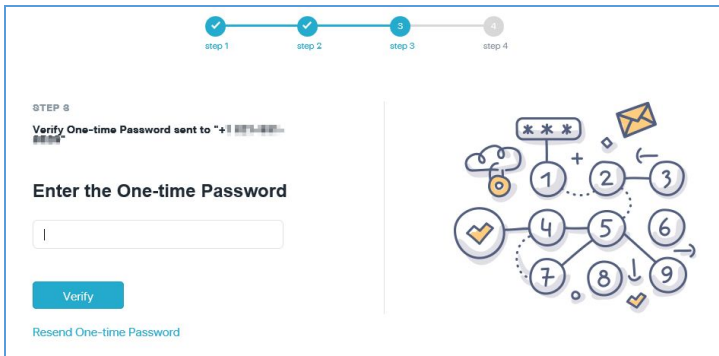


c) A confirmation message will then appear momentarily. This indicates that a one-time password has been sent either to your email or cell phone.



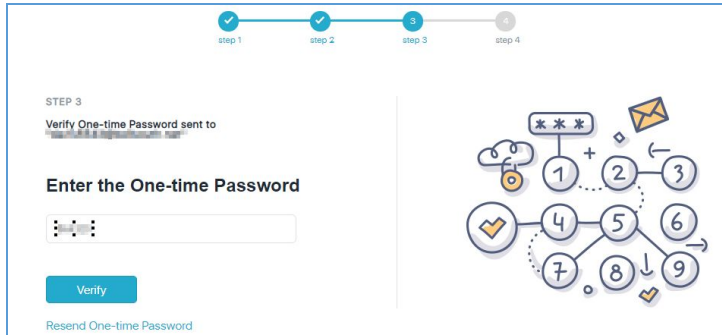
Step #3:

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 subject is 'ClassLink verification code: [redacted]'. The body 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 '9 min'. There's 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.



The screenshot shows a progress bar at the top with four steps: step 1 (checked), step 2 (checked), step 3 (active), and step 4 (disabled). Below the progress bar, the text reads "STEP 3" and "Verify One-time Password sent to [redacted]@[redacted].edu". The main heading is "Enter the One-time Password". There is a text input field with a masked password "****" and a "Verify" button. Below the button is a "Resend One-time Password" link. To the right of the form is a decorative graphic featuring a grid of numbers 1-9, a plus sign, a minus sign, a lock icon, and an envelope icon.

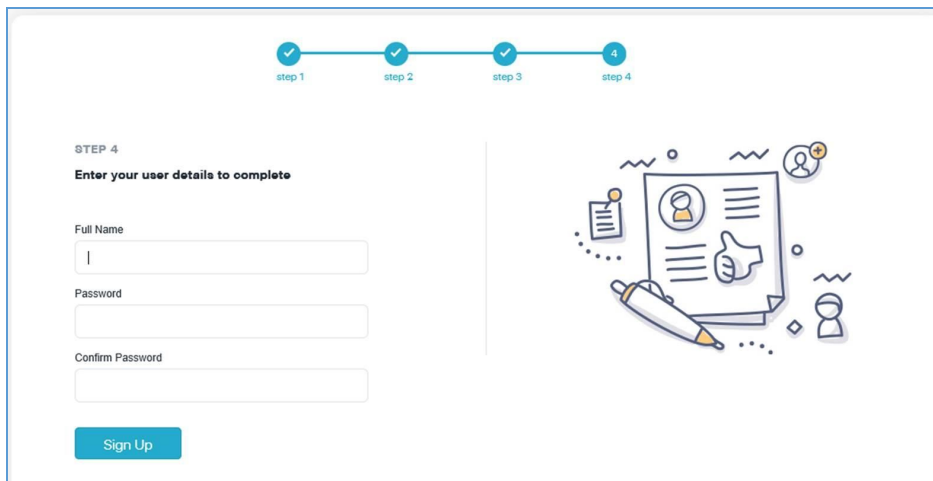
- c) If you need the code resent, click on **Resend One-Time Password**. A confirmation message will then appear momentarily.



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).

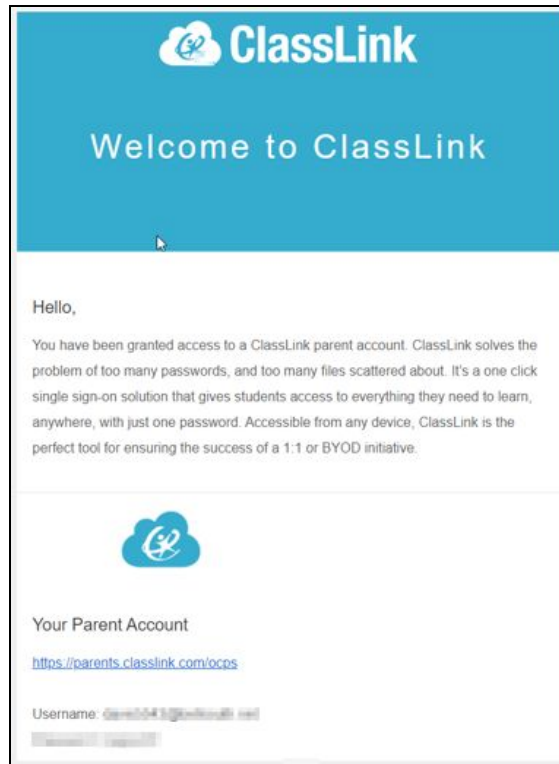


The screenshot shows a progress bar at the top with four steps: step 1 (checked), step 2 (checked), step 3 (checked), and step 4 (active). Below the progress bar, the text reads "STEP 4" and "Enter your user details to complete". There are three text input fields labeled "Full Name", "Password", and "Confirm Password". Below the fields is a "Sign Up" button. To the right of the form is a decorative graphic featuring a document with a thumbs-up icon, a pencil, and a person icon.

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

- b) Registration for LaunchPad will now be complete.

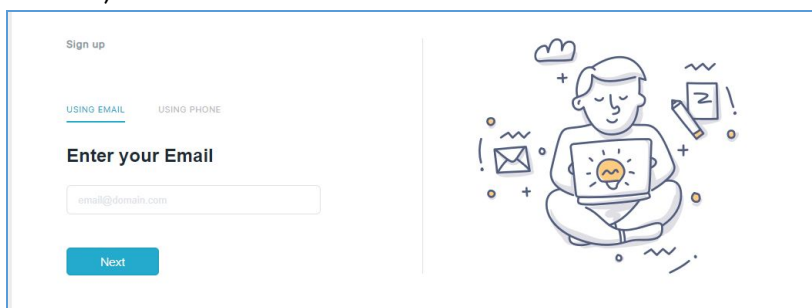
- c) If you registered by email, you will then receive an email confirming that your LaunchPad account was created established.
- d) Example email confirming your account creation:



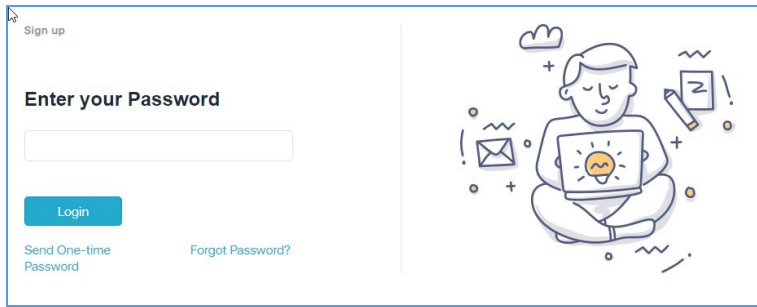
- e) You will then see and have access to all of the OCPs parent systems available in LaunchPad. Go on to [Step #6](#) (skip [Step #5](#)).

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.

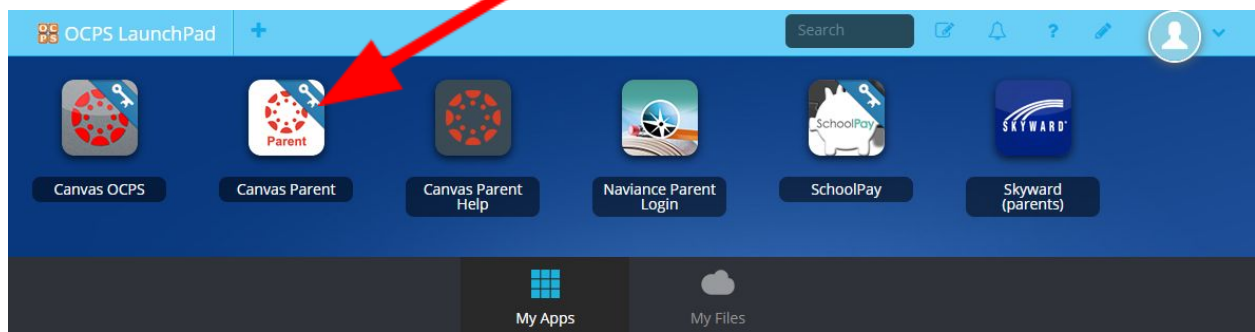


- c) If you have forgotten your password, click on the **Send One-Time Password**. An email or text will then be sent as shown in Step #3 above. Enter that one-time password and you will be logged into LaunchPad.

Step #6:

- a) To log into Canvas, click the Canvas Parent 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**.

