

## INSTALLING FREE OFFICE 2016 ON YOUR PERSONAL/HOME COMPUTER

**You may install the client version of Microsoft Office 2016 on five personal devices. Additionally, you may install the mobile app version on five personal devices. To access the mobile apps for download, click Phone & tablet in the navigation on the left-hand side or from your app store.**

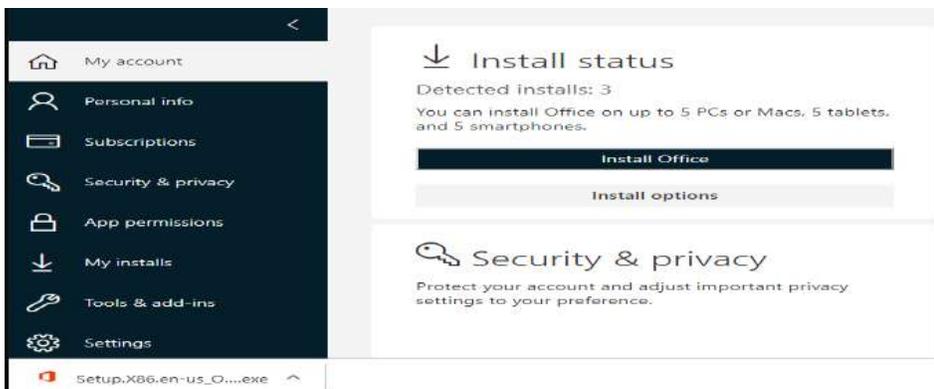
1. Go to [www.paulding.k12.ga.us/staffoffice365](http://www.paulding.k12.ga.us/staffoffice365) and enter your full PCSD email address.  
(A student's e-mail is there student ID # and then @paulding.k12..ga.us Ex 12345@paulding.k12.ga.us)
2. Your password will be the same password you use to login to a computer at school.



3. Click on Install Office



4. Once you click on "Install Office" Office will start to download. Once it has downloaded double click to start the install process.



## **CANVAS PARENT ACCOUNTS**

Parents can sign up as an observer in Canvas. Observers can link their Canvas account to their student's account so they can see assignment due dates, announcements and other course contents. Observers can view the course but not participate in the course. Below are the instructions for accessing Canvas:

- Go to [www.paulding.k12.ga.us](http://www.paulding.k12.ga.us).
- Click on the "Canvas" tab.
- From the Canvas login in screen click, "Parent of a Canvas user? Click here for a Canvas account."
- You will need to obtain a "Pairing Code" from your student's Canvas account.
  - To obtain the pairing code follow these steps:
    1. While in your student's account, click the Account link (Should be the first option).
    2. Click Settings.
    3. Click "Pair with Observe" to obtain the code.