STUDENTS: How to Access Canvas

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Accessing Canvas on Mobile/Tablet:
See back page

Accessing Canvas on laptop/desktop, **you will need:**

1. **Reliable Internet access**
   For free Internet access options: www.tinyurl.com/ncscinternetaccess
2. **The latest version of your web browser**
   For free auto updating browser: www.getfirefox.com **OR** *www.google.com/chrome*
   → *Failure to have <u>ALL</u> of these will result in Canvas not functioning correctly.*

Once you have all of the above:

1. **Open up your web browser**
   (Recommended Browsers: Firefox or Chrome | NOT Supported: Internet Explorer)
2. In the **address bar, type in ncstate.instructure.com** & **hit the "enter" key**
   This should show you the login screen at right with the NCSC logo
   NOTE: Just Googling 'Canvas' will take you to the <u>WRONG</u> Site!
3. **Enter your NCSC Username and Password in indicated boxes:**
   NCSC Username =
   the first 5 letters of your last name
   + your first initial
   + your middle initial
   + 2 digit month of your birth
   + 2 digit day of your birth.
   Example:
   Rene Q. Descartes, born March 31 username = **descarq0331**
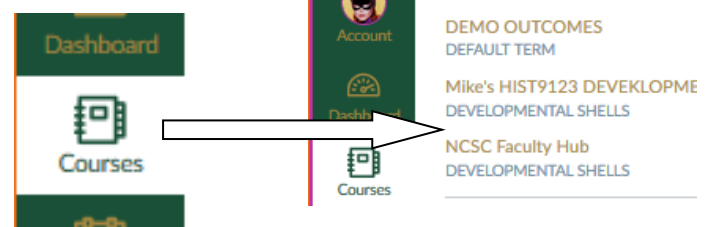
   DEFAULT NCSC Password
   First two letters of your first name (CAPITALIZED)
   +Followed by the last four of your social security number
   +Followed by the first two letters of your last name (lower case).
   Example: Rene Descartes[SSN 123456789] password = **RE6789de**
4. **Click the "Login" button**
   Username/ Password Issues?
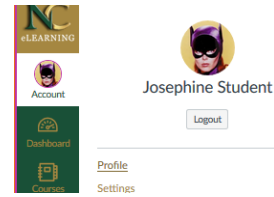   *Call* **IT Service Desk 419.755.4734** *Mon.-Fri. 8a-5p*

To access a Specific Class Site:

1. Click "**Courses**" on the left-hand Canvas navigation bar.
2. Click desired course on popup list to go to that class site.

To Customize Where & How Often Canvas Sends You Updates:

1. On the left-hand Canvas navigation bar, click "ACCOUNT"
2. Click PROFILE from the popup
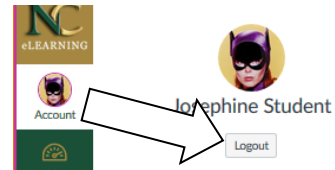3. Follow steps from there: www.**tinyurl.com/setnotifications**

To Access Help:

1. On the left-hand Canvas navigation bar, click "?"
2. To file a ticket to report an Issue, click "REPORT A PROBLEM"

To Logout of Canvas:

1. On the left-hand Canvas navigation bar, click "ACCOUNT"

2. Click the "LOGOUT Button"

Further Canvas Tutorials:
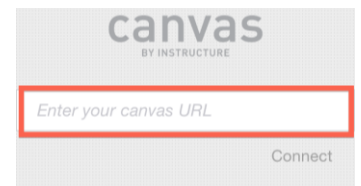
www.tinyurl.com/canvas101

Mobile/Tablet Device Access:

1. Download free "Canvas by Instructure" App for your Device:
   - ➢ **iOS = http://tinyurl.com/canvasapp-ios**
   - ➢ **Droid = http://tinyurl.com/canvasapp-droid**

2. Enter NC State's Canvas Server address: **ncstate.instructure.com**

3. Tap "connect"

4. Enter your NCSC Username & Password [see front page]

*Note: If asked for "email" instead of username, enter **ONLY your NCSC** **username**, NOT full email!*

For Mobile App Guide, see "Mobile guides" section at: http://guides.instructure.com/

Having login Issues?

Call the NCSC IT Service Desk: 419.755.4734 8a-5p Mon-Fri.

Logged In But Encountering Issues?

HELP>REPORT A PROBLEM | cte@ncstatecollege.edu | 419.755.4706