



Student Canvas Access Guide

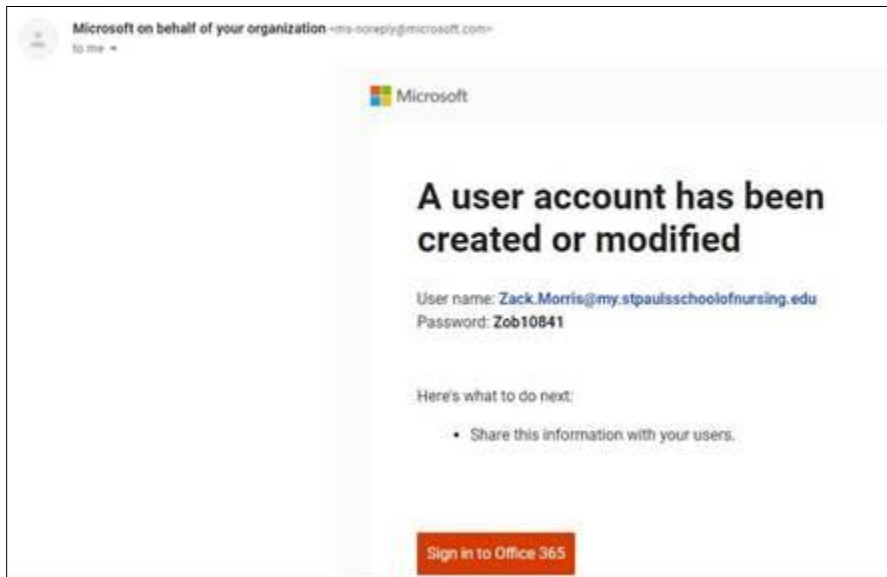
Overview: This guide explains how to access your courses on Canvas. As you will see, there are some additional steps you must complete prior to accessing Canvas. Please review these instructions carefully.

Your school email login/password and your Canvas login/password are two different accounts.

Therefore, you must setup both of these to have access to your courses on Canvas.

A. School Email Access

1. Prior to term start, you will receive an email that appears as shown below. Please follow the instructions provided to create the access to your St. Paul's School of Nursing email account.



2. Now that you have completed this process, you can access your email by opening your browser and going to [Outlook.com](https://outlook.com).
3. Select **Sign In** from the top right and enter your school email address and password to login as shown below.





4. This is how you will access your school email going forward. You should check your school email frequently for important information regarding your courses, grades, emergency announcements, and so on. You may wish to [bookmark](#) this page for easy access.

B. Canvas Access

1. Open your browser (Firefox or Chrome only) & go to: spson.instructure.com.

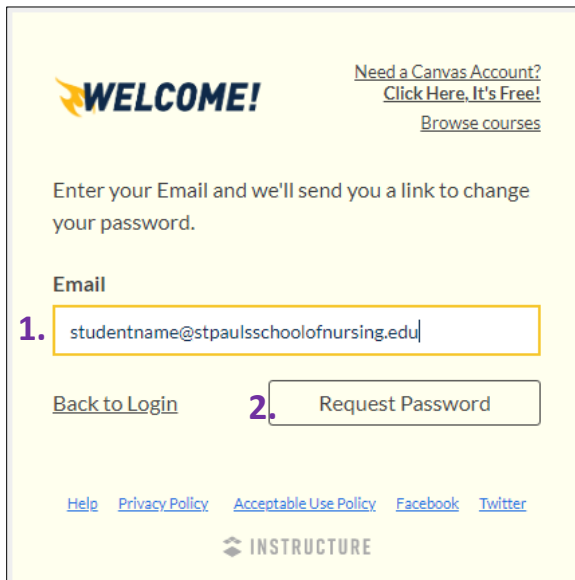
A screenshot of a web browser showing the Canvas login page. The browser's address bar displays 'spson.instructure.com/login/canvas'. The page has a blue header and a yellow login box on the right. The login box contains the text 'WELCOME!' and a link 'Need a Canvas Account? Click Here, It's Free! Browse courses'. Below this are input fields for 'Email' and 'Password', a checkbox for 'Stay signed in', and a 'Log In' button. A link for 'Forgot Password?' is located below the 'Stay signed in' checkbox. At the bottom of the login box are links for 'Help', 'Privacy Policy', 'Acceptable Use Policy', 'Facebook', and 'Twitter', and the 'INSTRUCTURE' logo.

2. Select **Forgot Password?** as shown below.

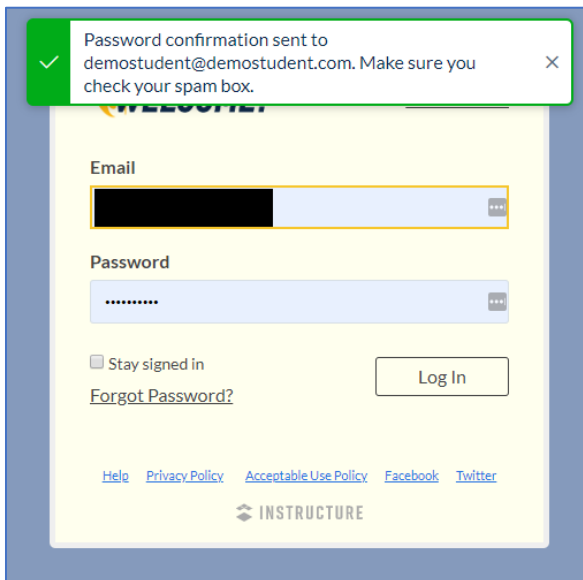
A close-up screenshot of the Canvas login page. The 'Forgot Password?' link is highlighted with a red rectangle. A red arrow points to the 'Forgot Password?' link. The rest of the login box is visible, including the 'WELCOME!' text, the 'Need a Canvas Account? Click Here, It's Free! Browse courses' link, the 'Email' and 'Password' input fields, the 'Stay signed in' checkbox, the 'Log In' button, and the bottom links for 'Help', 'Privacy Policy', 'Acceptable Use Policy', 'Facebook', 'Twitter', and the 'INSTRUCTURE' logo.



3. This next step is important, so please read and follow these instructions carefully. Enter your school email address then select **Request Password** as shown below. You must enter your school email address exactly, so please confirm it is correct. Occasionally, this will not work the first time, so we recommend repeating this process and selecting the **Request Password** button 2-3 times. You should receive an email to your school email account within 30 minutes. If you do not, try a different browser or attempt again using your browser's [incognito](#) mode.

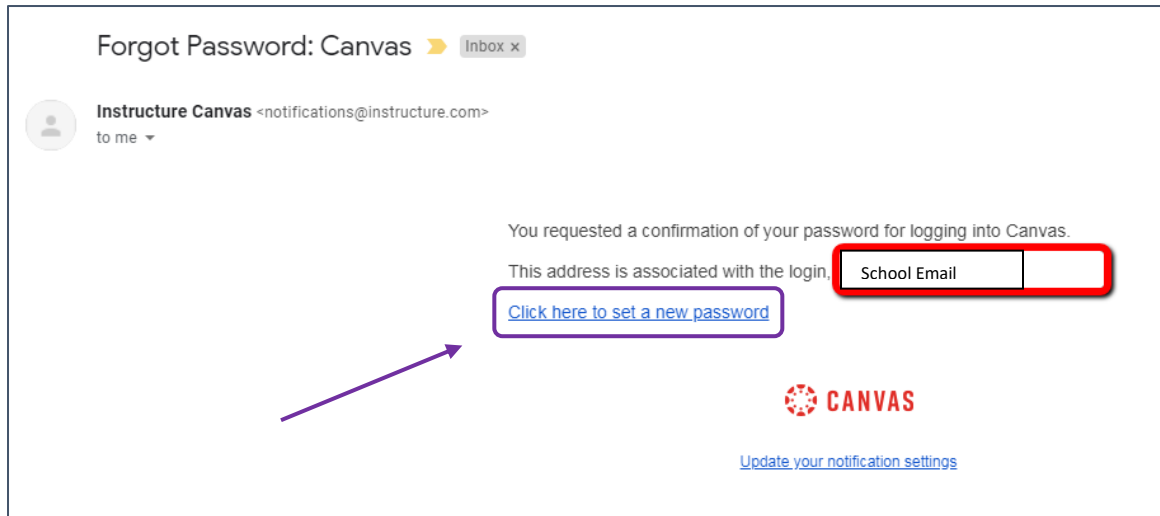
The image shows a web page for creating a Canvas account. At the top left is a "WELCOME!" message with a flame icon. To the right are links: "Need a Canvas Account? Click Here, It's Free!" and "Browse courses". The main text says "Enter your Email and we'll send you a link to change your password." Below this is an "Email" label and a text input field. A purple "1." is next to the input field, which contains the text "studentname@stpaulsschoolofnursing.edu". Below the input field are two buttons: "Back to Login" and "Request Password". A purple "2." is next to the "Request Password" button. At the bottom are links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter", followed by the "INSTRUCTURE" logo.

4. You will see a confirmation box appear at the top. Follow the instructions and be sure to check your spam/junk mail folder if you do not see the email in your inbox. Again, you may need to repeat this process 2-3 times and/or attempt again using [incognito](#) mode.

The image shows a web page for logging into a Canvas account. At the top is a green confirmation box with a checkmark and the text: "Password confirmation sent to demostudent@demostudent.com. Make sure you check your spam box." Below this is a "WELCOME!" message with a flame icon. The main text says "Enter your Email and we'll send you a link to change your password." Below this are two input fields: "Email" and "Password". The "Email" field contains a blacked-out email address. The "Password" field contains a masked password. Below the input fields are a checkbox labeled "Stay signed in" and a "Log In" button. A link for "Forgot Password?" is also present. At the bottom are links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter", followed by the "INSTRUCTURE" logo.



5. Go to your school email at [Outlook.com](https://outlook.com) and you should see an email from **Instructure Canvas** with **Forgot Password: Canvas** in the subject header.
6. In the body of the email, you will see a link called **Click here to set a new password**. Select the link.



7. In the browser window that appears, enter your new password. Your password must contain at least 8 characters. See [Creating Strong Passwords](#) for help on creating a password that is secure. Record your password in a secure location. Enter your password again in the **Confirm New Password** field, then click **Update Password**.

A screenshot of a web form titled "Change login password for Student ExampleEA". It has a search bar at the top. Below it are two input fields: "New Password:" labeled "1." and "Confirm New Password:" labeled "2.". A red arrow points to the "New Password" field. At the bottom is a button labeled "3. Update Password".



8. You will automatically be returned to the login page. Enter your (school) **Email** and the **Password** you just created, then select **Log In** to access your courses. You will not be able to view your courses until the first day of the term.

A screenshot of a web browser showing the Canvas login page. The browser's address bar displays "spson.instructure.com/login/canvas". The page has a blue background with a white login box on the right. The login box contains the following elements: a "WELCOME!" message with a flame icon; a link "Need a Canvas Account? Click Here, It's Free!" and "Browse courses"; an "Email" input field with a purple "1." next to it; a "Password" input field with a purple "2." next to it; a "Stay signed in" checkbox; a "Forgot Password?" link; a purple "3." next to the "Log In" button; and a footer with links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter", along with the "INSTRUCTURE" logo.

Log In to Canvas

spson.instructure.com/login/canvas

Apps Blackboard Home Improvement Wall Art PixScribes Emulation Kodi & Newsgroups Uncategorized IrfanView Frequentl... Halloween Canvas Cc

WELCOME! Need a Canvas Account? Click Here, It's Free! Browse courses

1. Email

2. Password

☐ Stay signed in 3. Log In

[Forgot Password?](#)

[Help](#) [Privacy Policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

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9. **Having issues with your Canvas password?** Call our Canvas Support Hotline at **1-410-617-9453** for assistance.