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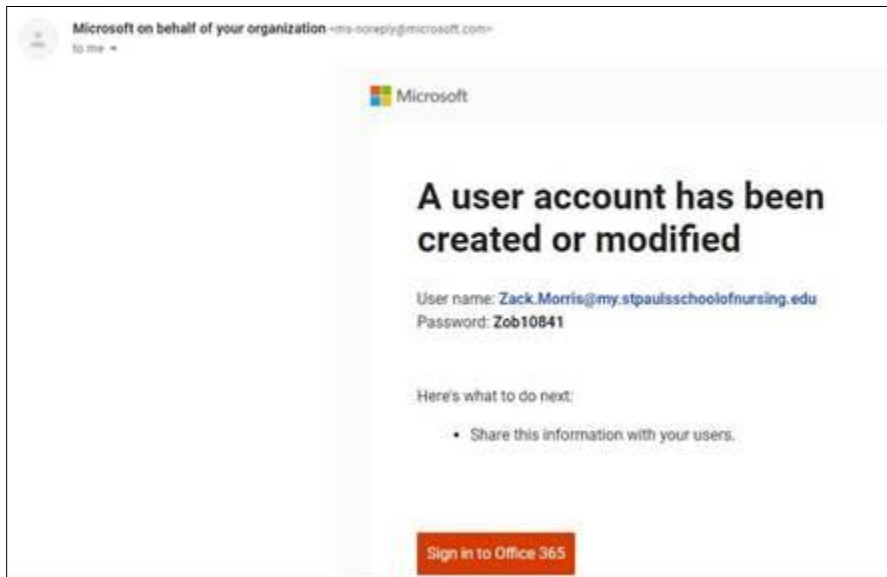
2. Now that you have completed this process, you can access your email by opening your browser and going to Outlook.com.
3. Select **Sign In** from the top right and enter your school email address and password to login as shown below.

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

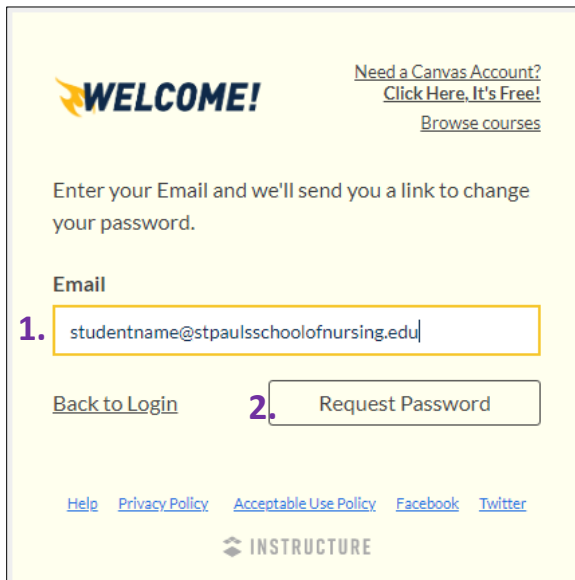1. Open your browser (Firefox or Chrome only) & go to: [spson.instructure.com](#).

2. Select **Forgot Password?** as shown below.
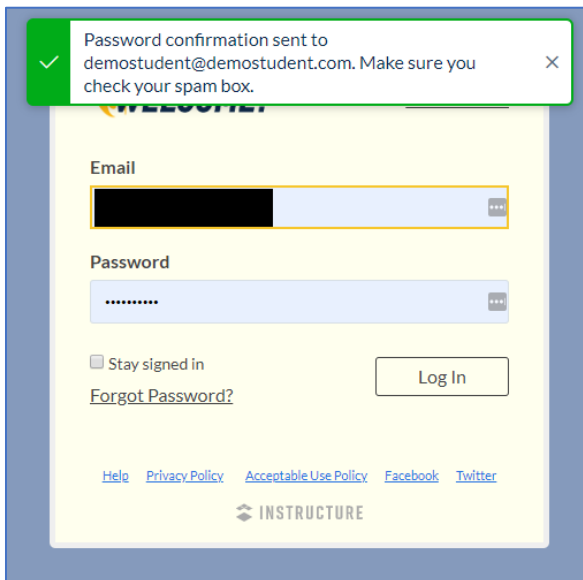
3. This next step is important, so <u>please read and follow these instructions carefully</u>. Enter your <u>school email address</u> then select **Request Password** as shown below. You must enter your school email address exactly, so please confirm it is correct. Occasionally, this will not work the first time, so we recommend repeating this process and selecting the **Request Password** button <u>2-3 times</u>. 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.


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.

5. Go to your school email at 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.
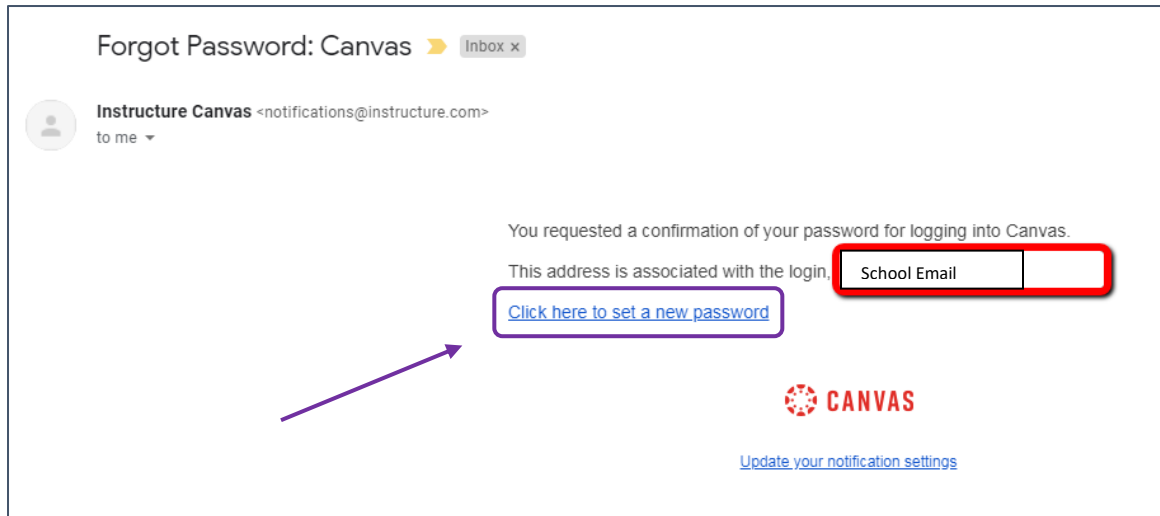
7. In the browser window that appears, enter your new password. <u>Your password must contain at least 8 characters.</u> See Creating Strong Passwords for help on creating a password that is secure. Record your password in a secure location. Enter your password again in the **Confirm New Password** field, then click **Update Password**.

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. <u>You will not be able to view your courses until the first day of the term.</u>

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