



## Setting a Password and Enrolling in Courses in Canvas

After requesting a Canvas account and receiving notification that it has been created, follow these steps to enroll in courses in Canvas.

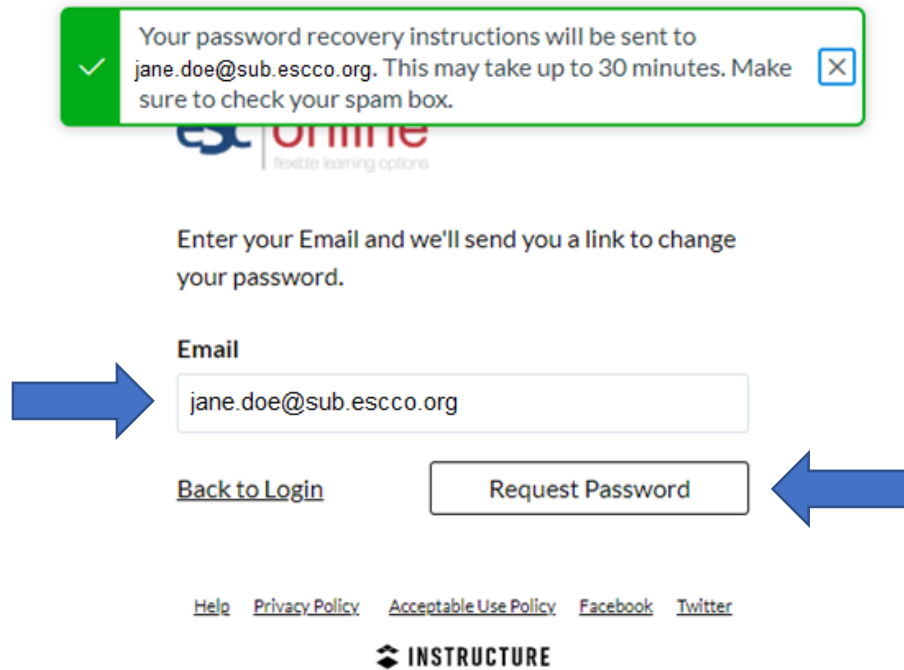
### Set Your Canvas Password:

- 1) Go to <https://escoco.instructure.com>.
- 2) Click on the *Forgot Password?* link.

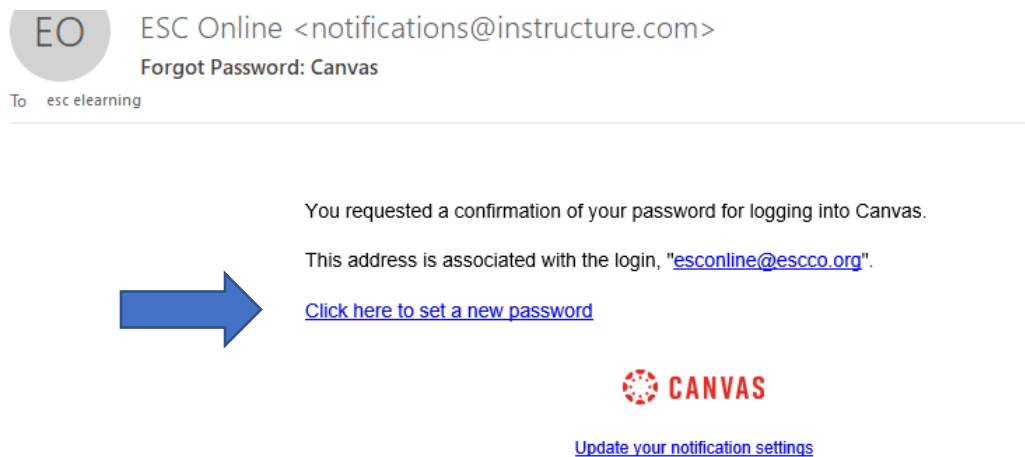
A screenshot of the eSc online login page. At the top is the eSc online logo. Below it are two input fields: "Email" and "Password". Under the "Email" field is a checkbox labeled "Stay signed in". To the right of the checkbox is a "Log In" button. Below the checkbox is a link labeled "Forgot Password?". A large blue arrow points from the left towards the "Forgot Password?" link. At the bottom of the page are links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter", followed by the INSTRUCTURE logo.

- 3) Type your ESC email address in the *Email* box.

- 4) Click on the *Request Password* button.



- 5) Check your ESC email inbox for a message from ESC Online. Note that it may take **up to 30 minutes** to receive the message that contains the *Click Here to Set a New Password* link. Click on the *Click Here to Set a New Password* contained within the message from ESC Online.



- 6) After clicking on the *Click Here to Set a New Password* link, type your password in both the *New Password* and *Confirm New Password* boxes. Next, click on the *Update Password* button.

## Change login password for Jane Doe

jane.doe@sub.escco.org

New Password:

Confirm New Password:



Update Password

Please do **NOT** log in to Canvas at this step. You will not have any courses available to complete until you follow the course registration links provided in the next section.

### Enroll in Courses:

- 1) To enroll in a course in Canvas, click on the self-enrollment link for the course that you wish to take below.
  - Google Classroom
    - <https://escco.instructure.com/enroll/P76JGA>
  - Google Workspace Docs
    - <https://escco.instructure.com/enroll/XRMNY8>
  - Google Workspace Drive
    - <https://escco.instructure.com/enroll/BW8CH8>
  - Google Workspace Forms
    - <https://escco.instructure.com/enroll/HJWGXA>
  - Google Slides
    - <https://escco.instructure.com/enroll/FBEKCP>
  - Growing with Canvas
    - <https://escco.instructure.com/enroll/GEK6HT>
- 2) In the *Enroll in [course title]* box, type your email address in the *Email* box and the password that you just created in the *Password* box. Then, click on the blue *Enroll in Course* button.

The image shows a Canvas enrollment form titled "Enroll in Google Slides". At the top left is the Canvas logo. Below the title, it says "You are enrolling in Google Slides." and "Please enter your Email and password:". There are two input fields: "Email" containing "jane.doe@sub.escco.org" and "Password" which is currently empty. A link for "View Privacy Policy" is located below the password field. A dark blue button labeled "Enroll in Course" is at the bottom right. Three blue arrows point to the email field, the password field, and the "Enroll in Course" button respectively.

3) Agree to the Acceptable Use Policy. Then, click on the blue *Submit* button.

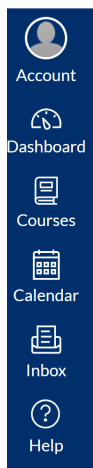
The image shows a Canvas dialog titled "Acceptable Use Policy". It contains the text: "Either you're a new user or the Acceptable Use Policy has changed since you last agreed to it. Please agree to the Acceptable Use Policy before you continue." Below this text is a checkbox with the label "I agree to the Acceptable Use Policy." At the bottom right, there are two buttons: a light grey "Cancel" button and a dark blue "Submit" button. Two blue arrows point to the checkbox and the "Submit" button respectively.

4) You will see a message that indicates that you have been successfully enrolled in the course that you selected. Click on the blue *Go to the Course* button.



## Enroll in Google Slides

You have successfully enrolled in Google Slides.



Go to your Dashboard

Go to the Course



- 5) After you have set your password and enrolled in the course(s) that you wish to take, please watch the [Canvas Navigation](#) video before beginning your course(s).

If you have any questions, please contact ESC Online at [esconline@escco.org](mailto:esconline@escco.org).

Enjoy the course(s)!