How do Continuing Ed students log into Canvas?

Tell Me

When student accounts are created in Canvas, the Continuing Education student will receive an email with the subject: **Finish Registration: Canvas**

1. Upon receiving the Canvas Account Registration email
   a. Open the email
   b. In the email message, click the **Click here to finish the registration process** link
   c. The **Welcome Aboard Canvas** window is displayed
   d. Your Continuing Ed user name is displayed in the **Login** text box
   e. Type the password you want to use with Canvas
   f. Click **Register**. You are logged into Canvas

   **NOTE!**
   You can create a new password OR you can use the password you use to log into the Continuing Ed site

2. If you forgot your password OR did not receive the account registration email
   a. Log into Canvas
b. Click the **Forgot Password** link. The Request Password page is displayed

![Login page](image)

Warning!

Do NOT use a uncc.edu email address. You need to use the email address associated with your Continuing Education account

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c. In the **Email address** text box, type the email address associated with your Canvas account

![Email address input](image)

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d. Click **Request Password**. You will receive an email with the subject: **Forgot Password: Canvas**

![Request Password email](image)

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e. Access your email account and open the forgot password message from Canvas

f. In the message, click the **Click here to set a new password** link. The **Change Login Password** window is displayed

![Change Login Password](image)

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g. In the **New Password** text box, type a new password of your choice

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h. In the **Confirm New Password** text box, type the password you entered in step g
i. Click Update Password. The Canvas login page is displayed.

![Change password form](image)

j. Type your user name and the password you created into the appropriate text boxes and click Log In.

![Canvas login page](image)

3. Access Your Courses
   a. In the left navigation, click the Courses icon.

   ![Courses icon](image)

   b. The All Courses list is displayed. All courses that you are enrolled in are listed here.
   c. To place a course on the Dashboard, click the star icon to the left of the course name.

   ![Course on Dashboard](image)
d. The course will now be displayed as a block on the Dashboard

![Dashboard](image)

**Related FAQs**

- How do I create a cross-listed, or combined course, in Canvas?
- How do I add participants to a past Canvas course?
- How do faculty, staff, and students sign into Adobe Spark?
- How can students turn in an Adobe Spark project/assignment from Adobe Spark?
- How can students submit their Adobe Spark project/assignment from an Adobe Spark template?