# **Canvas Accounts for Self-Paced Courses**

Thank you for registering for a Self-Paced Professional Learning Experience with DIEEC! Self-paced courses are delivered via the University of Delaware's Canvas learning management system.

- If you have previously activated a Canvas guest account, you do not need to do anything more. If you have taken other self-paced courses through DIEEC, you already have a Canvas guest account.
  - If you have a Canvas guest account but have forgotten your password, visit the password reset page.
- If you have NEVER created a Canvas Guest Account through UD, or have never taken a self-paced course with DIEEC, please read the information below to get started.

#### Quick overview of the Canvas account activation process:

- Setting up a Canvas guest account is a multi-step process that can take up to 48 hours to complete.
- Within 24 hours after you register for a self-paced course with DIEEC, you will receive a "UD Guest Account Invitation" e-mail with instructions on how to activate your account and access Canvas.
- Complete the activation steps listed in the Guest Account Invitation email.
- The next day, you will receive a second email inviting you to log in to your new Canvas account.

#### For detailed instructions, continue to the next page.





# Part 1: Activating Your Canvas Guest Account

**1.** You will receive an email with the subject "UD Guest Account Invitation." Click the Guest Account Services link **within 30 days** and follow the instructions.

Guest Account Notification.	GUEST ACCOUNT MANAGEMENT		
WIVERSITY of The invited guest will receive an invitation by email.	Contact UD		
2	Confirm my Email Set my Password Choose my Security Questions Create my Account		
UD Guest Account Invitation	Confirm my Email		
invites you to access the following service(s): Wordpress; at the University of Delaware (UD). To access your service(s), you need to create an account with Guest Account Services, a secure system for connecting you to UD.	The Guest Account Services system provides a secure method for UD employees to enable guest access to UD services. We understand the importance of safeguarding your personal information and are committed to protecting your privacy. We reguest information about you for		
To respond to this invitation, click the following link: Guest Account Services	you and securely connect you UD.		
You will be guided through the following steps.	If you have questions, use the Contact UD (= form to submit your comments.		
1. Confirm your email address.     2. Choose a password.     3. Choose security questions and answers.	My email		
This invitation expires 30 days from the time it was sent.	Enter the email address where you received a Guest Account invitation. This must match the email address invited by the staff member.		
Please know that the information you provide will remain private and will be used for UD business only. We understand the importance of safeguarding your personal information and are committed to protecting your privacy. We request information about you for internal identification purposes only. and assure you that we will securely protect this information's confidentiality. This information is required to uniquely identify you and securely connect you UD.	This email address will be associated with your Guest Account and will act as your username when you log in to Unversity of Delaware services.  Email:  (use format xou@xoc.xou)  My name:  Data Statute		
We look forward to helping you connect with the University of Delaware.	Last Choose suffix •		
•	Next step >		

step."

**3.** Set your password and write it down in a safe place. Click "Next step."

**4.** Choose your security questions and enter answers. Click "Next step."

2. Enter the email address where you

received the Guest Account invitation, and

vour name. Use the SAME email address

you use for the DIEEC Registry. Click "Next

GUEST ACCOUNT MANAGEMENT	GUEST ACCOUNT MANAGEMENT
Contact UD	Contact UD
Confirm my Email O Set my Password O Choose my Security Questions O Create my Account	Confirm my Email Set my Password Choose my Security Questions Create my Account
Set my Password You will need both your enail address and your password to log in to Canvas and/or Wordpress. To ensure the security of your personal information, remember your measured and taken it stricts, confidential. Do not abure, your locio information with arounds.	Choose my Security Questions If you forget your login information, you will need to answer security questions to authenticate. Choose security questions that can be answered only by you. Cauchilly use the securities and cauchildrahee in user, answered
If you have questions, use the <u>Contact UD</u> the form to submit your comments.	If you have questions, use the <u>Contact UD</u> = form to submit your comments.
my passworu	My security questions
Choose a secure password that is 12-30 characters and provide it below. Your password must contain at least three of the following:	Question 1: Choose One
An upper case letter     A lower case letter     A control of the second s	Answer 1:
A special character (NOT a space)	Question 2: Choose One
Password strength: Type your password:	Answer 2:
	Question 3: Choose One
Re-type your password:	Answer 3:
Next step >	Next step >

You will receive a confirmation page and an email with the subject "Welcome to UD Guest Services." You have successfully set up your Canvas guest account!



Access to your Canvas course is granted overnight. You will need to wait until the next day before completing the next steps and starting your course.

# Part 2: Accessing Your Course In Canvas

**1. The day after** you activate your guest account, you will receive the "Course Invitation" email from Instructure Canvas. Click the "Get Started" button to launch Canvas and access your course.

Course Invitation		
Instructure Canvas <no To E</no 	otifications@instructure.com>	Seply 6
	You've been invited to participate in the course, I	DIEEC_SP042. Course role: Student
	Name: Your Name Email: iamaneducator@gmail.com Username: <b>48609</b>	Click here!
Do <b>NOT</b> us to l	e this number og in.	ted

**Remember:** Your username is your FULL guest account e-mail address (for example, iamaneducator@gmail.com). Your login credentials are the email address and password you used to create the Canvas guest account.

2. Enter the SAME email address where you received the Guest Account invitation. This should also be the same address you use for the DIEEC Registry.





4. To log in to Canvas in future sessions, visit https://udel.instructure.com/.

For additional information, please refer to UD's Canvas and WordPress Guest Accounts FAQ.