

Delaware Institute for Excellence in Early Childhood

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

UNIVERSITY OF DELAWARE

The invited guest will receive an invitation by email.

UD Guest Account Invitation

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.

To respond to this invitation, click the following link: [Guest Account Services](#)

You will be guided through the following steps.

1. Confirm your email address.
2. Choose a password.
3. Choose security questions and answers.

This invitation expires 30 days from the time it was sent.

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.

We look forward to helping you connect with the University of Delaware.

Click

2. Enter the email address where you received the Guest Account invitation, and your name. Use the SAME email address you use for the DIEEC Registry. Click “Next step.”

GUEST ACCOUNT MANAGEMENT

Contact UD

Confirm my Email Set my Password Choose my Security Questions Create my Account

Confirm my Email

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 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.

If you have questions, use the [Contact UD](#) form to submit your comments.

My email

Enter the email address where you received a Guest Account invitation. This must match the email address invited by the staff member.

This email address will be associated with your Guest Account and will act as your username when you log in to University of Delaware services.

Email: (use format xxx@xxx.xxx)

My name: First Middle Last Choose suffix

Next step

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

GUEST ACCOUNT MANAGEMENT

Contact UD

Confirm my Email Set my Password Choose my Security Questions Create my Account

Set my Password

You will need both your email address and your password to log in to Canvas and/or Wordpress. To ensure the security of your personal information, remember your password and keep it strictly confidential. Do not share your login information with anyone.

If you have questions, use the [Contact UD](#) form to submit your comments.

My password

Choose a secure password that is 12-30 characters and provide it below. Your password must contain at least three of the following:

- An upper case letter
- A lower case letter
- A number
- A special character (NOT a space)

Password strength: Type your password:

Re-type your password:

Next step

4. Choose your security questions and enter answers. Click “Next step.”

GUEST ACCOUNT MANAGEMENT

Contact UD

Confirm my Email Set my Password Choose my Security Questions Create my Account

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. Carefully note the spelling and capitalization of your answers.

If you have questions, use the [Contact UD](#) form to submit your comments.

My security questions

Question 1: Choose One

Answer 1:

Question 2: Choose One

Answer 2:

Question 3: Choose One

Answer 3:

Next step

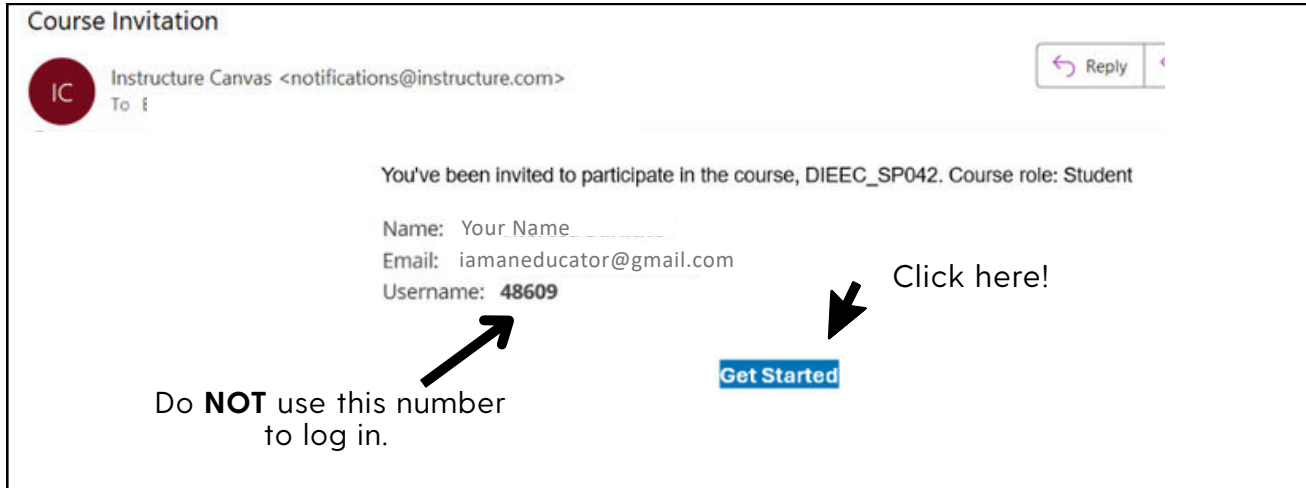
You will receive a confirmation page and an email with the subject “Welcome to UD Guest Services.” You have successfully set up your Canvas guest account!



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.



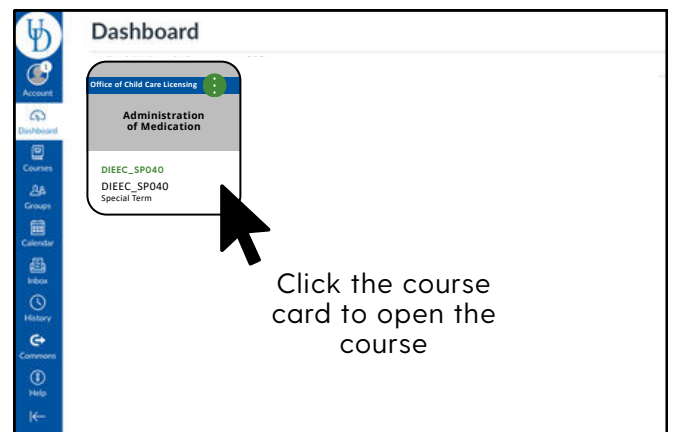
Remember: Your username is your FULL guest account e-mail address (for example, iamaneducator@gmail.com). Your login credentials are the email address and password you used to create the Canvas guest account.

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.*

The login form has two input fields: "Username or UD ID:" with the value "iamaneducator@gmail.com" and "* Password:" with masked characters. Below the password field is a link "Forgot your login?". At the bottom is a blue "Log in" button with a checkmark icon. An arrow points to the "Log in" button.

Click here to log in and launch Canvas!

3. When you log in, you will land on your Canvas Dashboard. Click your course card to launch your course.



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](#).