

## Accessing your Canvas Courses:

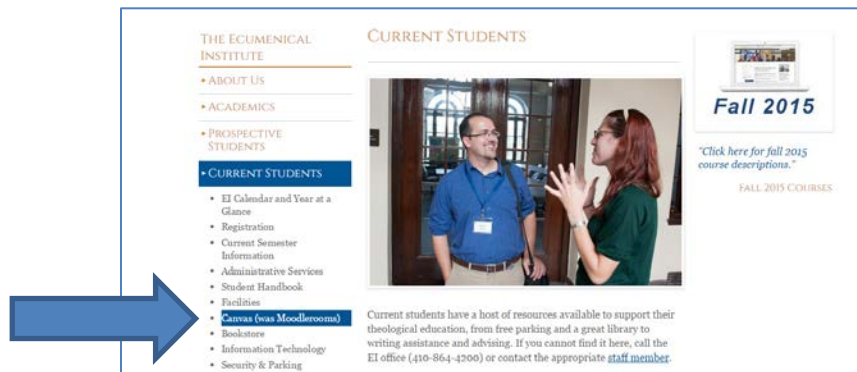
Please try to log in as soon as possible so we can work to resolve any login issues before they affect participation in your course. For questions regarding Canvas, please contact Emily Hicks at [ehicks@stmarys.edu](mailto:ehicks@stmarys.edu) or 410.864.3657.

1. Scroll to the bottom of the stmarys.edu homepage for the link or bookmark:

**<https://stmarys.instructure.com>**



You may also find this login on the EI page of the website under “Current Students.”



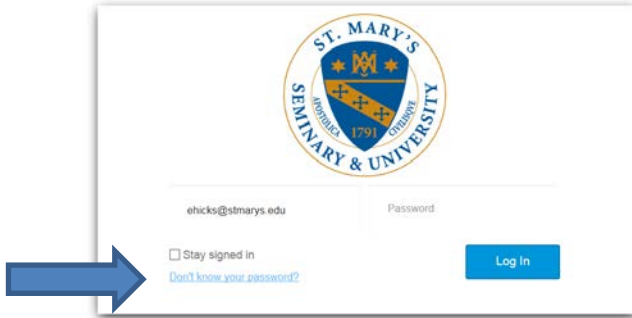
2. Login Credentials:

- a. Username: email address you wrote on your registration form (e.g., hicksemily1@yahoo.com)
- b. Password: first five letters of your last name + last 3 digits of your student id (e.g. Hicks352): capitalize first letter.
  - **Your student ID number** can be found on the registration confirmation email you were sent when registered. If you have any trouble finding it, go to step #3 below- “Forgot Password”
  - **Multiple failed login attempts (more than 10)** will cause you to be temporarily locked out of the system. You may try step #3 below to reset your password. If you do not receive an email from Canvas, **contact me**

at [ehicks@stmarys.edu](mailto:ehicks@stmarys.edu). You may also leave a message at 410.864.3557. I will respond within 24 hours.

- **Names with fewer than 5 letters** require a space for each “missing letter” between the last letter and the first number (e.g., Wong 234).

3. Forgot Password? Type in your email and then click “Don’t know your password?”



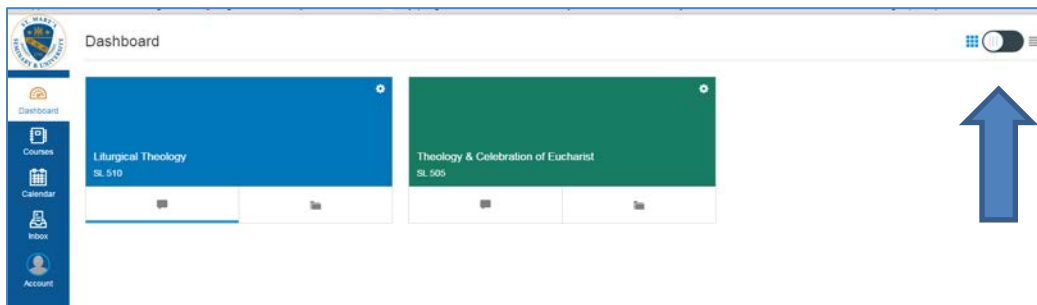
You will be sent an email prompting you to change your password.

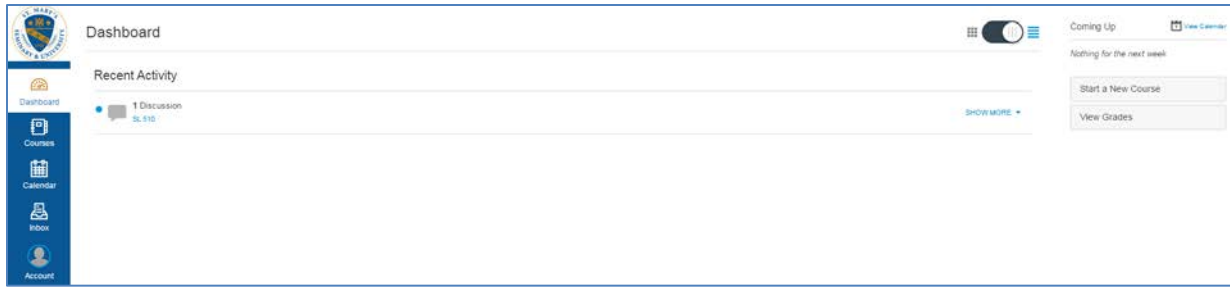


Once logged in, click “I agree” and then “Submit”

## Dashboard

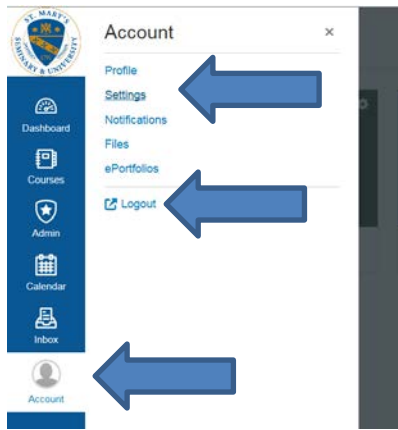
The Dashboard can be set to view your courses or the activity stream in all your courses. Click on the button in the upper right-hand corner to change view.



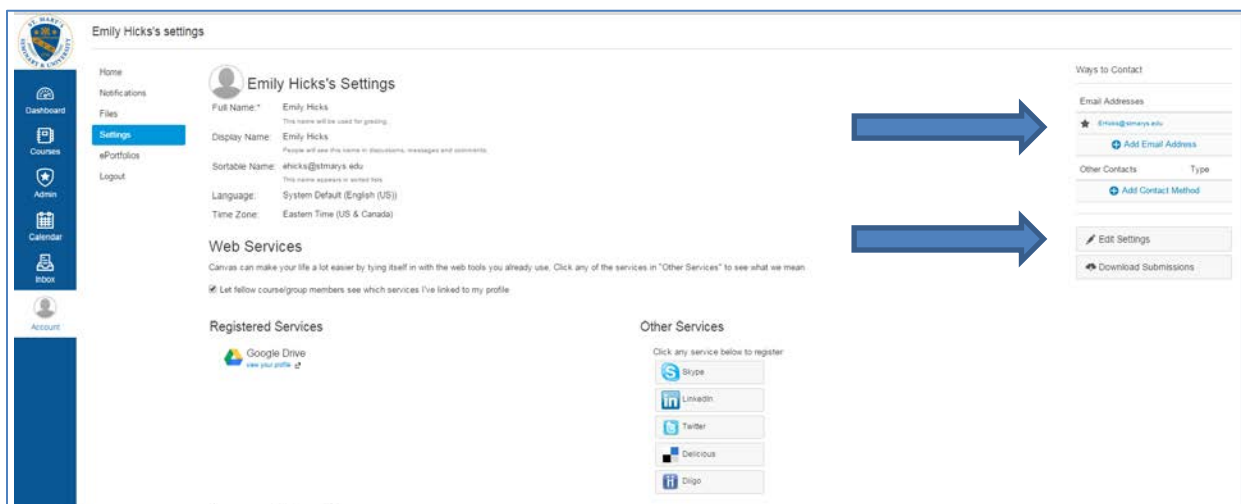


## Settings

Add contact information, change your password, logout, etc. Go to “Account” and then “Settings”

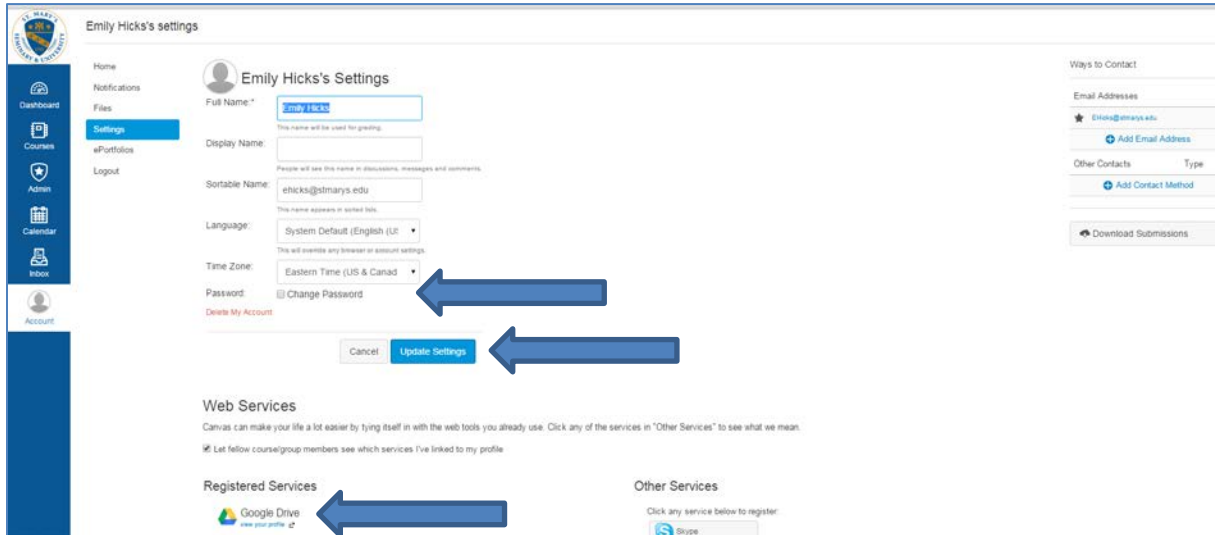


Here you can add another email address and/or cell number should you want your notifications to be sent somewhere other than the email address you used when registering.



If you click on “Edit Settings” you will see a place to change your password (see below).

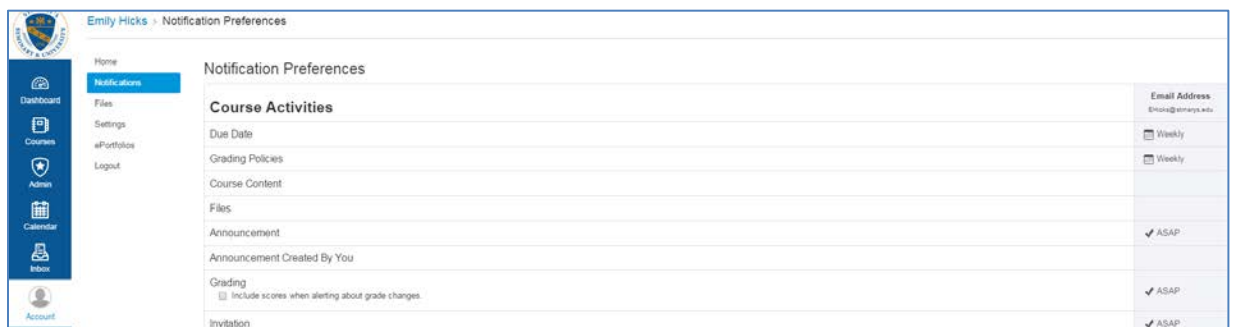
Always remember to click “Update Settings” to save your changes.



## Notification Preferences

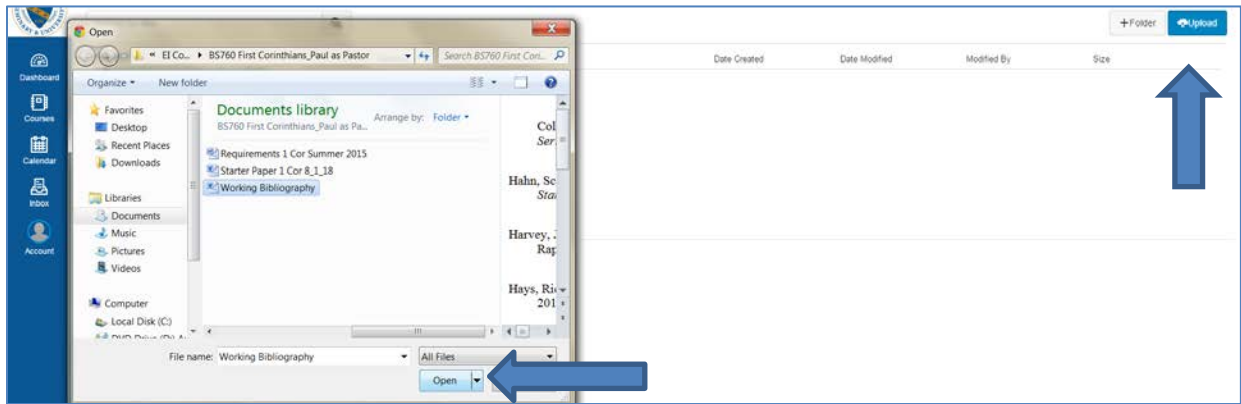
You may decide where and how often you would like to receive notifications from Canvas:

ASAP, daily, weekly, or never



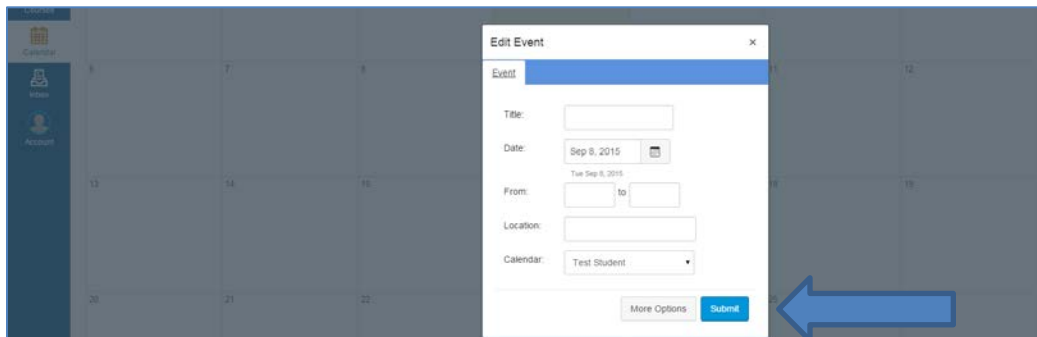
## File Storage

You may keep your personal files for your courses within Canvas. Go to “Files” in your left-navigation menu. At the top right side of the page, click “upload” >>> “Open”



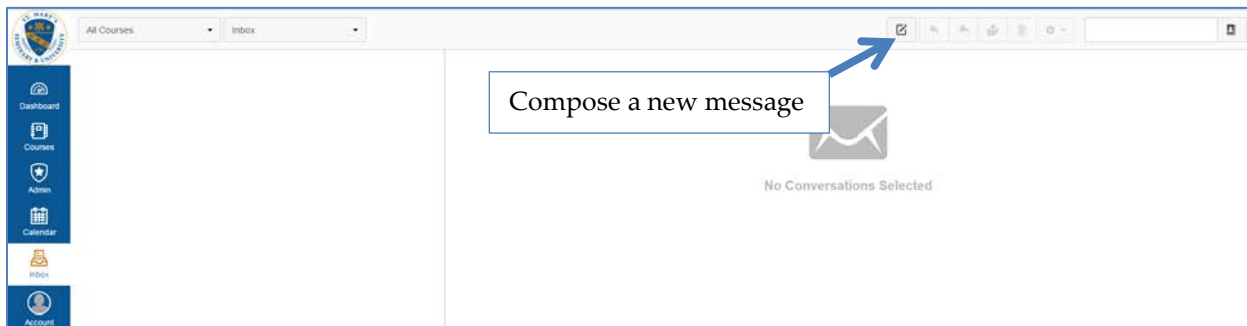
## Calendar

Keep track of due dates and appointments. To add an event, simply click on the date. Name your event and then click “Submit.”



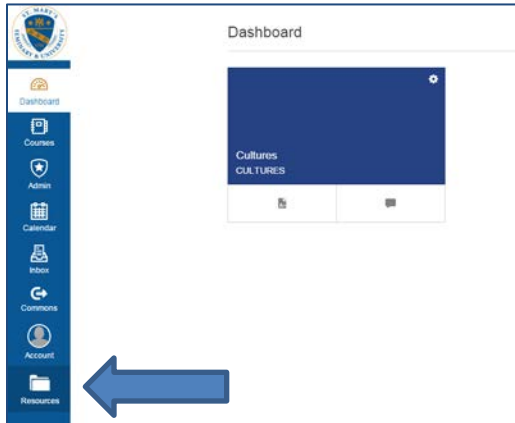
## Inbox: Messaging

Check here regularly for messages from your professors.



## Resources

In order to access the SMSU Guide to Academic Writing (additional resources coming soon!), click on the “Resources” icon. Next, click on “Ecumenical Institute Resources.” This will open up a webpage which contains writing guide.



## Help

If you experience difficulty using a tool within Canvas, report the problem on the page that isn't working properly.

