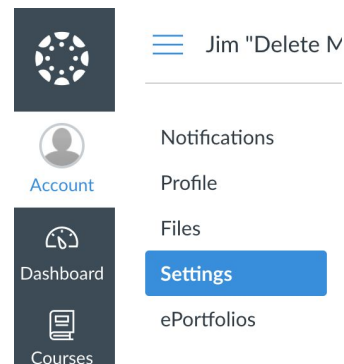


How to Change Your Email Address in Canvas

To match up your Canvas responses to the UCLA grading system, you need to register in Canvas with your official UCLA email address. *This is **not** necessarily an address that ends in ucla.edu.* It is, instead, whatever address you have on file with the Registrar's Office. If you aren't sure what your correct address is, you can look on the address header of any email you get from CCLE or my.ucla.

If you accidentally registered with the wrong email address, don't worry. Here's how to fix it.

Step 1: Login to Canvas and go to Account / Settings (on the left).



Step 2: Look on the right where it says Ways to Contact.

Click **+ Email Address** and put in your correct email address (the one on file with the Registrar's Office).

Ways to Contact

Email Addresses

[Redacted]@gmail.com ★

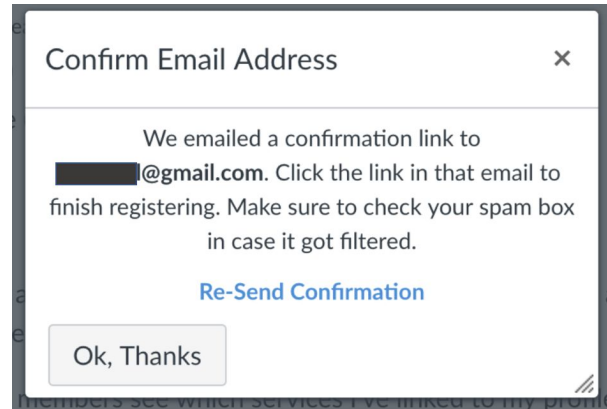
+ Email Address

Check the box that says *I want to log in to Canvas using this email address.*

Then click **Register Email**.

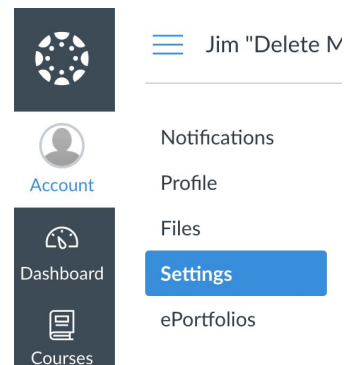
A screenshot of a 'Register Communication' dialog box. It has a title bar with 'Register Communication' and a close button. Inside, there are two tabs: 'Email' (selected) and 'Text (SMS)'. Under the 'Email' tab, there is a label 'Email Address' followed by a text input field containing '[Redacted]@gmail.com'. Below the input field is a checkbox that is checked, with the text 'I want to log in to Canvas using this email address'. At the bottom right of the dialog is a blue button labeled 'Register Email'.

And then click
[Ok, Thanks](#) to confirm.

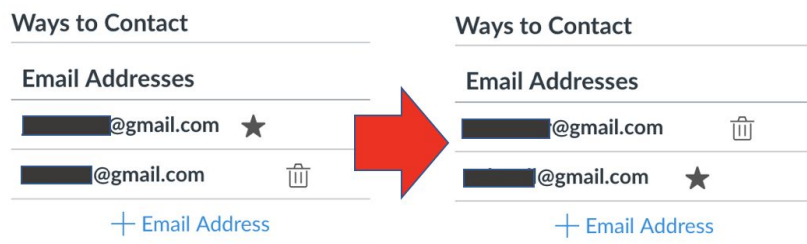


Step 3: Look for the confirmation email.

Click the link and login to Canvas.
Then go back to Account / Settings
(on the left).



Step 4: Click to move the star to the correct email address.



Step 5: Click the trash can to remove the incorrect email address.

