

User Account Setup

How do I accept an email invitation to join a Canvas course as a student?

If you are using Canvas through your institution, you will most likely already have a Canvas account and need to accept a course invitation before you can log in. Your institution will email your login information.

However, you may also receive a course invitation where you have to create a Canvas account as part of the registration process.

Note: If your institution is using Canvas and you are having trouble with your account, contact your instructor for assistance.

If you've enrolled in or been invited to a Canvas course, you will receive an email that contains your institution's Canvas URL and your email address to use for your login. To accept the course invitation, click the **Get Started** button.

Canvas will take you to your course and ask you to accept the enrollment. Click the **Accept** button.

Click the **Create My Account** button.

Note: If you already have a Canvas account, click the **I Have a Canvas Account** button. You'll be directed to the [Canvas login page](#).

Create a password and enter your time zone. Depending on your account type, you may be asked if you want to receive information, news, and tips from Instructure.

Select the Acceptable Use Policy checkbox, then click the **Register** button.

How do I sign up for a Canvas account with a join code or secret URL as a student?

If you do not already have a Canvas account, you need to create an account before you can log in to Canvas.

If you are using Canvas through your institution, you will most likely already have an account and need to accept a course invitation. Your institution will email your login information. If you do not yet have an account, you can create an account when you accept the course invitation.

If you are not using Canvas through your institution, you can create your own account. Your instructor will provide you with a join code to link you directly to the course. This code will be sent to you separately from the Canvas email that invites you to join the course. If you need to create an account in Canvas but have not received your join code via email, please contact your instructor or institution for help with logging in.

If you don't yet have an account, you can set one up for yourself without an email link.

To create your account, open a browser and type canvas.instructure.com into your browser.

Note: You must have a join code from your instructor or institution to create your account.

Click the **Need a Canvas Account?** link.

Click the **I'm a Student** button.

Complete the following fields:

1. Enter the course join code in the **Join Code** field. This code will be emailed to you by your instructor or institution—the email is separate from your email invitation to join the course.
2. Enter your name in the **Full Name** field.
3. Enter your username in the **Username** field.
4. Set your password by typing in the **Password** field.
5. Confirm your password by typing your password in the **Confirm Password** field.
6. Agree to the terms of use by clicking the terms of use checkbox.
7. Confirm that you are not a robot by completing the Captcha form (if enabled by your institution)
8. Click the **Start Learning** button.

How do I edit my profile in my user account as a student?

In Global Navigation, click the **Account** link, then click the **Profile** link.

Click the **Edit Profile** button.

Note: If you can't edit your profile or communication channels, it's been disabled by your institution.

To [upload a profile picture](#), click the **profile picture** icon.

Note: Profile pictures are a separate permission from profiles. If you do not see a placeholder picture, your institution has not enabled this feature.

If you are allowed to change your name, type your name in the name field. Type your title in the title field.

If you have connected to any [web services](#), click the checkbox underneath the web service to indicate how you wish to be contacted via that service. To add additional services, click the **Manage Registered Services** link. Please note that any selected services will not be shared with other course/group members unless you have previously selected the sharing checkbox in the Manage Registered Services page.

The Discussion icon automatically appears as a contact method for Admins so users can contact them through Canvas Conversations. It cannot be selected by any other users.

Note: As created in your user profile, email addresses do not appear as a contact method and are only used for Canvas notifications. Canvas users should contact each other via Conversations.

Type your biography in the bio field. You can add hobbies and interesting facts about yourself.

To add personal links to your profile, such as personal websites, blogs, or portfolios, enter the title of the link in the title field. Type the URL in the URL field. Click the **remove** icon to delete the link. Click the **Add another link** button to add another link.

Click the **Save Profile** button.

How do I change the settings in my user account as a student?

Depending on how your Canvas account was created, you may be able to make changes to your name, [pronouns](#), default email, [language](#), [time zone](#), and [password](#).

- Setting a chosen language will override any default language settings across your institution; however, any language set in a course will override your user language.
- Your institution may take care of updating or changing your password by using the password associated with your login credentials for Canvas.
- Users associated with a SIS ID cannot delete their own account.

Note: Some settings may not be available to you. If you are not able to edit your user settings, you will need to contact your institution to change this information.

In Global Navigation, click the **Account** link, then click the **Settings** link.

Click the **Edit Settings** button.

If enabled, edit the appropriate settings:

- **Full Name** is used for the Gradebook and Grades pages, Chat, People, and SIS imports.
- **Display Name** is how other users will see your name in Announcements, Conferences, Conversations, and Discussions.
- **Sortable Name** defaults to your last name, first name and appears in sorted lists so admins can search for it.
- **Pronouns** display after your name in various areas throughout Canvas.
- **Default Email** can be set when you have multiple Notification email addresses associated with your account.
- **Language** can be set to your native language and is the language you want to use in Canvas (does not apply if an instructor sets a specific language for a course).
- **Time Zone** can be set to where you are located and displays assignments in your local time.
- **Password** is the combination of characters you choose to use to log in to your Canvas account.

Note: Some settings may not be available to you. If you are not able to edit your user settings, you will need to contact your institution to change this information.

Click the **Update Settings** button.

How do I log in to Canvas as a student?

You can access Canvas through an institution-specific Canvas URL. Canvas URLs use one of the following structures: **[your institution's name].instructure.com** or **canvas.[your institution's name].edu**.

You can also [locate your institution's Canvas URL using the Canvas Student iOS app](#) or [Canvas Student Android app](#).

Some institution's may also allow access to Canvas via an institution-specific authentication system which redirects to Canvas, such as a school student portal or website.

Note: Canvas Network and Free-For-Teacher accounts do not follow an institution-specific URL structure. Canvas Network accounts can be accessed at learn.canvas.net. Free-For-Teachers accounts can be accessed at canvas.instructure.com.

After locating your institution's Canvas URL, you can log in to your Canvas account.

To log in, enter your credentials (or login information) which may display as your email address, username, or login ID [1] and password [2]. Then click the **Login** link [3].

If needed and depending on your institution's settings, you may be able to [reset your password](#) by clicking the **Forgot Password** link [4].

Note: The Login page may display differently depending on your institution or if you are logging in via the Canvas Student app.

Alternatively, you can navigate to your institution's Canvas instance and log in to the Canvas Student app by scanning your [Canvas profile QR code from Canvas web](#).