

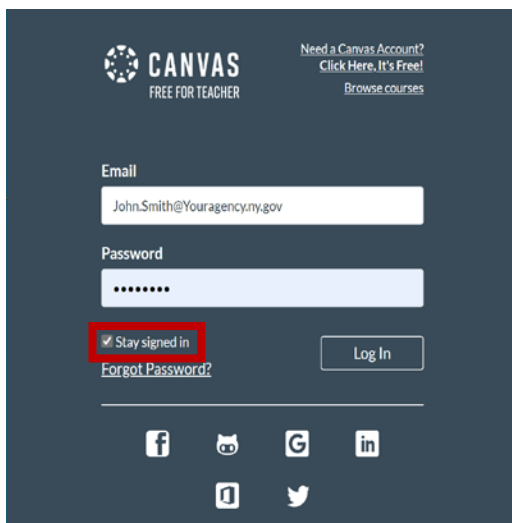
GETTING STARTED IN CANVAS

FIRST STEPS

1. CHANGE YOUR TIME ZONE

A. Login to Canvas

1. Open the web browser program on your computer (such as Google Chrome or Microsoft Edge) and type this web address into the address bar: <https://canvas.instructure.com>. The login screen will come up.



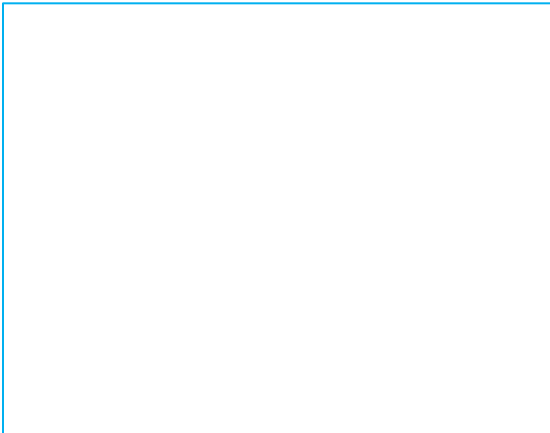
2. Type in your Canvas Username and Password. Your username is usually your email address. Forgot your password? See section D below.
Note: It's best to check the **Stay Signed in** box so that the system remembers you.
3. Next, click the **Log In** button.

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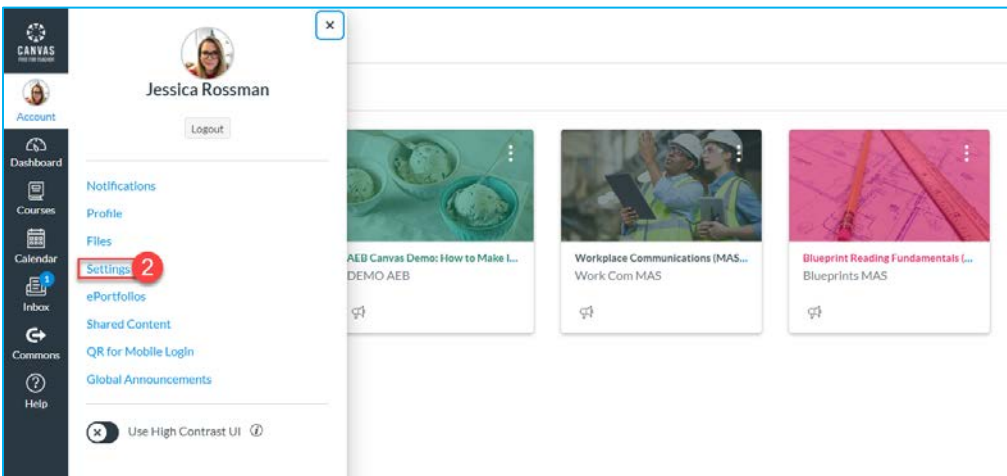
FIRST STEPS

B. Access the Account Menu

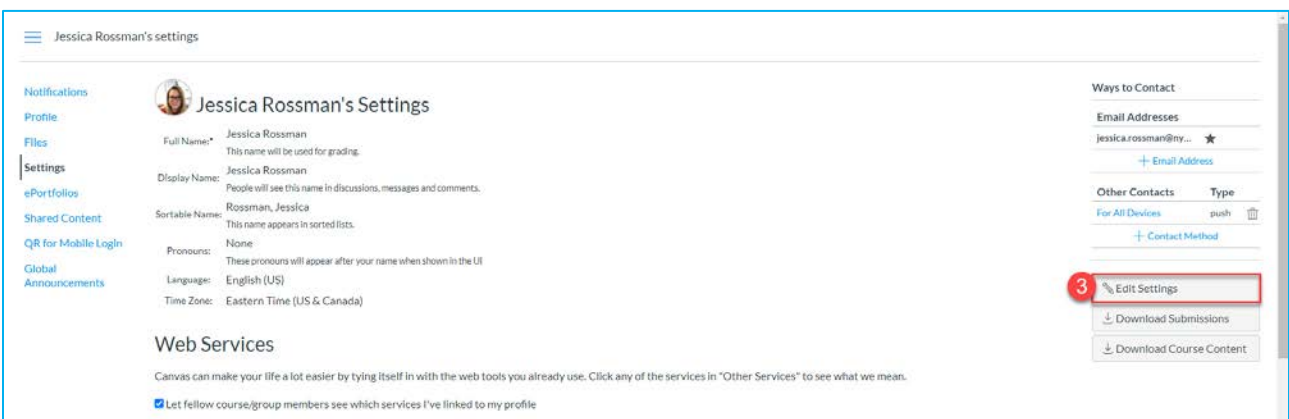
1. Click on the **Account** link in the menu on the left-hand side of the screen.



2. Click on **Settings** from the new screen that opens.



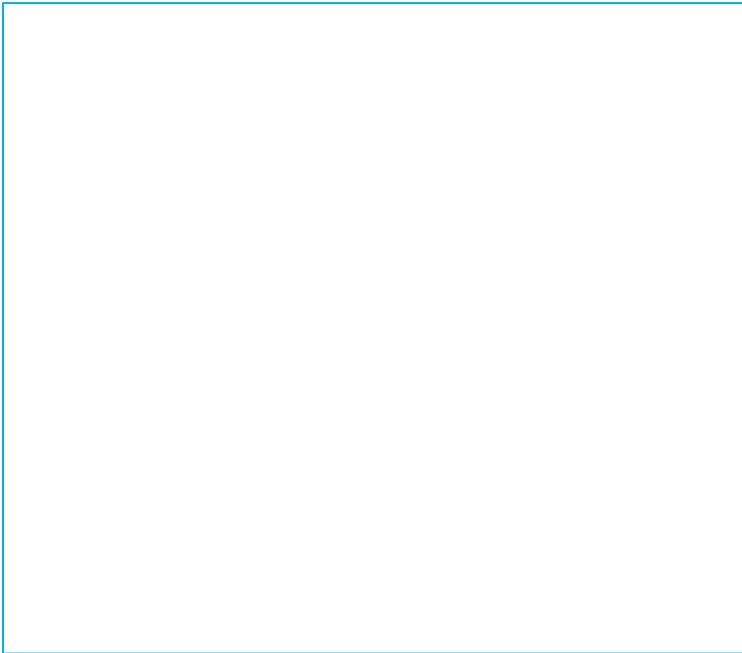
3. Click **Edit Settings** on the right side of the screen.



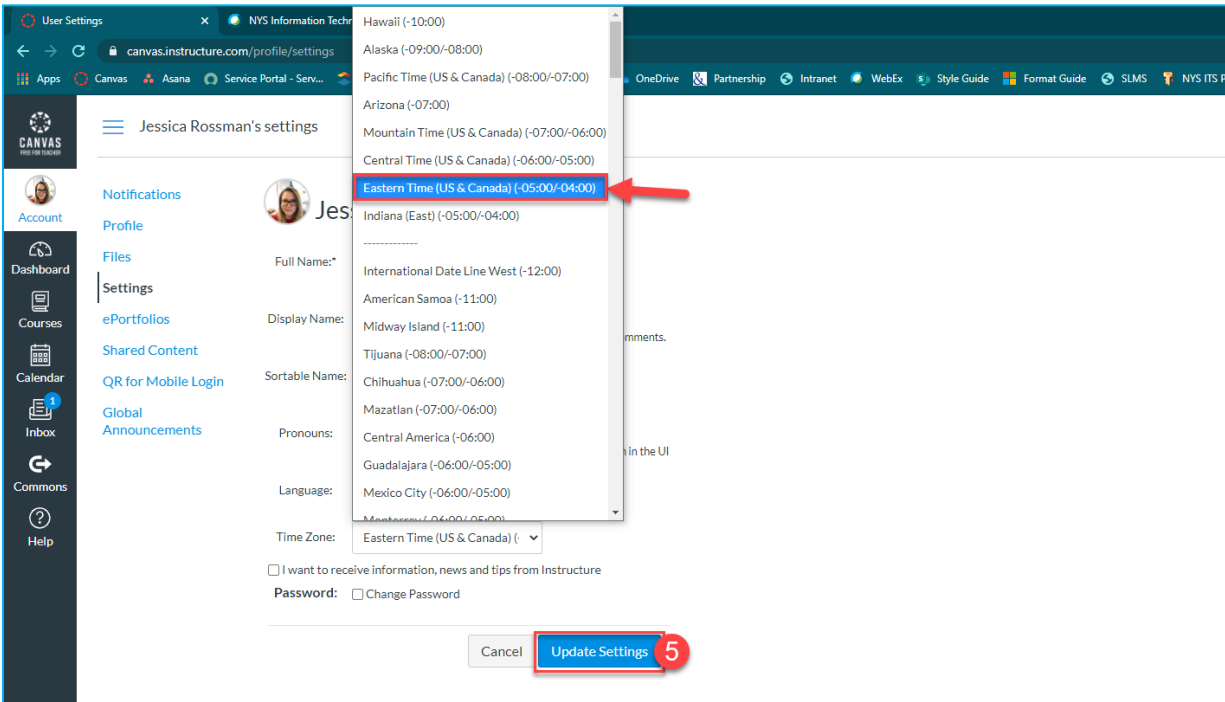
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4. Select **Eastern Time (US & Canada)** from the **Time Zone** drop-down menu.



5. Click **Update Settings** to save your changes.



GETTING STARTED IN CANVAS

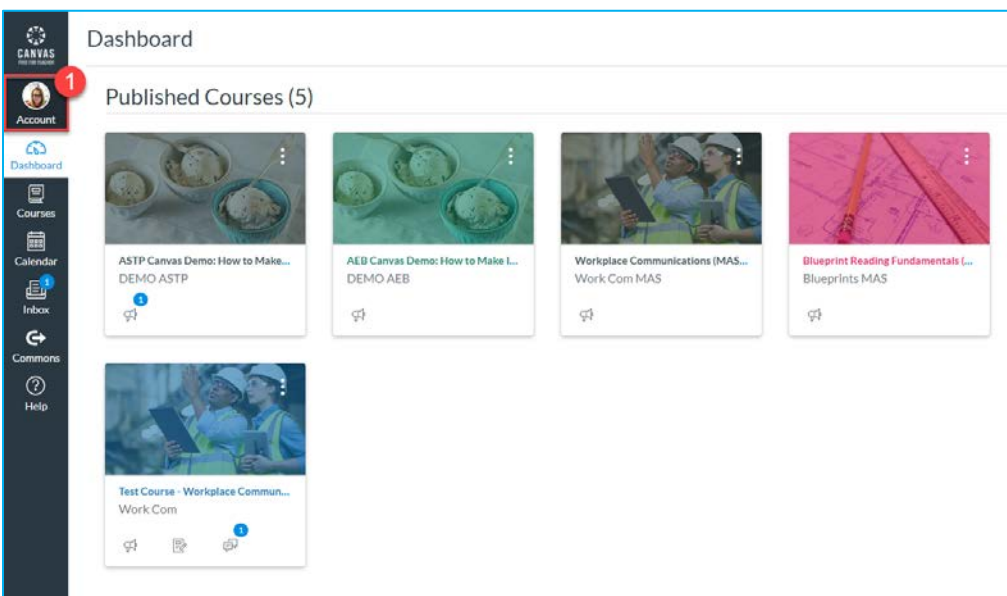
FIRST STEPS

2. CHANGE YOUR PROFILE IMAGE

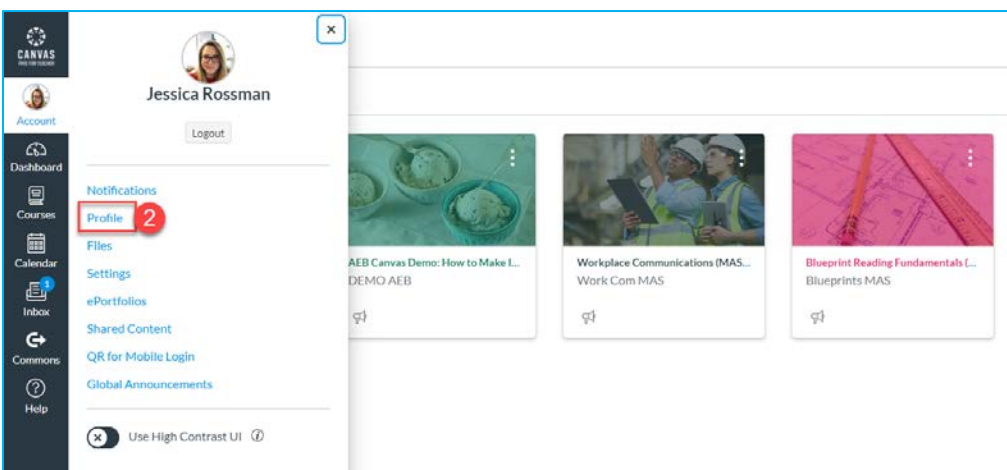
A. The Profile

Note: The Global Navigation menu is on the left side of the screen on the Canvas website.

1. Click on **Account** on the Global Navigation Menu.



2. Click on **Profile** from the new screen that opens.



GETTING STARTED IN CANVAS

FIRST STEPS

3. Click **Edit Profile** on the right side of the screen.

The screenshot shows the Canvas user profile page for Jessica Rossman. On the left is a dark sidebar with navigation icons for Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main content area is titled "Jessica Rossman's Profile" and includes a profile picture, name, and several sections: Notifications, Profile, Files, Settings, ePortfolios, Shared Content, QR for Mobile Login, Global Announcements, Contact, Biography, and Links. A red box highlights the "Edit Profile" button in the top right corner, with a red circle containing the number 3 next to it.

4. Click the **Profile Circle** to change your profile picture.

The screenshot shows the Canvas user profile page in edit mode. The profile picture circle is highlighted with a red box and a red circle containing the number 4. The form fields are visible: Name (Jessica Rossman), Pronouns (None), and Title. There are also sections for Contact, Biography, and Links. The "Cancel Editing" button is in the top right, and "Cancel" and "Save Profile" buttons are at the bottom right.

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FIRST STEPS

5. Select **Upload a Picture**.
6. Click on **Choose a picture**. A new window will open. Browse to the location on your computer and choose the image you would like to upload. Click **Open** to choose the image.
7. Click **Save** to close the window and save the image choice.
8. Click **Save Profile** to save all changes to your profile.

