

MAP Student Guide to Accessing Canvas

It is best to access Canvas using a laptop or PC.

We have also provided a video tutorial of how to do [this](#) here

1. When you are registered on the course you will receive an email similar to the below:

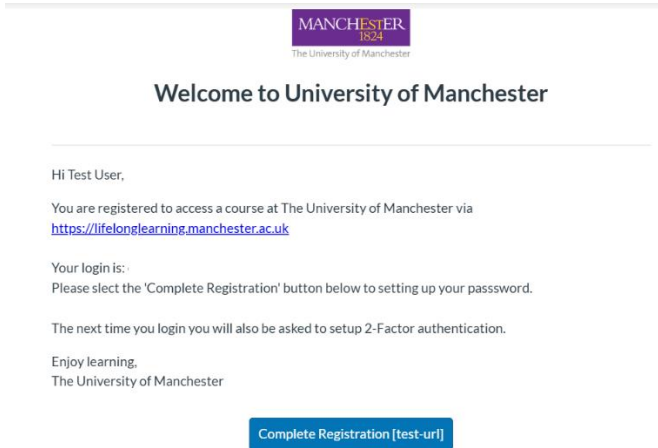


1. Select the 'Enrol Now' button to setup your account.
2. Ignore the Login Buttons and
3. You will be taken to a form as shown below. Complete this and select 'Register New Account'.
Please ensure you use the same email address the invitation was sent to.

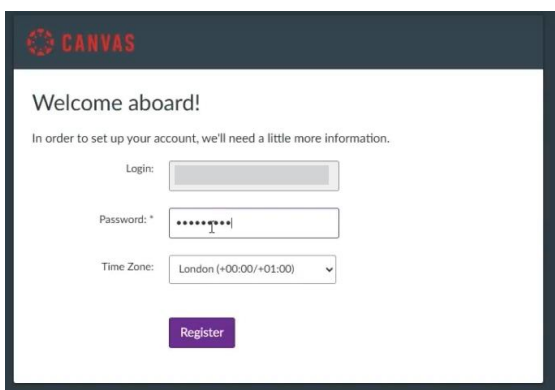
The image shows a registration form with the following fields and options:

- Header: "Don't have an account? Sign up here!"
- Text: "Required fields are marked with an asterisk (*)"
- Field: "First Name *" with input box "Enter First Name"
- Field: "Last Name *" with input box "Enter Last Name"
- Field: "Email *" with input box "Enter Email" and note "Expected format: example@example.com"
- Field: "Confirm Email *" with input box "Enter Email"
- Checkbox: "I consent to receive marketing emails about Canvas courses and updates"
- Checkbox: "I agree to the [Acceptable Use Policy](#) and acknowledge the [Privacy Policy](#)."
- Checkbox: "I'm not a robot" with a reCAPTCHA logo and "reCAPTCHA Privacy - Terms"
- Button: "Register New Account"

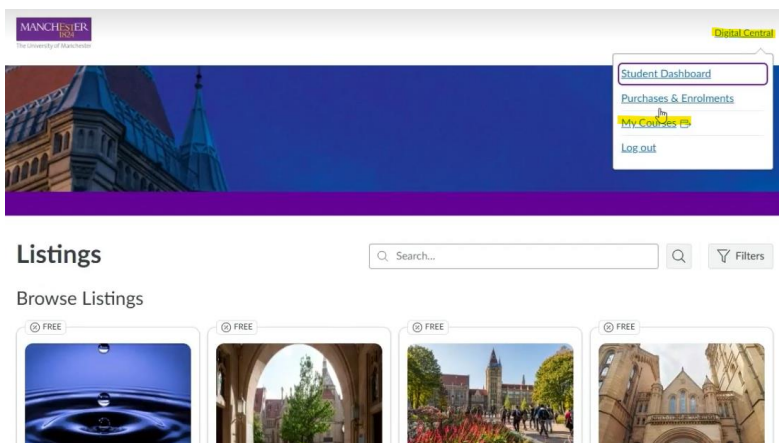
4. Upon completion you will be sent a second email similar to the below. Select 'Complete registration button in this email'.



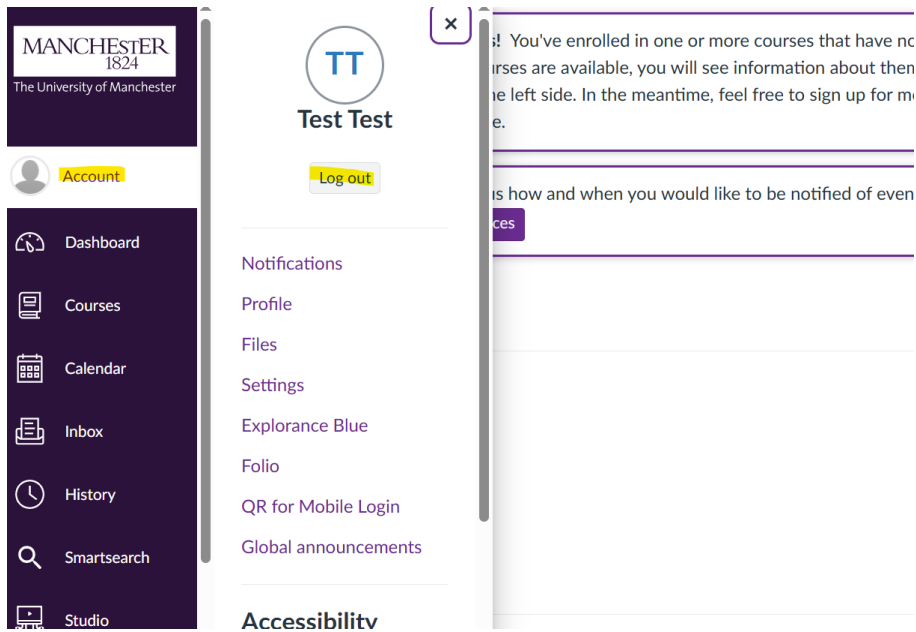
5. You will navigated to the login screen within your browser. You will need to register a password. Please choose a password of at least 16 characters include at least one symbol number and Capital letter and select 'Register'.



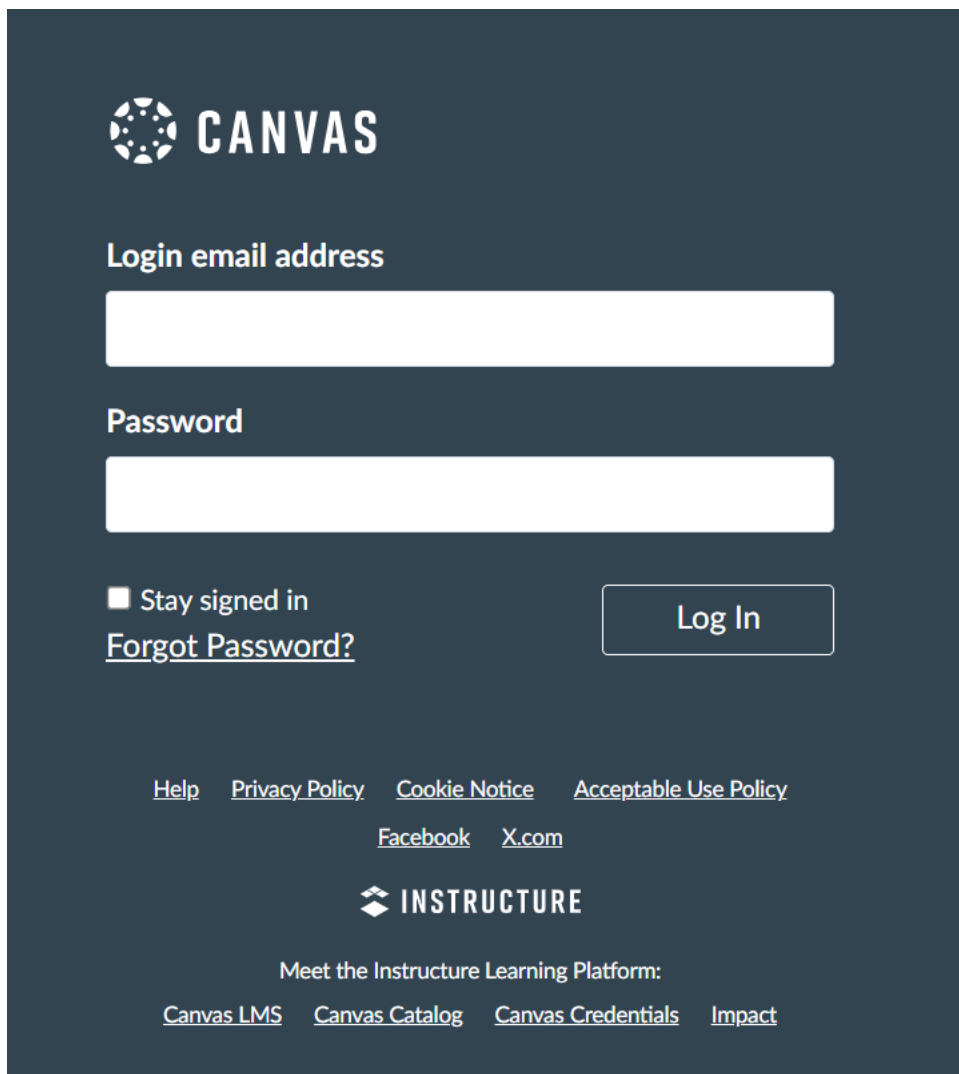
6. You will now be redirected to Canvas catalogue pages, please bookmark this address (<https://lifelonglearning.manchester.ac.uk>). You will need to login here to access your course each time.
7. Select your name from the top right of the screen and then select 'My Courses'. You will now be redirected to the **course dashboard** and can select the course tile to see course content.



8. Once you have successfully logged in, log off.



9. Now log back into Canvas by entering your email address and the password you have just created.

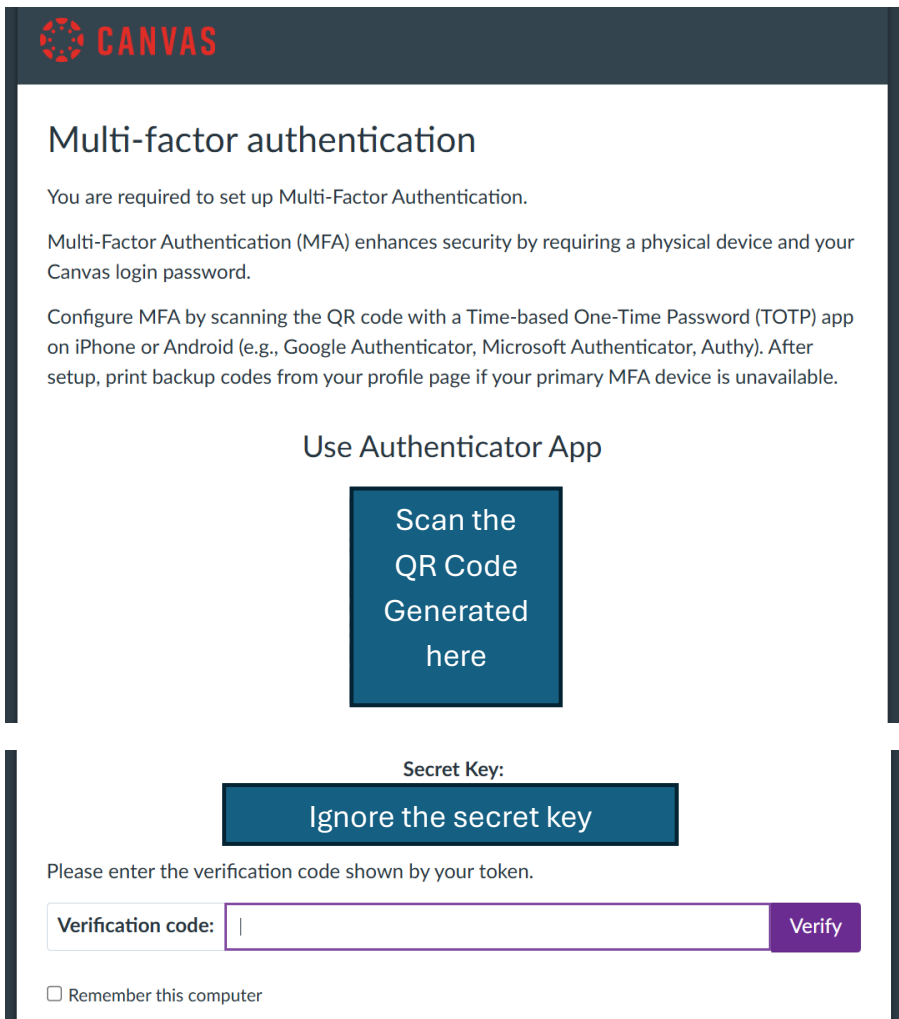


10. This time, you will need to use a Multi-factor authentication app on your smartphone. We recommend using Microsoft Authenticator. You can download this app here:

[Download Microsoft Authenticator for Android](#)

[Download Microsoft Authenticator for iPhone](#)

11. You should now see a QR code after logging in. Scan the QR code through the authenticator app by pressing the blue QR code button on the bottom right of the Microsoft Authenticator app. **DO NOT USE your phone camera as it will not work.**



The screenshot shows the Canvas Multi-factor authentication setup page. At the top left is the Canvas logo. The main heading is "Multi-factor authentication". Below it, there is a message: "You are required to set up Multi-Factor Authentication." followed by an explanation of MFA and instructions on how to configure it using a TOTP app. A large blue button in the center says "Scan the QR Code Generated here". Below that, a "Secret Key:" label is followed by a blue button that says "Ignore the secret key". At the bottom, there is a text input field for the "Verification code:" and a purple "Verify" button. A checkbox labeled "Remember this computer" is located at the bottom left.

12. The Microsoft Authenticator app will now give you a code to type in the bottom. Type in the code and click verify. The code can time out quickly so it may take a couple of times before it lets you in. If you are having problems, exit the authenticator app and try again.