

Getting Started with Canvas

Step 1: Find Your MEID and Set Your Password

- Go to My Maricopa at my.maricopa.edu.
- Click 'create an account' to discover your Maricopa Enterprise ID (MEID).
- Follow the steps on the MEID Account Wizard page to retrieve your MEID, set your challenge questions and choose a password.
- Problems retrieving your MEID? Call the 24x7 Help Desk at 1-888-994-4433.

Step 2: Gmail and Canvas

- All students have Gmail addresses. The Gmail address is loaded into Canvas as your default address. You can forward your Gmail to a different email address.
- See the GoogleApps page at <http://www.maricopa.edu/google> for more information about Gmail.

Step 3: Login to Canvas

- Go to the Canvas Classrooms login page at learn.maricopa.edu.
- Use your MEID and password to login.
- You will be directed to the activity stream.

Step 4: Configure Your Profile

- Set your Canvas profile information by adding an appropriate image as your avatar.
- Add your desired contact information, including a cell phone number or additional email address to receive notifications.
- Register your meid@maricopa.edu email address for Google Docs. Login to your Maricopa account prior to authorization.
- Set your desired notification preferences; this is how Canvas communicates with you about course activities. Select to receive an email or text message right away for conversation messages.

Step 5: Enter Your Course

- To enter your course, click on its name from the Courses menu.
- When you enter the course, you will see course navigation on the left side.
- Look for a message informing you how to begin the course.
- Read over the welcoming announcement(s) and review the course syllabus.

Step 6: Troubleshooting

- You can't find your MEID or are unable to login to Canvas.
 - Call 1-888-994-4433, the 24x7 Help Desk.
- There are no classes listed once logged in.
 - Check the start date on the online course schedule. Courses are not available until the instructor publishes the course and the course may not be available until the start date.
 - The course may have been canceled due to low enrollment. Check the class status using the course schedule. If the course/section is listed, it is still available. If your course is not on the list, it **may** have been canceled. Call Admission and Records to verify the course status (480.732.7320).

Canvas Student Guide and Help Materials

- Get instructions on how to use Canvas tools from within the system. Click the Help link from the navigation at the far top right of the screen.
 - View the support materials on Student Tech Central, or search the Canvas Guides.
 - Visit the Computer Commons in Bradshaw Room 123 for in-person assistance.
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