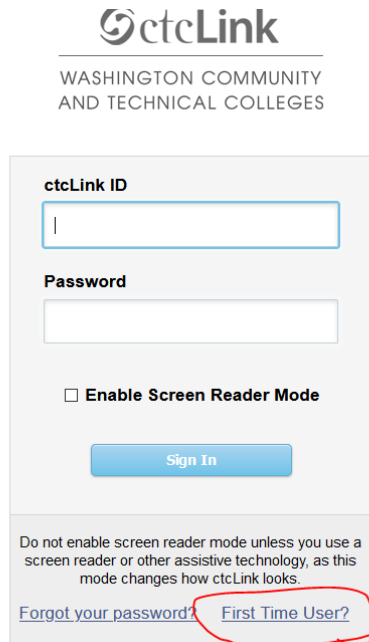


# HOW TO LOG INTO CANVAS, THE ONLINE LEARNING MANAGEMENT SYSTEM

1. Setup password in ctcLink

URL                      gateway.ctclink.us ([direct link is here](https://gateway.ctclink.us))

Click on First Time User to setup your password:



The image shows the ctcLink login page for Washington Community and Technical Colleges. At the top is the ctcLink logo. Below it are two input fields: 'ctcLink ID' and 'Password'. There is a checkbox for 'Enable Screen Reader Mode' and a 'Sign In' button. At the bottom, there are two links: 'Forgot your password?' and 'First Time User?'. The 'First Time User?' link is circled in red.

ctcLink  
WASHINGTON COMMUNITY  
AND TECHNICAL COLLEGES

ctcLink ID  
|

Password

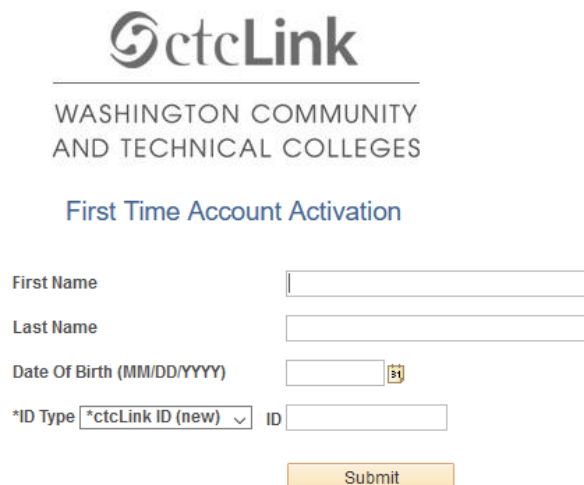
☐ Enable Screen Reader Mode

Sign In

Do not enable screen reader mode unless you use a screen reader or other assistive technology, as this mode changes how ctcLink looks.

[Forgot your password?](#) [First Time User?](#)

Next, you will need to fill in your information, (ctcLink ID is your student ID number, it should start with 201 or 202:



The image shows the 'First Time Account Activation' form. It has the ctcLink logo at the top. Below the logo is the text 'WASHINGTON COMMUNITY AND TECHNICAL COLLEGES'. The title of the form is 'First Time Account Activation'. The form contains four input fields: 'First Name', 'Last Name', 'Date Of Birth (MM/DD/YYYY)', and 'ID'. The 'Date Of Birth' field has a calendar icon. There is a dropdown menu for '\*ID Type' with '\*ctcLink ID (new)' selected. A 'Submit' button is at the bottom.

ctcLink  
WASHINGTON COMMUNITY  
AND TECHNICAL COLLEGES

First Time Account Activation

First Name

Last Name

Date Of Birth (MM/DD/YYYY)

\*ID Type \*ctcLink ID (new) ID

Submit

Once you click Submit, you will be able to setup security questions and a password, after setting the security questions and password, click submit, and you will see a confirmation that your account is activated.

For assistance at any time, contact the Student Help Desk at 253—566—5176 or email [support@tacomacc.edu](mailto:support@tacomacc.edu).

2. You will get to Canvas by using the direct URL and your ctcLink credentials:

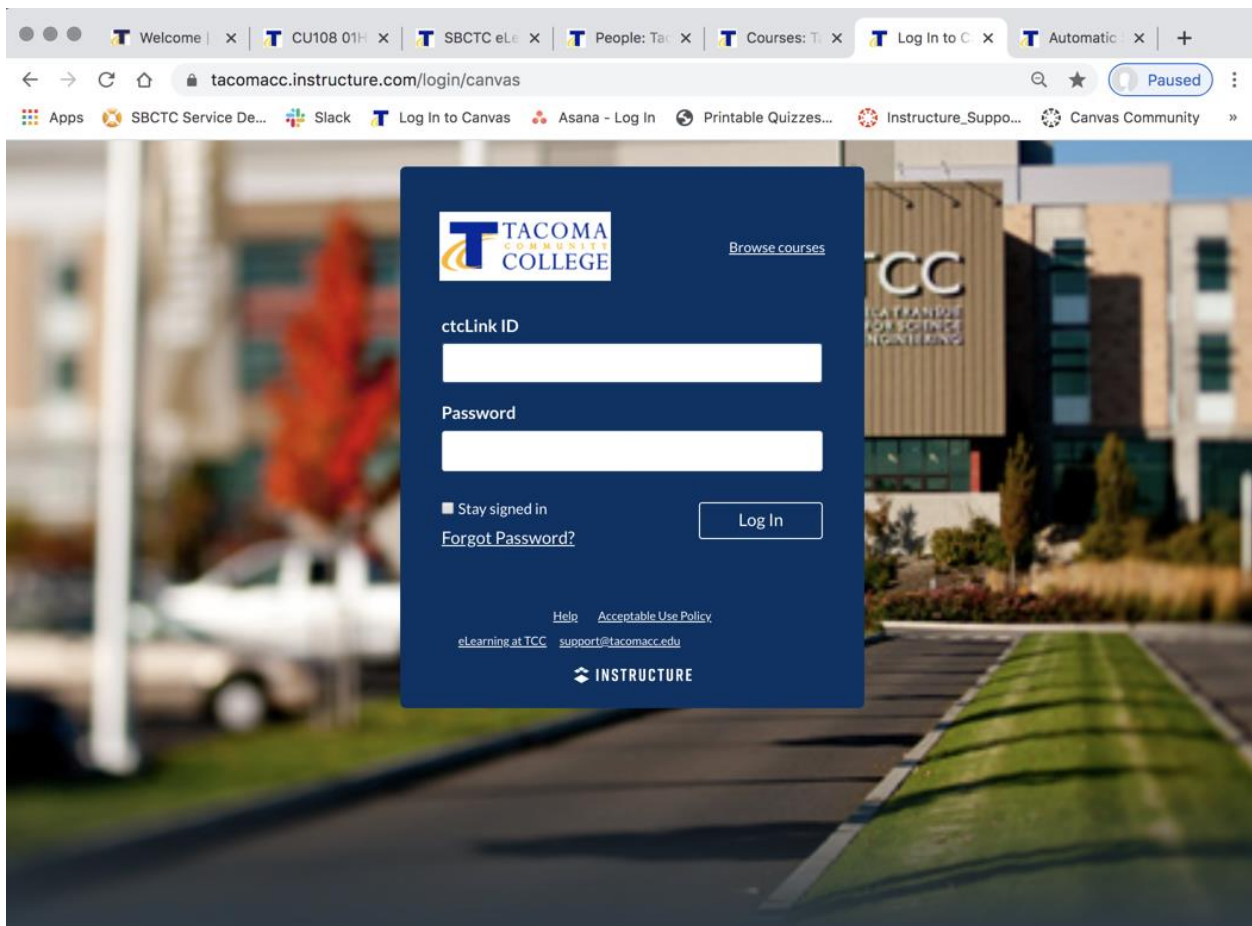
URL <https://tacomacc.instructure.com/login/ldap>

Username 201xxxxxx (your ctcLink ID, also called the student ID)

Password (The ctcLink password you created)

If you have forgotten their password and cannot retrieve it using your ctcLink Forgot Password option at <https://gateway.ctclink.us> or please call the Student Help Desk at 253—566—5176 or email [support@tacomacc.edu](mailto:support@tacomacc.edu).

Otherwise, once logged in to Canvas, go to item #3 on page 3 below.



3. On the Canvas main page, you will be automatically in the Dashboard view. Your classes will be listed in the tiles. This is also the place where any global Canvas Announcements would be made (they show up on the Dashboard), and you can get Canvas messages from your instructors by clicking on the Inbox icon in the blue ribbon on the left.

The screenshot shows the Canvas LMS interface for an instructor at Tacoma Community College. The browser's address bar displays `tacomacc.instructure.com`. The top navigation bar includes links for 'Welcome', 'CU108 01H', 'SBCTC eLe...', 'People: Ta...', 'Courses: T...', 'Dashboard', and 'Automatic...'. Below this, a secondary bar contains links for 'Apps', 'SBCTC Service De...', 'Slack', 'Log In to Canvas', 'Asana - Log In', 'Printable Quizzes...', 'Instructure\_Suppo...', and 'Canvas Community'. The main dashboard area features a large green tile for the course 'CEHHL20 TC1 13089 - W20 - Digi...' with a sub-entry 'CEHHL20 TC1 13089 Winter 2020'. On the right, there are sections for 'To Do' (Nothing for now) and 'Recent Feedback' (Nothing for now), along with a 'View Grades' button. The left sidebar contains icons for 'Account', 'Dashboard', 'Courses', 'Calendar', 'Inbox', 'Search', 'Help', and 'Library'. The footer includes the 'INSTRUCTURE' logo and contact information: 'Acceptable Use Policy', 'eLearning at TCC', 'support@tacomacc.edu', and '(253)566-5176'.

4. Once you have clicked on the class tile, you view class content by navigating the middle, light blue course links, and opening up the module items located in the middle of the page. Note that there is also a “How to use Canvas” button on this page, too!

The screenshot displays a Canvas LMS interface for a course titled "CEHHL20 TC1 13089". The browser's address bar shows the URL "tacomacc.instructure.com/courses/1855383". The page is divided into three main sections:

- Left Sidebar:** Contains navigation links for "Login", "Dashboard", "Calendar", "Inbox", "Help", and "Library".
- Main Content Area:**
  - Course navigation items:** A list of links including "Home", "Syllabus", "Panopto Recordings", "Office 365", "eTutoring", and "Badges".
  - Modules:** A list of course modules, including "Welcome to Radio and Podcasting" (with sub-items: "Welcome", "How the Course Works", "Radio and Podcasting Q and A") and "Week One..." (with sub-items: "Welcome to Week One", "Week One Q and A", "Quick History of Radio").
- Right Sidebar:** Contains a "How to use Canvas" button and a "Coming Up" section with a "View Calendar" link.