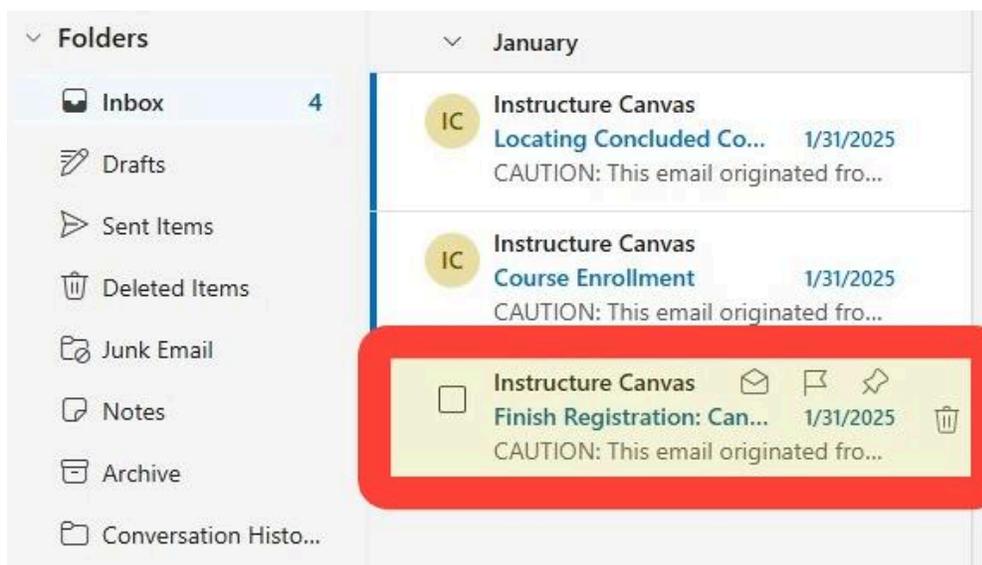


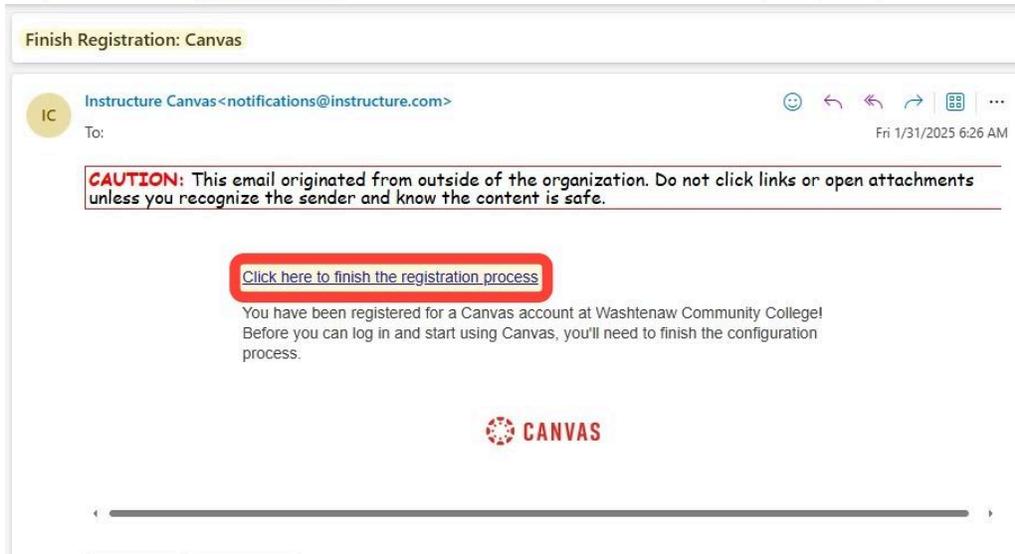
First Time Canvas Account Setup for Journey Workers

1. Go to your personal email, that is on file with your local union and open the **Finish Registration: Canvas** email from *Instructure Canvas*.



ALERT: If you don't see the email, be sure to check your junk or spam folder. If you still cannot find the email skip to page 7, step 1 for the password recovery guide.

2. Click the blue underlined **click here to finish the registration process** link.



3. A new browser tab will open for account registration. **Create a password** and securely record it for future reference.



Welcome Aboard!

In order to set up your account, we'll need a little more information.

Login:

Password:

REQUIRED: Use a secure password with at least eight characters, including uppercase and lowercase letters, numbers, and symbols.

ALERT: As a Journey Worker your Canvas username/login is your personal email address that is on file with your Local Union.

4. Change the time zone from Eastern Time to **Pacific Time**.



Welcome Aboard!

In order to set up your account, we'll need a little more information.

Login:

Password:

Time Zone:

5. Check the **I Agree to the Acceptable Use Policy** box.



Welcome Aboard!

In order to set up your account, we'll need a little more information.

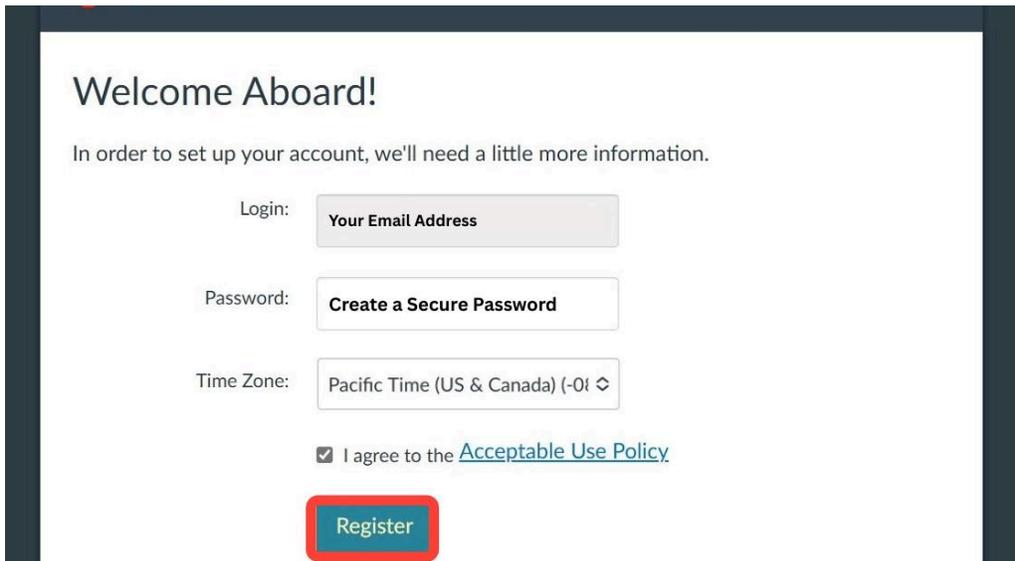
Login:

Password:

Time Zone:

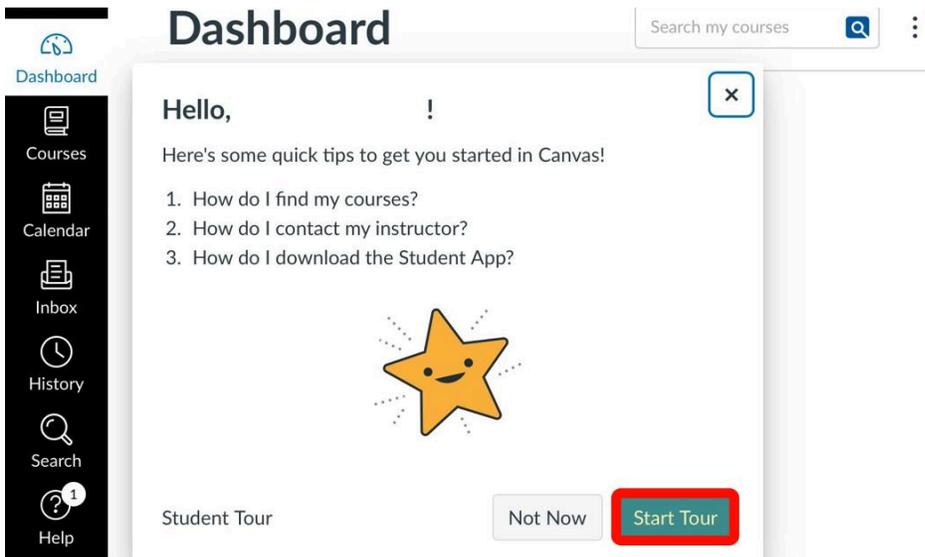
I agree to the [Acceptable Use Policy](#).

6. Click the blue **Register** button.



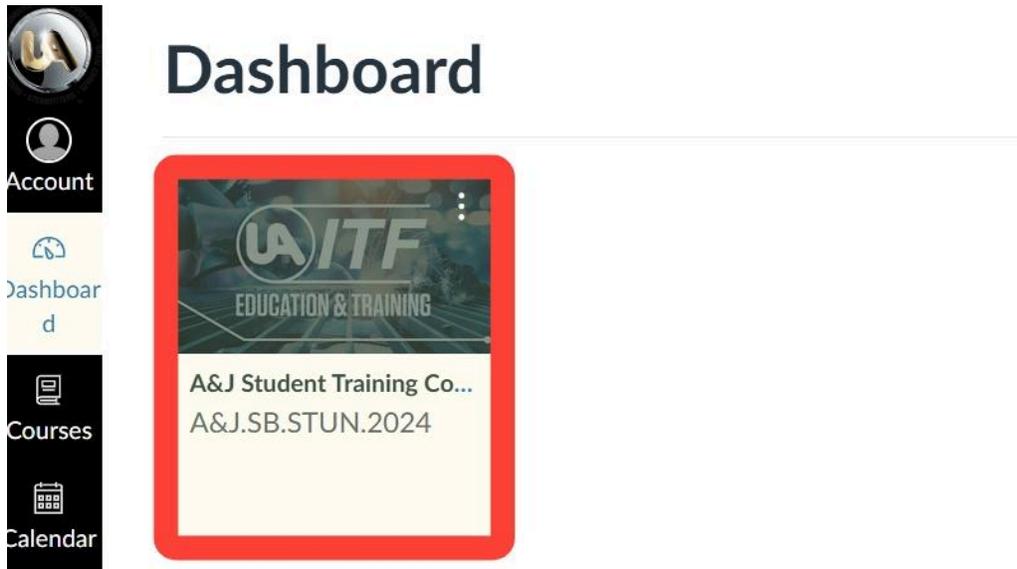
Canvas registration form titled "Welcome Aboard!". The form asks for "Login" (Your Email Address), "Password" (Create a Secure Password), and "Time Zone" (Pacific Time (US & Canada) (-08:00)). There is a checkbox for "I agree to the Acceptable Use Policy" and a blue "Register" button highlighted with a red border.

7. You have been successfully logged in. **If you see a prompt to take a tour, it's a good idea to go through it. As a Journey Worker, the tour will help you learn where everything is in Canvas.**



Canvas dashboard interface. The main content area shows a "Hello, !" message and a list of quick tips: "1. How do I find my courses?", "2. How do I contact my instructor?", and "3. How do I download the Student App?". Below the tips is a yellow star icon with a face. At the bottom, there is a "Student Tour" prompt with "Not Now" and "Start Tour" buttons, where the "Start Tour" button is highlighted with a red border.

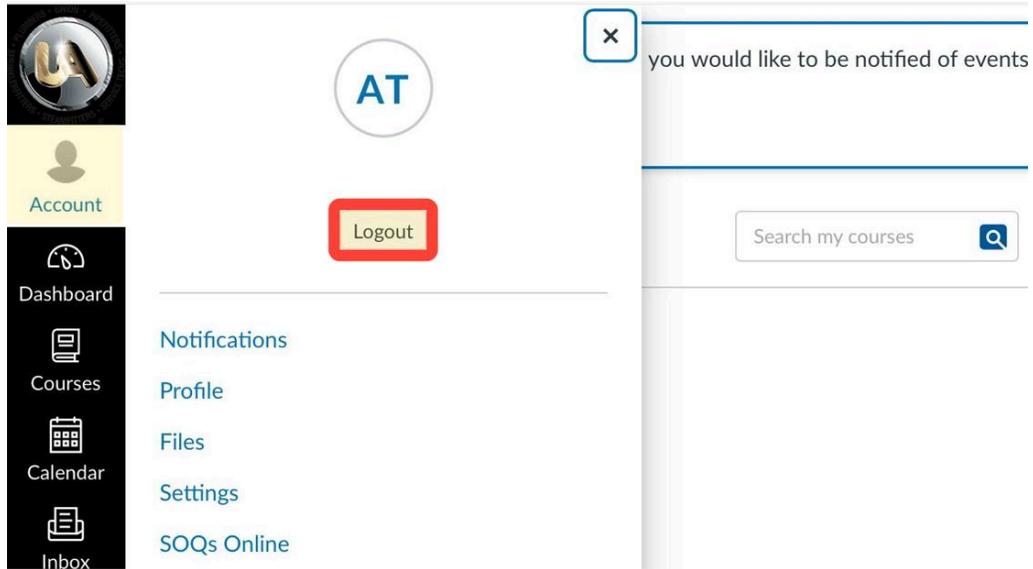
8. All enrolled courses will appear on your Dashboard. Click on a course to access its materials.



9. This is an example of what a course on Canvas looks like.



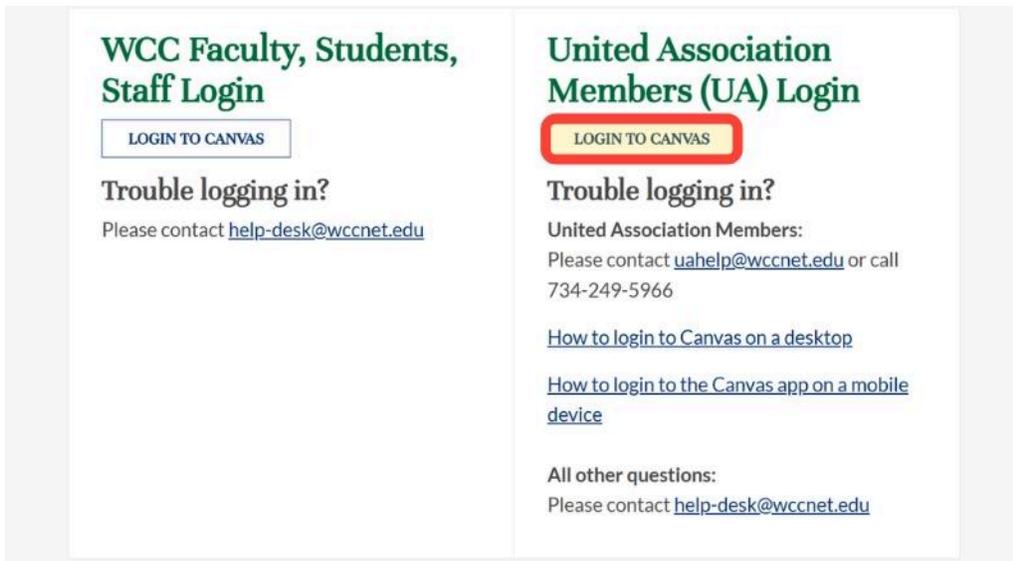
10. To sign out of Canvas: Click **Account** in the left navigation menu and select **Logout**.



PASSWORD RECOVERY

Canvas Password Reset Instructions

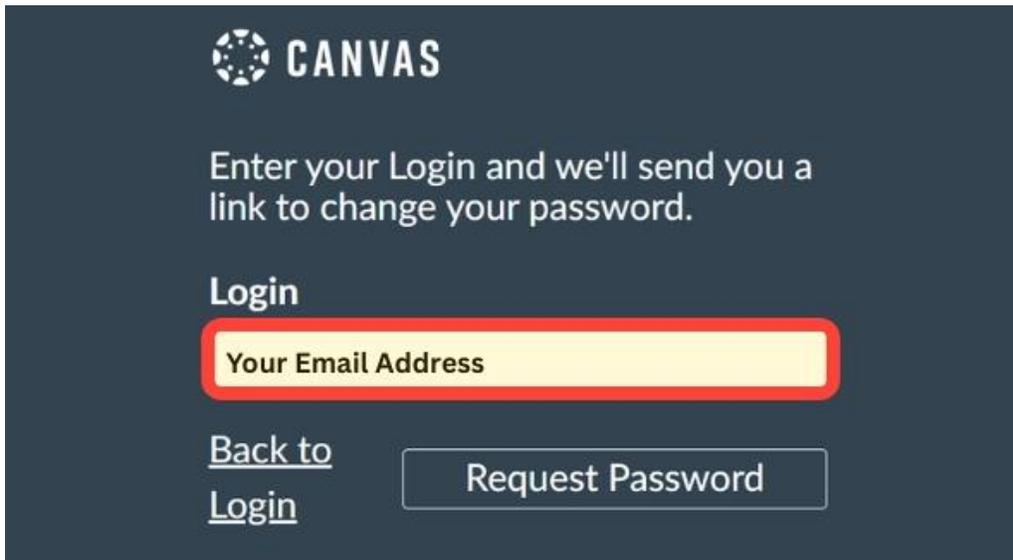
1. Go to: wccnet.instructure.com/login/canvas and find the **United Association Members (UA) Login** section and click the **Login to Canvas** button.



2. Click the **'Forgot Password?'** link.

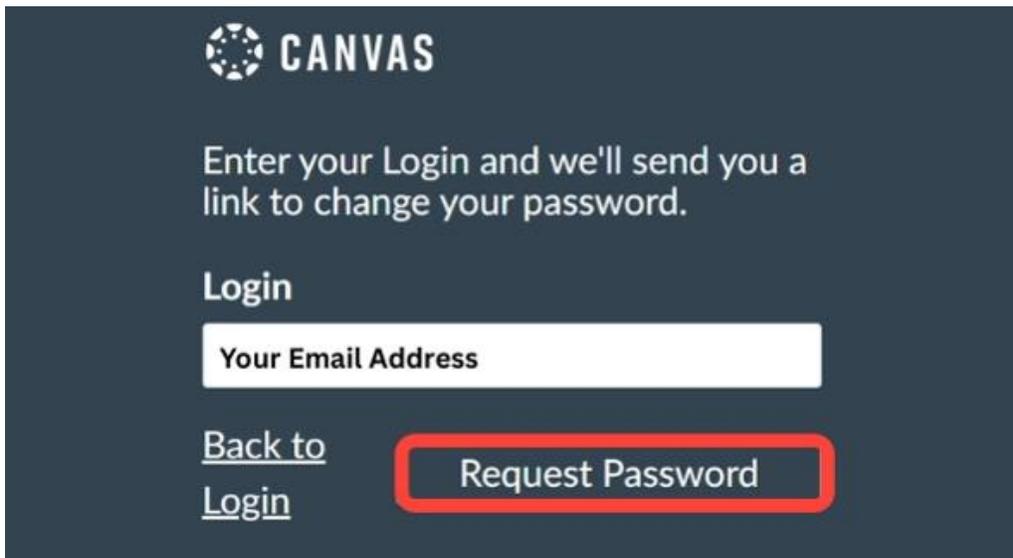


3. Enter your personal email address on file with your Local Union.



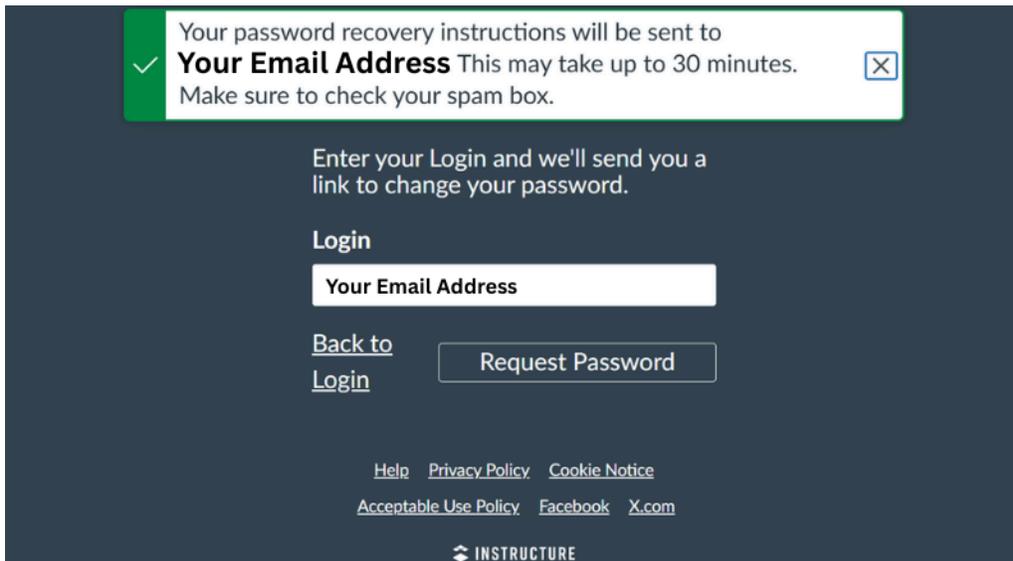
The screenshot shows the Canvas login interface. At the top left is the Canvas logo, consisting of a circular icon of dots and the word "CANVAS" in a bold, sans-serif font. Below the logo is the text "Enter your Login and we'll send you a link to change your password." Underneath this is the word "Login". A text input field with a yellow background and a red border contains the placeholder text "Your Email Address". To the left of the "Request Password" button is the text "[Back to Login](#)".

4. Click the **Request Password** button.



This screenshot is identical to the previous one, showing the Canvas login page. However, in this version, the "Request Password" button is highlighted with a red border, indicating it is the next step in the process.

5. A confirmation message will appear.



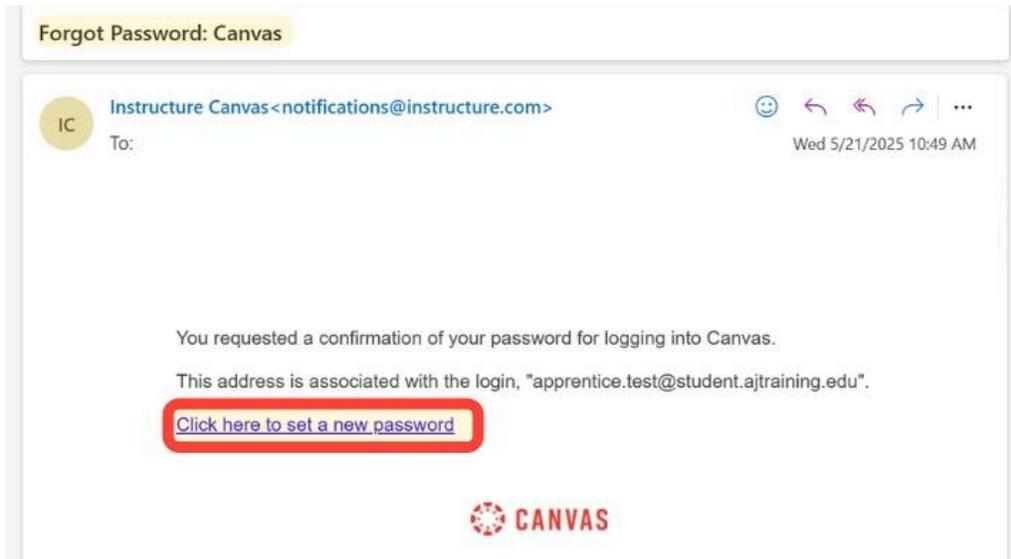
6. Check Your Inbox for the Password Reset Email (Can Take Up to 30 Minutes)



- Log in to your **personal email** (on file with your Local Union).
- Look for an email titled **Forgot Password: Canvas** from **Instructure Canvas**.
 - **If you see the email**, proceed to the next step
 - **If you don't see it**, check your junk or spam folder

Your Canvas account uses your **personal email address**, which is **not managed by A&J Training Trust**. If you're unable to access your personal email, you will need to **contact your email provider directly** to recover or reset your password.

7. In your inbox open the message titled **Forgot Password: Canvas** from **Instructure Canvas** and click the blue underlined '**Click here to set a new password**' link.



8. Create a secure and memorable password.

Change login password for YOUR NAME

Your Email Address

New Password *

Enter A Secure & Memorable Password

Confirm New Password *

Enter A Secure & Memorable Password

Update Password

REQUIRED: Use a strong password with at least eight characters, including uppercase and lowercase letters, numbers, and symbols.

9. Click the **Update Password** button.

Change login password for YOUR NAME

Your Email Address

New Password *

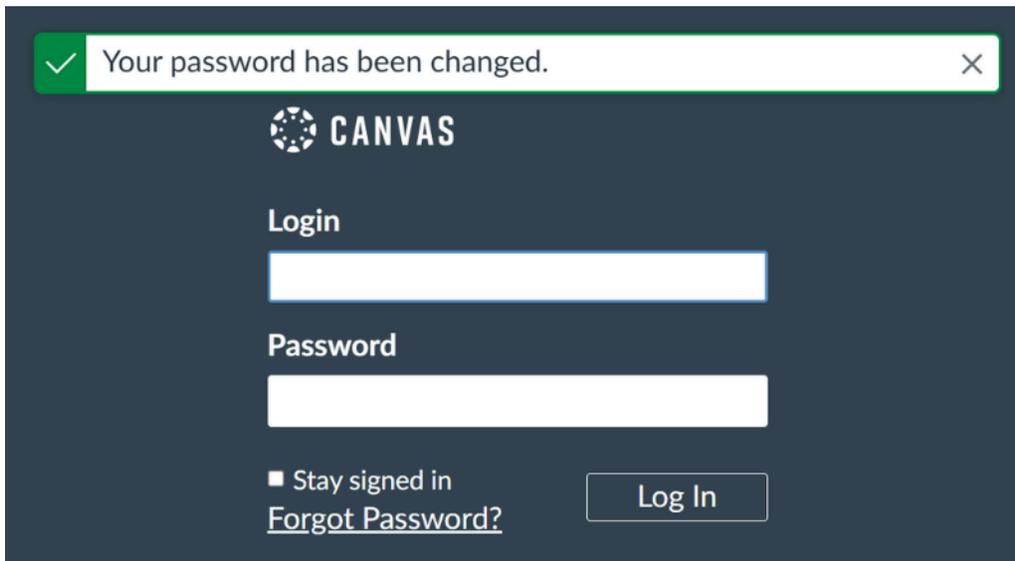
Enter A Secure & Memorable Password

Confirm New Password *

Enter A Secure & Memorable Password

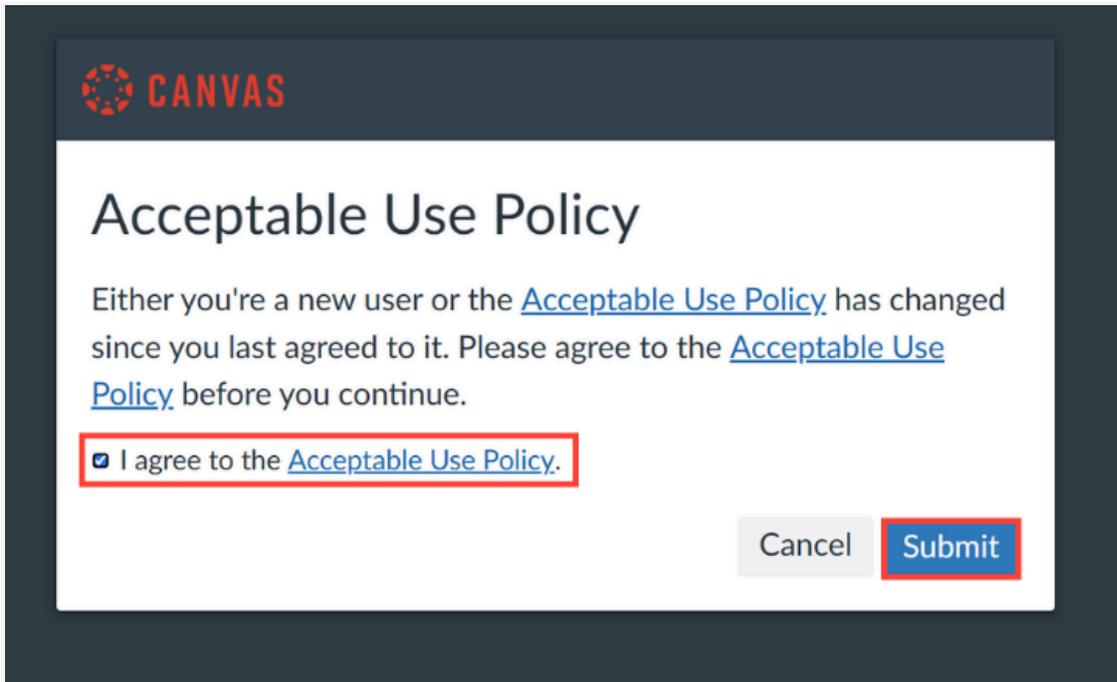
Update Password

10. After redirection to the login page, enter your email address (on file with your local union) and your new secure, memorable password.



A screenshot of a Canvas login page. At the top, a green notification bar with a checkmark icon contains the text "Your password has been changed." and a close button (X). Below the notification is the Canvas logo, which consists of a circular icon of dots followed by the word "CANVAS" in all caps. Underneath the logo, the word "Login" is displayed. There are two white input fields: the first is for the email address and the second is for the password. At the bottom left, there is a checkbox labeled "Stay signed in" and a link for "Forgot Password?". At the bottom right, there is a "Log In" button.

11. Check the box to agree to the acceptable use policy and click submit.



The image shows a dark grey dialog box with the Canvas logo in the top left corner. The title is "Acceptable Use Policy". The main text reads: "Either you're a new user or the [Acceptable Use Policy](#) has changed since you last agreed to it. Please agree to the [Acceptable Use Policy](#) before you continue." Below this text is a checkbox labeled "I agree to the [Acceptable Use Policy](#)." which is checked. At the bottom right, there are two buttons: "Cancel" and "Submit".

After clicking submit, return **to page 4, step 7 of this guide.**