



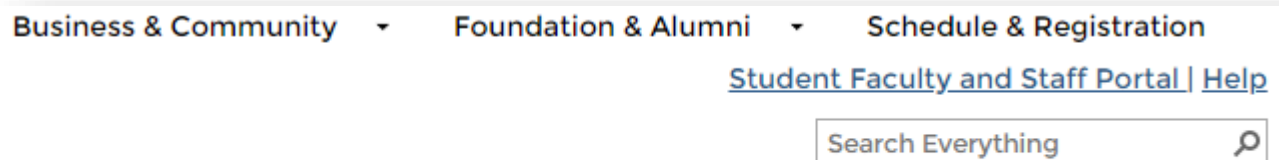
# Get Started With Canvas

## Recommended web browsers:

Google Chrome ♦ Firefox ♦ Safari ♦ Microsoft Edge

## To access Canvas:

1. Type [www.src.edu](http://www.src.edu) into your web browser and click on the **Student, Faculty and Staff Portal** link in the upper right corner.



## On the login screen, enter your username and password...

- Your username format is **firstname.lastname**. **NOTE:** If that username has already been assigned to another person, a number will be added to the end (*Example:* john.smith.1). Your first name will be the official first name or “preferred name” you supplied on your admissions application.
- Your password is the first two letters of your first name (first letter uppercase), the first two letters of your last name (first letter uppercase) and the last four numbers of your social security number. **Example:** JoSm6789.
- **Please note:** if this is the first time you have logged in, you will be required to change your password. You will also be prompted to select security questions. You will be required to answer one of these questions each time you login.
- On the **My Apps** page, click on the Canvas Tile:



- If you are having difficulties, please contact the Help Desk at 309-649-6381 or [helpdesk@src.edu](mailto:helpdesk@src.edu).

## Canvas New Student Orientation

All students taking a course for the first time at SRC are required to complete a one-time orientation before they will have access to their course(s). This self-paced orientation is available in Canvas 4-6 weeks before semester start and should take approximately 45 minutes to 1 hour to complete. Students can access their Canvas courses on the first day of class **only** if the orientation has been completed and passed.

For more information, see the [Canvas New Student Orientation](#) page (under 'Admissions' on the SRC website). If you have already completed the Student Orientation or are a returning student, you can access the same information from the orientation in the Learning Resource Center site in Canvas. The Learning Resource Center site should be available to all students when you login to Canvas on the first day of the semester or before.

## Canvas Inbox vs. SRC Student Email

All students at Spoon River College automatically receive an email account as they enroll in at least one class. It is important to check your student email frequently because your instructors as well as SRC offices will send critical email to this address. This account is also a Gmail account so it provides students with access to free Google tools such as Google Drive, Docs, Slides, and Sheets. Students can register their SRC Google account within Canvas so that assignments can be submitted directly from Google Docs. See Learning Resource Center (LRC) staff if you need assistance.

You can also receive communication via your Canvas Inbox. This is class communication and works in a similar fashion to Facebook Messenger. Please be sure that you are checking both your student email account and your Canvas Inbox. For directions regarding how to access your student email account, visit the Learning Resource Center tile in Canvas and click 'Student Accounts'.

## Canvas is mobile friendly!

You can download the Canvas app for your android or apple device by scanning the codes below or searching "canvas student" in your app store.

Once you have downloaded the app, you will be prompted to find your school. Type in "src" and then hit "go" at the bottom of the screen. (**Do not** type *Spoon River College*.)

- Once you login with your username and password, you will stay logged into the app (unless you click on Logout).

Scan this code to download the Canvas app on your Android device:



Scan this code to download the Canvas app on your iPhone or iPad:

