



What to Expect After Registering for a VCE Program That Uses the Canvas System

1. Emails to expect: After you complete your registration, you will receive several emails from vceprograms@mail.ext.vt.edu.
2. Virginia Cooperative Extension User Name – this email confirms the username you set when registering.
3. Virginia Cooperative Extension New Account – Set Your Password – this email provides a link to set your password for your new participant account and arrives within minutes of you completing registration. This link is only valid for 30 minutes.

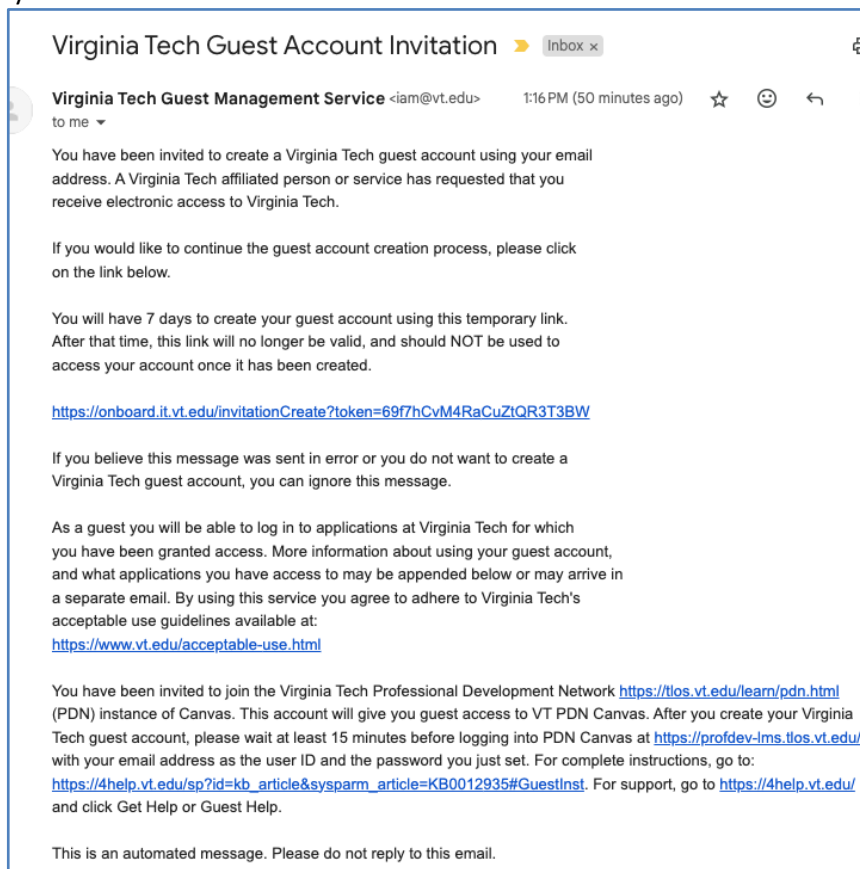
All Registrants (new and existing accounts) will also receive the following emails from vceprograms@mail.ext.vt.edu:

1. Virginia Cooperative Extension Enrollment Notification – this email confirms your enrollment in the program
2. Virginia Cooperative Extension Confirmation – this email provides special information about your course enrollment, including detailed instructions for accessing the program on the Canvas system. A PDF version of your receipt will be attached.
3. Receipt Notification – this email is from bursar@mail.bursar.vt.edu, and provides details of your credit card payment.

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Creating your VT Account

1. Canvas Guest Account Activation Process*: Within 2 hours of registering, you will receive a Virginia Tech Guest Account Invitation email from Virginia Tech Guest Management Service (iam@vt.edu). This email contains a temporary link to create your VT account and set your passphrase. You must active your account within 7 days of receiving the email or the invitation will expire. If you do not see this email within 2 hours of registering, please be sure to check your spam, junk and trash folders in your email. Your account is not created until you follow the link instructions. The email looks like this:

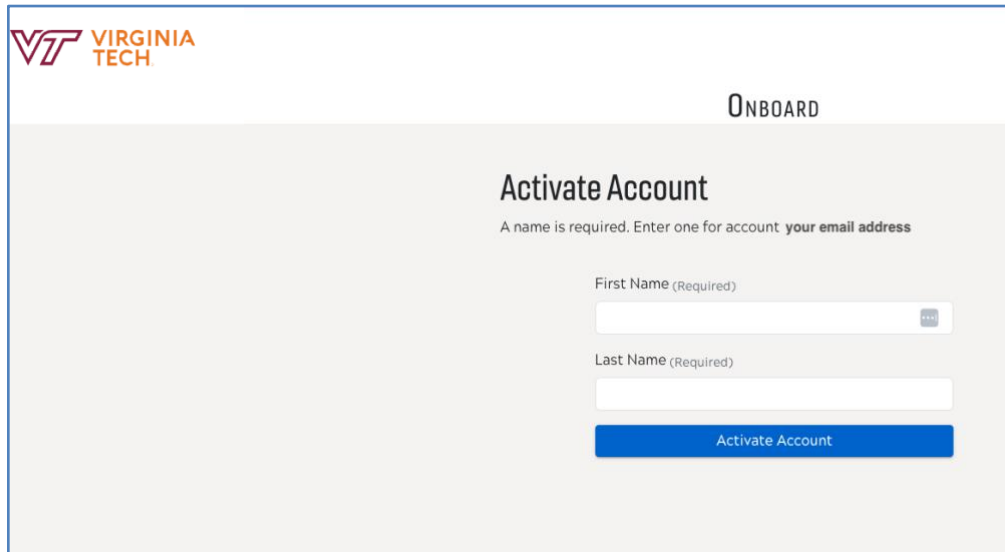


IMPORTANT

- If you have an **existing guest account**, you will not get the guest account invitation. Instead, you will receive an email inviting you to join the course with the link to the course site.
- **Virginia Tech/VCE faculty and staff** will not receive a VT guest account invitation. After receiving an email from Virginia Tech Canvas (notifications@instructure.com) with the subject line Course Enrollment, sign in to Canvas at <https://profdev-lms.tlos.vt.edu> with your PID.
- **Current Virginia Tech students** cannot use a vt.edu email address with this version of Canvas. If you registered with your vt.edu email address, please send an email to vceprograms@vt.edu requesting to change your email address on your registration.

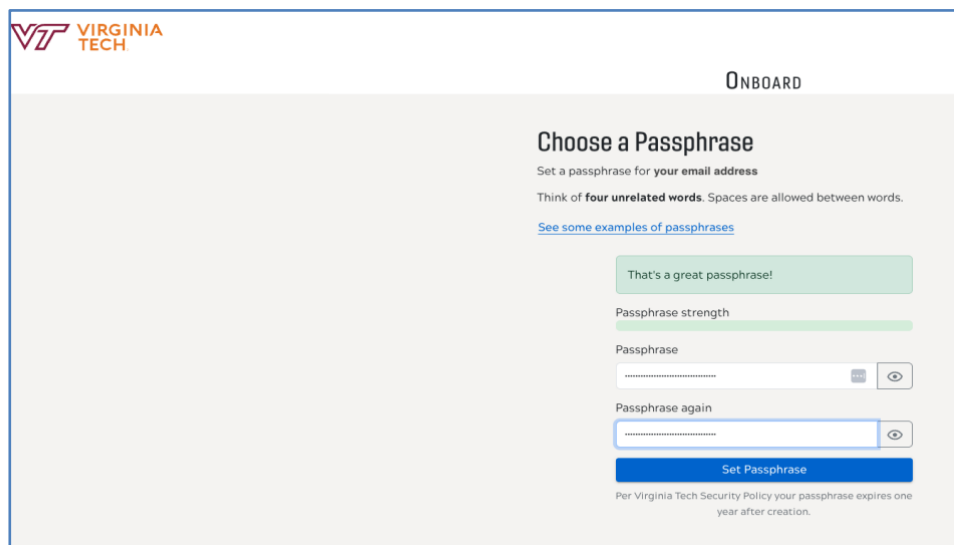
2. Click on the link in the VT Guest Account Invitation email and follow the on-screen instructions to activate your guest account.

- a. Enter your First and Last Name. Click Activate Account.



The screenshot shows the 'Activate Account' page. At the top left is the Virginia Tech logo. At the top right is the word 'ONBOARD'. The main heading is 'Activate Account'. Below it, a message says 'A name is required. Enter one for account **your email address**'. There are two input fields: 'First Name (Required)' and 'Last Name (Required)'. Below these fields is a blue button labeled 'Activate Account'.

- b. Next you will choose a passphrase. Click Set Passphrase*.



The screenshot shows the 'Choose a Passphrase' page. At the top left is the Virginia Tech logo. At the top right is the word 'ONBOARD'. The main heading is 'Choose a Passphrase'. Below it, a message says 'Set a passphrase for **your email address**'. Another message says 'Think of **four unrelated words**. Spaces are allowed between words.' There is a link that says 'See some examples of passphrases'. Below this is a green box that says 'That's a great passphrase!'. There is a 'Passphrase strength' indicator. Below that are two input fields: 'Passphrase' and 'Passphrase again'. Below these fields is a blue button labeled 'Set Passphrase'. At the bottom, a small note says 'Per Virginia Tech Security Policy your passphrase expires one year after creation.'

**Sample passphrases:*

Lily Lavender Emmeline Hermione
The Dawgs play on Saturday.
hHcc1rejoice
Toget#erforever
Be a rainbow in someone's cloud.

- c. Last you will have the option to add a physical address or choose Skip for now.

The screenshot shows the 'ONBOARD' section of the Virginia Tech website. The heading is 'Add Address'. Below it, a message states: 'You have the Virginia Tech account **your email address**. Please add your address.' The form contains several input fields: 'Address Line 1', 'Address Line 2', 'Address Line 3', 'City', 'Country' (a dropdown menu), 'State/Province' (a dropdown menu with a note 'States/provinces in USA, Canada and Australia'), 'Postal Code', and 'Phone Number' (with a country code dropdown). At the bottom of the form are two buttons: a blue 'Add Contact Info' button and a grey 'Skip for now' button.

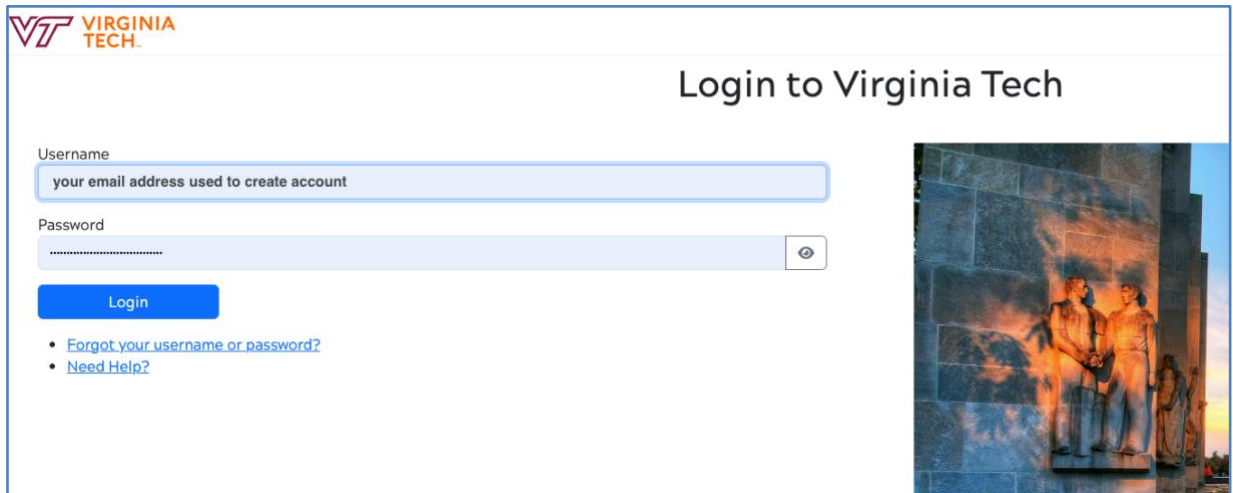
3. Your VT account is now created.

The screenshot shows the 'ONBOARD' section of the Virginia Tech website. The heading is 'Success'. Below it, a message states: 'You're all set to use your existing VT account **your email address**. Login to view or update your account.' At the bottom of the message is a blue 'Login' button.

*Within 6 hours of activating your VT guest account, you will receive an email from Virginia Tech Canvas (notifications@instructure.com) with the subject line Course Enrollment. This email indicates you can now sign in to Canvas and access the program.

Sign into the Canvas Course site at: <https://profdev-lms.tlos.vt.edu/>

1. Log in to Canvas using your VT ID, which is the email address you used to register. The passphrase is the one you set when activating the VT Guest Account. Click Login*.

The image shows the Virginia Tech login page. At the top left is the Virginia Tech logo. The title "Login to Virginia Tech" is centered. Below the title are two input fields: "Username" with the placeholder text "your email address used to create account" and "Password" with a masked password and a toggle icon. A blue "Login" button is below the password field. To the right of the login fields is a photograph of the Rotunda at Virginia Tech. Below the "Login" button are two links: "Forgot your username or password?" and "Need Help?".

VT VIRGINIA TECH

Login to Virginia Tech

Username
your email address used to create account

Password
[Masked Password] [Toggle Icon]

Login

- [Forgot your username or password?](#)
- [Need Help?](#)

*To reset your VT account passphrase, visit the Guest Account Management Service - Passphrase Reset page at <https://accounts.it.vt.edu/reset/passphrase>. Enter the email address you used to register for the course.

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1. Once logged into Canvas, you should see the course listed on your Dashboard*.

The image shows two screenshots from the Canvas LMS interface. The top screenshot is the 'Dashboard' page, with the URL 'profdev-lms.tlos.vt.edu' in the browser address bar. The left sidebar contains links to Account, Dashboard, Courses, Calendar, Inbox, History, My Media, and Support. The main content area is blurred. The bottom screenshot is the 'Courses' page, which has a close button (X) in the top right corner. It features the same sidebar. The main content area shows a link for 'All Courses' with a blue arrow pointing to it, and a welcome message: 'Welcome to your courses! To customize the list of courses, click on the "All Courses" link and star the courses to display.'

*If you don't see your course listed, click on Courses, and then All Courses.

If you experience any problems with this process, please send an email to vceprograms@mail.ext.vt.edu.