

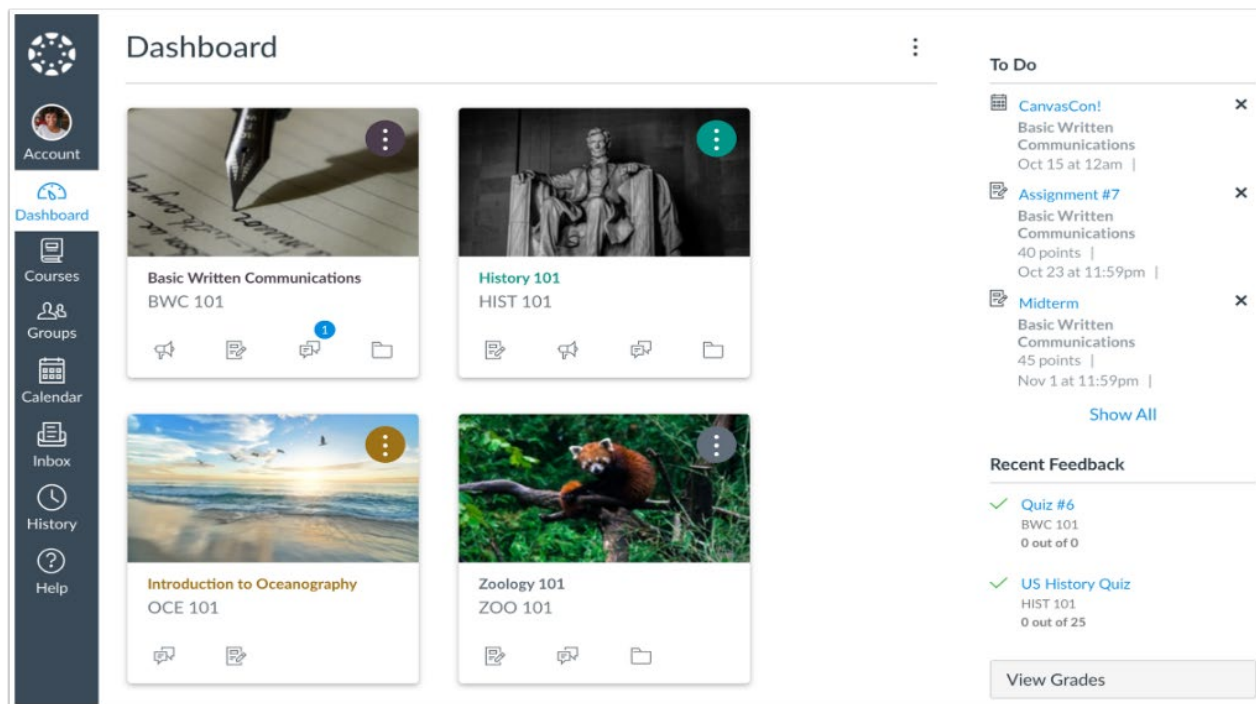
Canvas Login Instructions

MSU Billings homepage – www.msubillings.edu

1. The link will be in the grey bar towards the top of the MSUB website

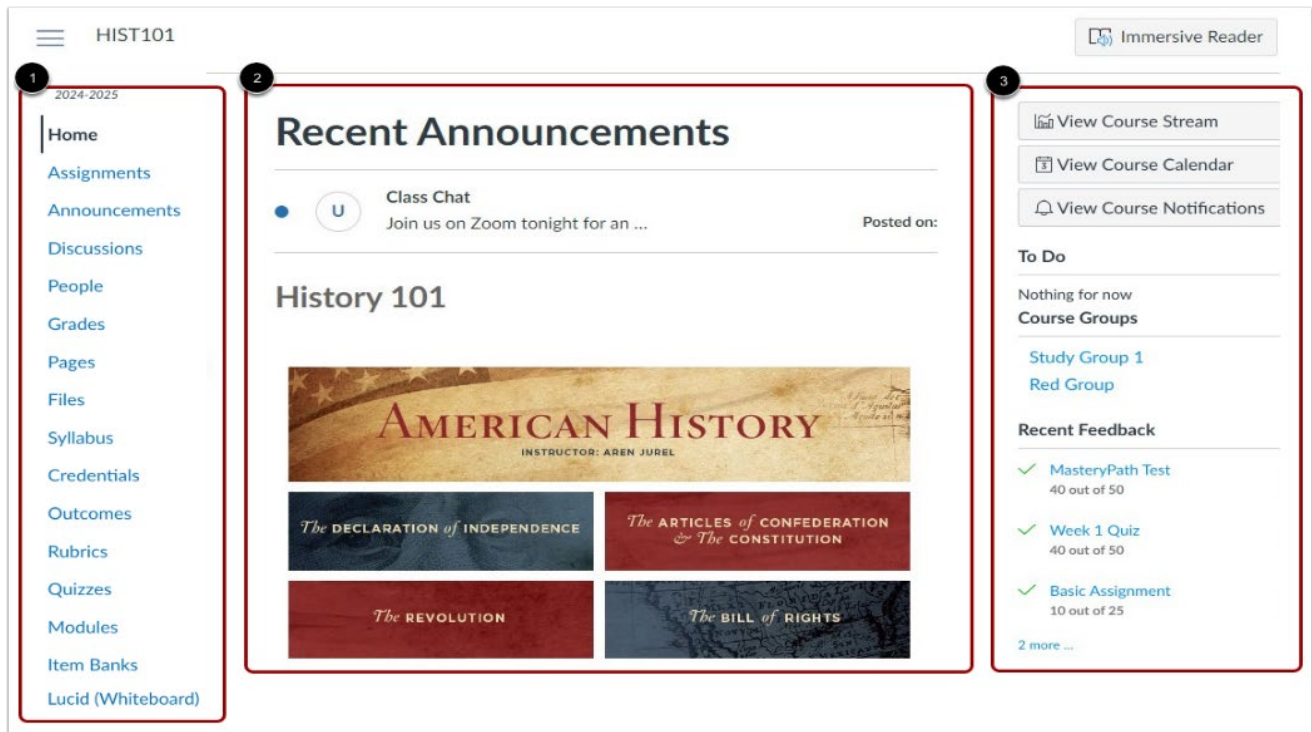


2. Your MSUB email and password will be used to login; no NetID!
 - a. You can look up your various ID's (including your student email) in your MyInfo account under 'Student Information.'
 - b. Your student email *should* be firstname.lastname@msubillings.edu and the password is the same as your MyInfo password
 - i. Your MSUB student email can be accessed through Microsoft Outlook
 - ii. If you sign into Microsoft Office, Word, Excel, etc. with this email you will have full access to the programs.
3. Duo's two-factor authorization is required to login; just like with MyInfo
 - a. Setting up Duo: <https://www.msubillings.edu/it/software/duo/enroll.htm>
4. The landing page once you login will be your '**dashboard**' and includes global navigation items on the left side of your screen
 - a. On the dashboard, there will be one '**block**' for each course you're registered for



5. Once you select a course/block, you will see the 'Home' page for it

- a. The **left sidebar** allows you to view different tabs within each course
 - i. This menu can look different for each course



6. Even if your courses meet in-person, you will still utilize Canvas!
 - a. Instructors might have you turn assignments/papers in digitally rather than by hand, read a paper/article they post, or even take quizzes! It'll depend on each course/instructor though 😊
7. Once logged in to Canvas, find Passport class to learn how to use Canvas
8. Download Canvas app, type "MSU Billings" in Find my school to login
 - a. QR codes attached to download app
 - b. Link for android download: https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en_US
 - c. Link for Apple download: <https://apps.apple.com/us/app/canvas-student/id480883488>
9. If you have any questions, Canvas has a "Help" button in the Global Navigation menu (on the left side of your screen while on the main dashboard)
 - a. This opens a menu with links to Guides (how-to's for common questions/issues) as well as contact information for various resources
10. Any issues with logging in/accessing your student email needs to go to IT.

For any issues or concerns with your Canvas page or courses, call 406-657-2112 for the Center for Teaching and Learning.