Student Canvas Access Guide
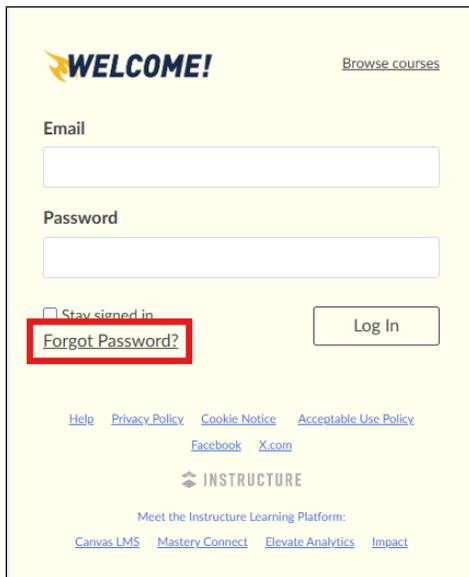
1. Open your browser (Firefox or Chrome only) & go to: fortis.instructure.com.

2. Select **Forgot Password?** as shown below.

3. This next step is important, so please read and follow these instructions carefully. Enter your school (not personal) email address, then select **Request Password** as shown below. You must enter your school email address exactly, so please confirm it is correct. Occasionally, this will not work the first time, so we recommend repeating this process and selecting the **Request Password** button 2-3 times.
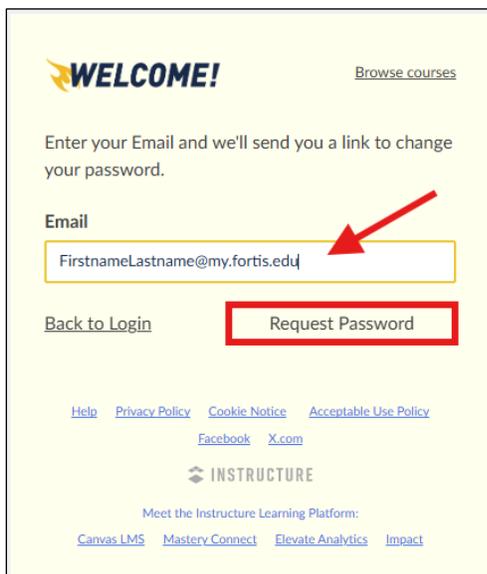
4. You will see a confirmation box appear at the top. Follow the instructions and be sure to check your spam/junk mail folder if you do not see the email in your inbox within 30 minutes. Again, you may need to repeat this process 2-3 times and/or attempt again using incognito mode.
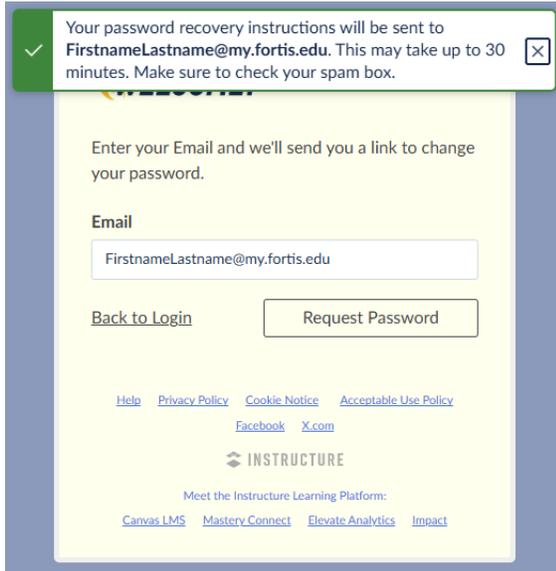
5. Go to your email inbox and you should see an email from **Instructure Canvas** with **Forgot Password: Canvas** in the subject header. In the body of the email, you will see a link to change the login's password. Select the link.
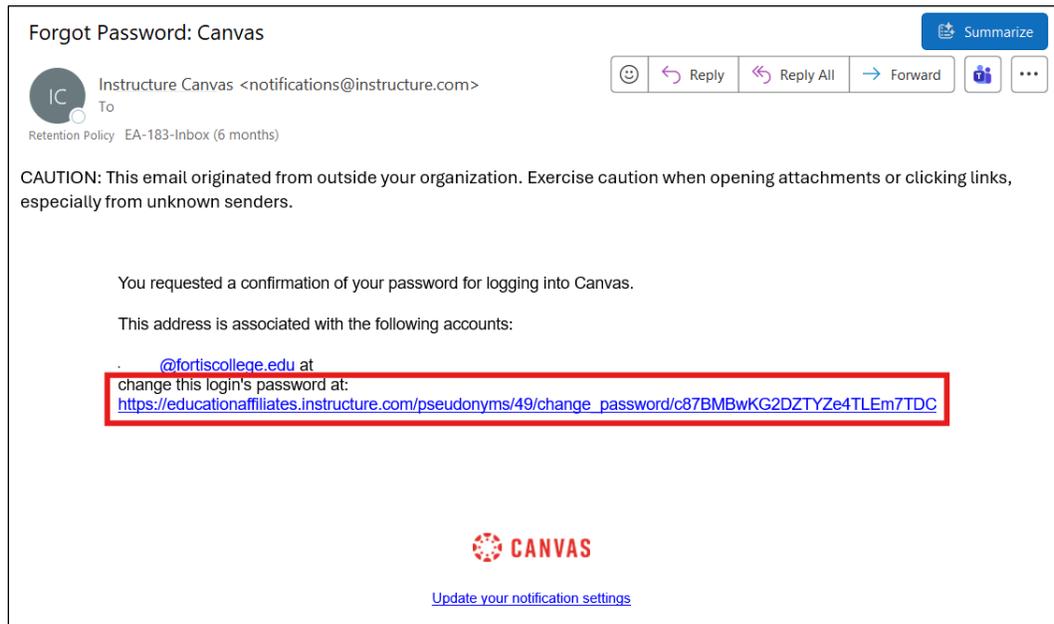
6. In the browser window that appears, enter your new password. <u>Your password must contain at least 8 characters.</u> See [Creating Strong Passwords](#) for help on creating a password that is secure. Record your password in a secure location. Enter your password again in the **Confirm New Password** field, then click **Update Password**.

7. You will automatically be returned to the login page. Enter your **Email** and the **Password** you just created, then select **Log In** to access your courses. <u>You will not be able to view your courses until the first day of the term.</u>