



USING CANVAS

Web Collaboration with HANDS in Autism®

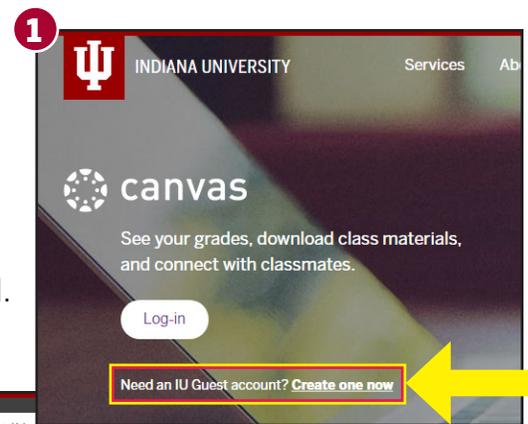
HANDS in Autism® Interdisciplinary Training & Resource Center

HANDS in Autism.iupui.edu | hands@iupui.edu | (317) 274-2675

HANDS in Autism® uses the Canvas Learning Management System as a part of their services. In order to join, you will need to create an IU guest account if you do not already have an IU account. This document will guide you through the steps.

Setting Up an IU Guest Account

1. Visit <https://canvas.iu.edu> and click “**Create new one**” next to “Need an IU Guest Account?”.
2. Fill out the form to create an IU Guest Account
REMEMBER: This needs to be valid e-mail that you can access, so that you can accept and confirm the account creation e-mail. This e-mail account will also receive Canvas notifications.



Create Guest Account

Email

First Name

Last Name

Password

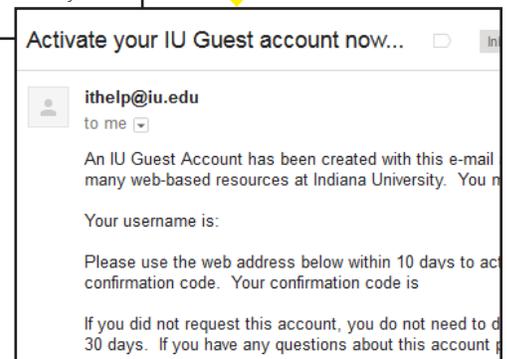
Confirm Password

Password Guidelines

- Must contain** at least 8 but no more than 14 characters, including letters, numbers, and symbols
- Must contain** 2 numbers or symbols in the first 8 characters; you cannot use @, #, & in your passphrase
- Must contain** 3 letters in the first 8 characters
- Must contain** 5 different characters
- Do not use** doubled numbers or symbols (e.g., 99 or %%)
- Do not use** words or names spelled forwards, backwards, or in a foreign language
- Do not use** words constructed with similar-looking character substitutions (e.g., 0 for O, \$ for S, 1 for l, as in: captalnkrk or mr\$poCk)
- Do not use** any portion of your Social Security Number

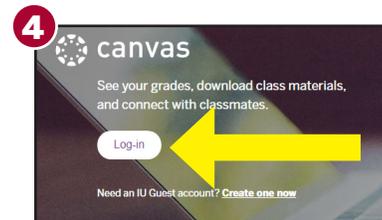
3. Once the IU Guest Account is created, check the inbox of the e-mail address you used.

You should see an e-mail from ithelp@iu.edu and/or an e-mail subject of “**Activate your IU Guest account now...**”. Follow the instructions in the e-mail to confirm the account.



4. When the IU Guest Account is confirmed, log in to Canvas for the first time to register the username within the system.

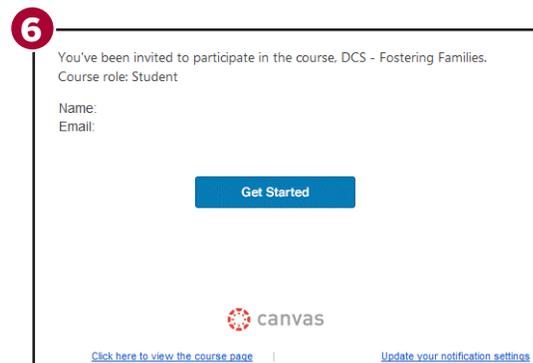
IMPORTANT: To make sure the account is registered, completely close your browser (not just the tab), and then visit canvas.iu.edu again and log in.



5. Once your username has been registered, send the username to handsask@iupui.edu to be added to the course(s).

Please title your email "**Canvas Username,**" followed by the name of the course you are joining or what event you are attending.

6. Once we have processed your request, you will receive an invitation notification email that you have been added. Click Get Started (you will then need ot log in)



Accessing the Courses in Canvas

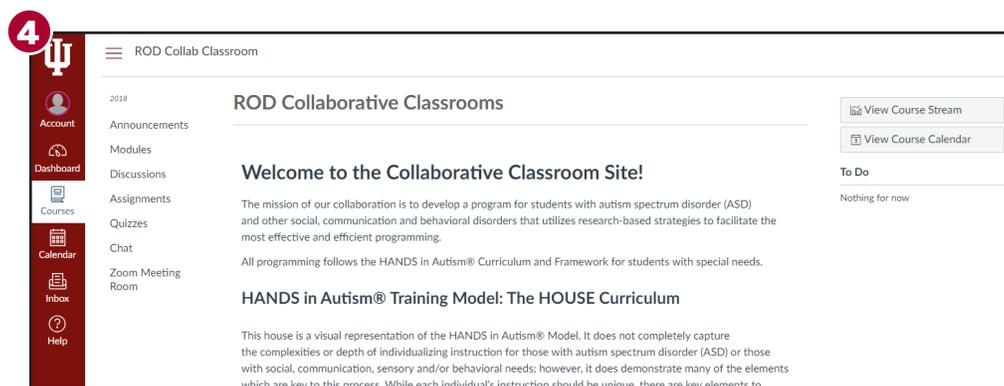
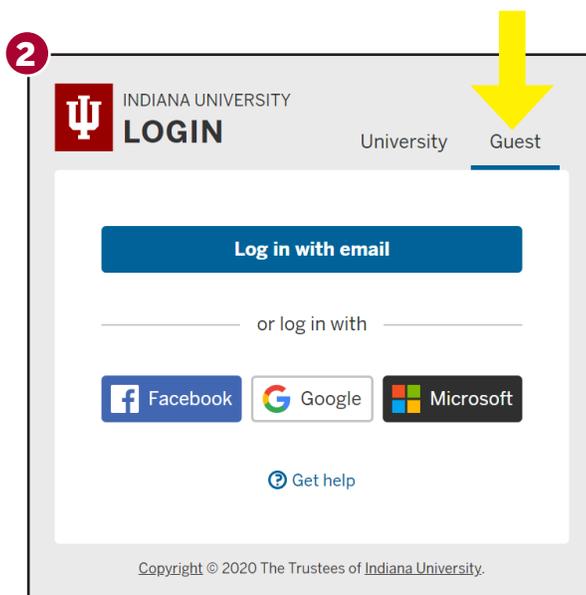
1. Log in to Canvas (canvas.iu.edu)



2. On the LOGIN page, click/tap the "**Guest**" tab, and the "**Log in with email**" button.

3. You will be taken to your Canvas dashboard. Click the course that you registered for.

4. You will be directed to the Home page that will explain the sections of the course and how to use them.



Contact HANDS@iupui.edu if you have trouble logging in, or visit <https://kb.iu.edu/d/alpu>