



Mississippi University for Women

Spring 2017

Canvas Faculty Password Initial Setup

The following fact sheet will guide you through setting up your initial password in Canvas.

1. Navigate your Browser to <http://muw.instructure.com> for your Canvas login.
2. Click Forgot password?

The screenshot shows the Canvas login page. At the top, the browser address bar displays "https://muw.instructure.com/". Below the address bar is the Mississippi University for Women logo and name. There are two input fields: "user id (950 number)" and "Password". Below these fields are a "Stay signed in" checkbox and a "Log In" button. A "Forgot Password?" link is circled in red.

3. Enter the 950 number that is associated with Canvas account.
4. Click Request Password.
5. Canvas will notify you to check your email.

The screenshot shows the "Forgot Password" page. It features the Mississippi University for Women logo and name. Below the logo, it says "Enter your user id (950 number) and we'll send you a link to change your password." There is an input field for "user id (950 number)". Below the input field are two buttons: "Back to Login" and "Request Password". At the bottom, there are links for "User Research", "Help", "Privacy policy", "Terms of service", "Facebook", and "Twitter". The word "INSTRUCTURE" is at the very bottom.

Password confirmation sent to rsfrazier@myapps.muw.edu. Make sure you check your spam box.

6. Open your email and click the email sent by Instructure Canvas.

Instructure Canvas (2) **Forgot Password: Canvas** - You requested a confirmation of your password for logging into Canvas. This address is as:

8. Enter your new password twice.

The screenshot shows the "Change login password for Ricky Frazier" page. It displays the email address "rsfrazier@muw.edu". There are two input fields: "New Password:" and "Confirm New Password:". Below these fields is an "Update Password" button.



Mississippi University for Women

Spring 2017

Canvas Faculty Password Initial Setup

9. You will be redirected to Canvas. Enter your MUW 950 number and your new password.
10. Click Log In.

11. Accept the Updated Terms of Use.
12. Click Submit.