Canvas Help:  
  
Getting Started -

1 – Log into your CCP.EDU e-mail address.

Visit <https://my.ccp.edu> - Log into your MyCCP account.  
  
(If you don’t know how to do this, follow the directions on that page, you’ll need your “J” number and your SSN.) – See the link below the login box marked “how do I get my user name and password”.  
  
Make sure you write down both pieces of information in a secure place, you’ll need them any time you want to access the system.

2 – Once in the system click on “e-mail”, its on the right upper corner of the page.  
  
A box will pop up (Google Mail/Gmail) – this is your e-mail inbox.  
ALL college information regarding important communications will be here – please check it a several times each week.  
  
3 – Open a new browser window – and visit https://ccp.instructure.com/  
  
Click in the link under the area where you login “New User/Don't know your password?”  
  
enter your username – NOT YOUR E-MAIL ADDRESS.  
  
If your e-mail address is [ssmith12@ccp.edu](mailto:ssmith12@ccp.edu) your username is ssmith12   
  
4 – go back to myccp email-inbox, press refresh (f5) or the refresh button in the e-mail window.  
  
5 – Find and open the new email sent from Canvas.  
  
6 – Click/Follow the link sent within the e-mail from Canvas – log in and start your Canvas session. (note, this is a one time link if you want to do this again, you’ll have to have Canvas resend another e-mail with a login link).  
  
Create a new password - This password is unique to the Canvas Online Learning System it is not used for MyCCP.  
  
So, in the end. (examples)  
  
You have a myccp username : ssmith12  
You have a college e-mail address ssmith12@ccp.edu  
you have a password for MyCCP – XCVF234  
you have a Canvas username ssmith12  
you have a Canvas password of your choice – basketball123  
  
Keep track of these and never give them out to anyone. Be sure to logout of all MYCCP and Canvas sessions when you are away from a computer. Otherwise someone else can access your personal information.  
  
my ccp - <https://my.ccp.edu>  
Canvas - https://ccp.instructure.com/