

# How to Access CANVAS for Your Online Dual Credit Courses

1. Log on to Campus Connect from our homepage ([www.cisco.edu](http://www.cisco.edu)). Go to Campus Connect For Students in the drop down box at the top left of the page. Use your entire social security number (no dashes or spaces) for the Student ID and birthdate (no dashes or spaces) for the PIN to log in.
2. Retrieve your Cisco College student ID, which is in bold, next to your name, and write it down.
3. Go back to [www.cisco.edu](http://www.cisco.edu) and click on the Canvas link above the pictures. You should be redirected to the Canvas page.
4. There, enter your Cisco College Gmail Address (firstname.lastname+last four digits of your Cisco College student ID. Example: john.smith1234@students.cisco.edu) for your login and your entire Cisco College student ID for your password (no dashes).

If for some reason, you cannot access your account, please contact the Canvas Help Desk at [online@cisco.edu](mailto:online@cisco.edu).

# **How to Access Your Cisco College Student**

## **G-mail Account:**

1. Go to [www.gmail.com](http://www.gmail.com) and login to your Cisco College Student E-mail by entering the following information:  
firstname.lastname+lastfourofyourstudentid@students.cisco.edu  
Ex: jane.doe1234@students.cisco.edu
2. Your password will then be your entire Cisco College student ID number (no dashes).
3. This is your personal Gmail account that you need to check often. Important college information will be sent to this account.

If you cannot access your Gmail account, please contact [helpdesk@students.cisco.edu](mailto:helpdesk@students.cisco.edu). Make sure to provide them with the name that appears in Campus Connect and your Cisco College student ID.

### **Things to Know:**

1. You will be able to access Canvas prior to your first class day, but your class information will not be uploaded onto your account until the first day. Everything you need for your online class will be found in your Canvas account.
2. If for some reason your class(es) have not shown up by the end of the first day, please e-mail [online@cisco.edu](mailto:online@cisco.edu) with your information (including your entire student ID), and they will make sure your classes are loaded in a timely manner.