

# Juilliard

## Canvas Access Instructions for Evening Division Students

1. Go to <https://juilliard.instructure.com/login/canvas>.
2. **Enter your Canvas Login/Username.** Your Canvas username is in the same format as your WebAdvisor username: first initial of your first name, first initial of your last name, and seven-digit student ID number (i.e. ab0123456).

**Returning Users:** If you already have Canvas credentials, use your existing password to log in. If you forgot your password, please click “Forgot Password?”.

**First-Time Users:** If it is your first time accessing Canvas, please click “Forgot Password?”.

**CANVAS**

Login

Password

Stay signed in

[Forgot Password?](#)

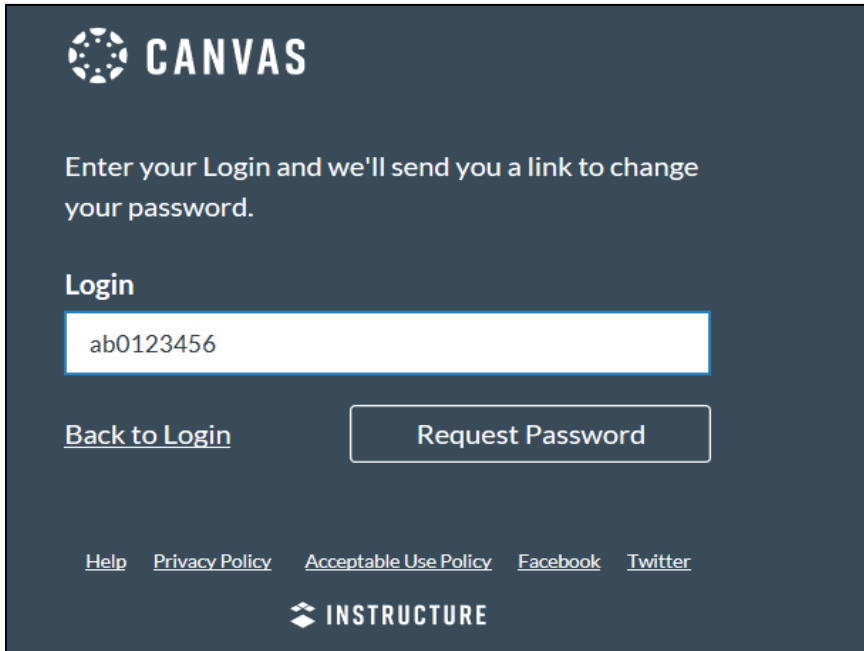
Log In

[Help](#) [Privacy Policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

**INSTRUCTURE**

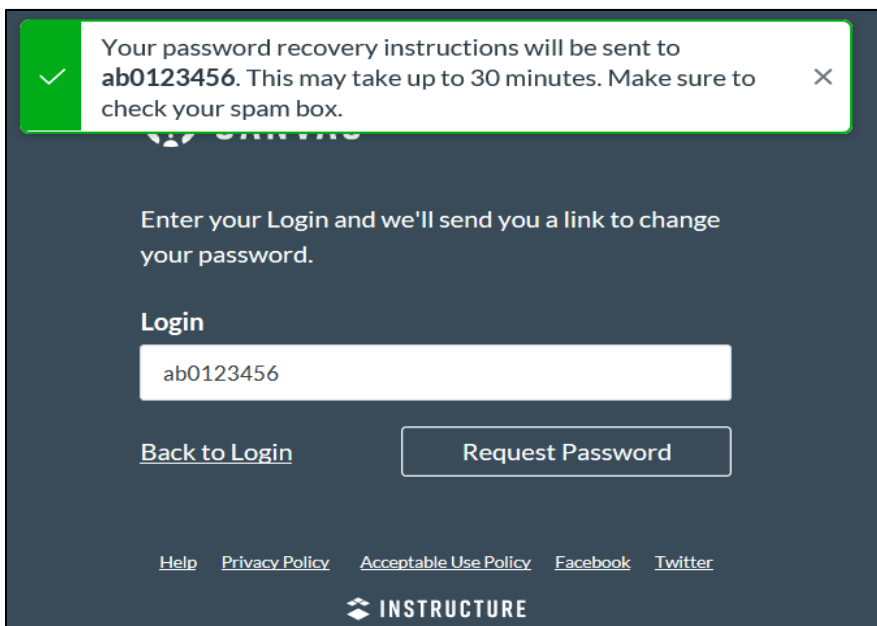
# Juilliard

3. **Resetting Your Password:** Enter your Canvas Login/Username once again. Then, click the "Request Password" button.



The screenshot shows the Canvas password reset interface. At the top left is the Canvas logo. Below it, the text reads: "Enter your Login and we'll send you a link to change your password." There is a "Login" label above a text input field containing "ab0123456". Below the input field are two buttons: "Back to Login" (a link) and "Request Password" (a button). At the bottom, there are links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter", followed by the INSTRUCTURE logo.

4. **An email will be sent to your email address on file.**

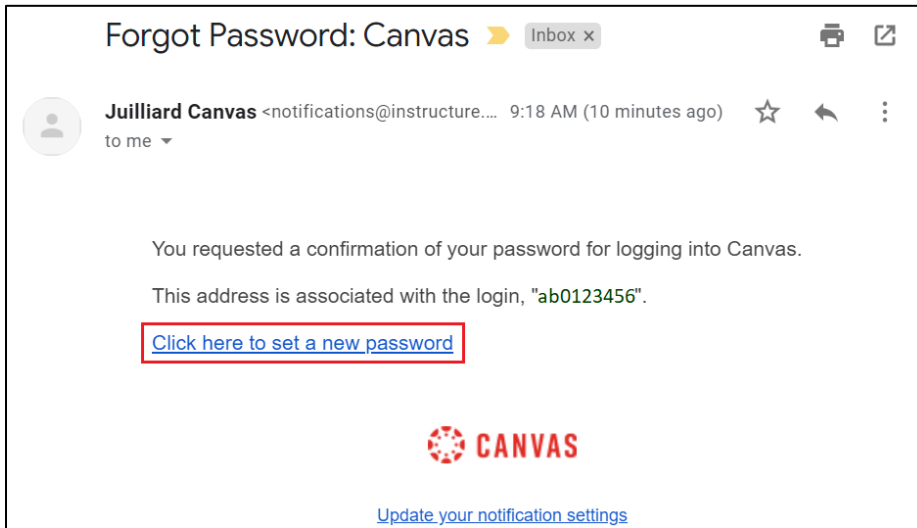


This screenshot is identical to the previous one but includes a green success message box at the top. The message reads: "Your password recovery instructions will be sent to ab0123456. This may take up to 30 minutes. Make sure to check your spam box." The message box has a green checkmark on the left and a close 'X' button on the right. The rest of the page content, including the login field with "ab0123456" and the "Request Password" button, remains the same.

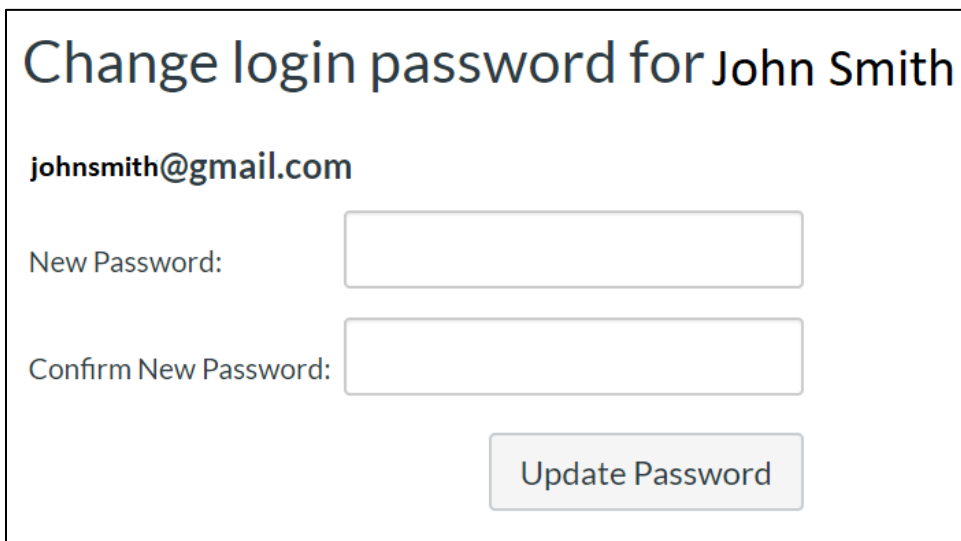
# Juilliard

If you do not see the email with instructions, please check your junk/spam folder. The email is from [notifications@instructure.com](mailto:notifications@instructure.com).

5. Click on the link "Click here to set a new password" in the email.



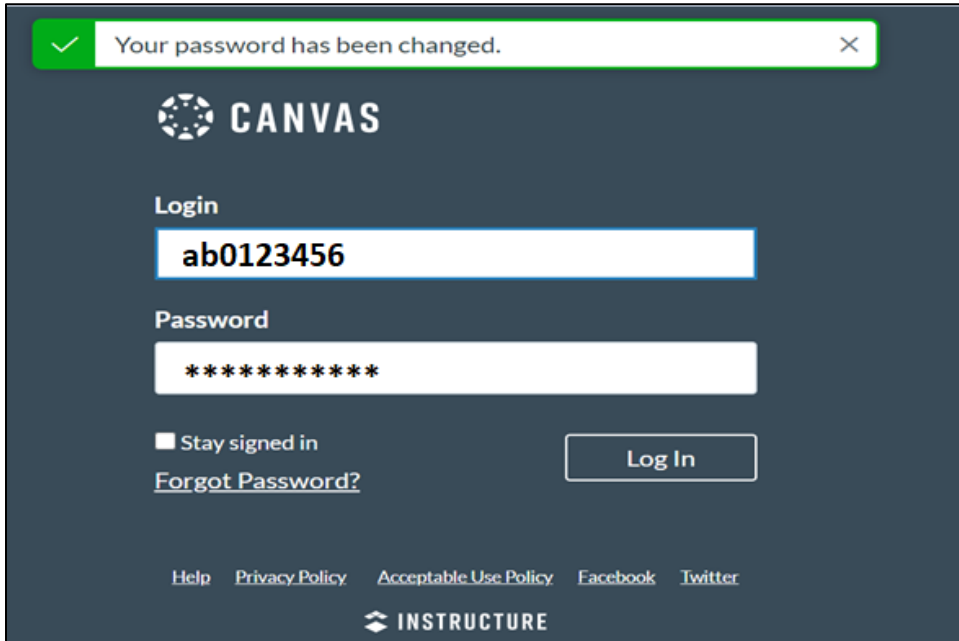
6. Enter your new password twice. Then, click the "Update Password" button.



The image shows a screenshot of a web form titled "Change login password for John Smith". The email address "johnsmith@gmail.com" is displayed. There are two input fields: "New Password:" and "Confirm New Password:". Below these fields is a button labeled "Update Password".

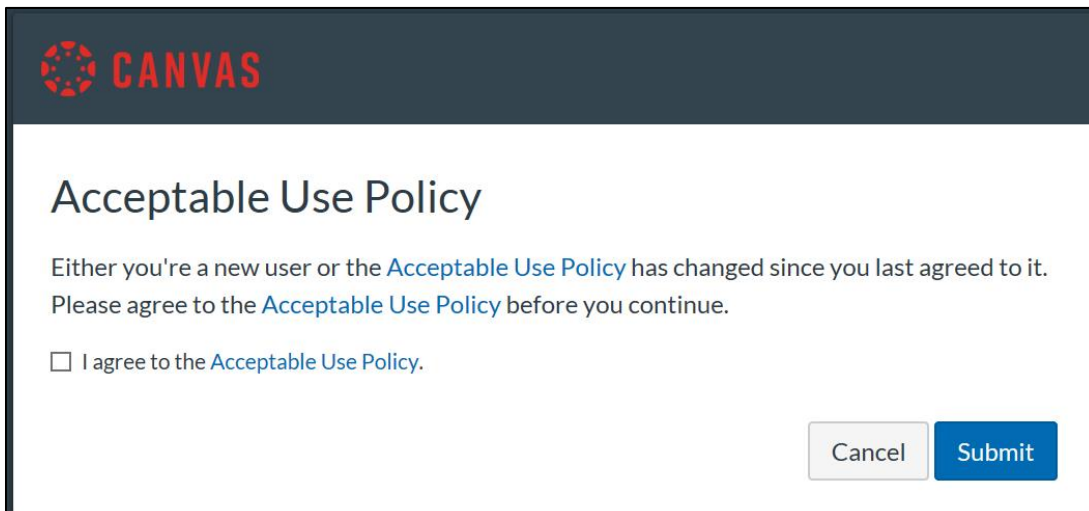
# Juilliard

7. Now you can log into Canvas with your credentials.



A screenshot of the Canvas login interface. At the top, a green notification bar with a checkmark icon says "Your password has been changed." Below this is the Canvas logo and the word "CANVAS". The "Login" section contains a text input field with the username "ab0123456" and a password input field with masked characters "\*\*\*\*\*". There is a checkbox for "Stay signed in" and a "Log In" button. A link for "Forgot Password?" is also present. At the bottom, there are links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter", along with the "INSTRUCTURE" logo.

8. Check the box agreeing to the Acceptable Use Policy. Then, click the "Submit" button to continue.



A screenshot of the Canvas "Acceptable Use Policy" agreement screen. The top header features the Canvas logo. The main heading is "Acceptable Use Policy". Below the heading, the text reads: "Either you're a new user or the [Acceptable Use Policy](#) has changed since you last agreed to it. Please agree to the [Acceptable Use Policy](#) before you continue." There is a checkbox with the text "I agree to the [Acceptable Use Policy](#)." At the bottom right, there are two buttons: "Cancel" and "Submit".

**You have successfully logged into Canvas!**