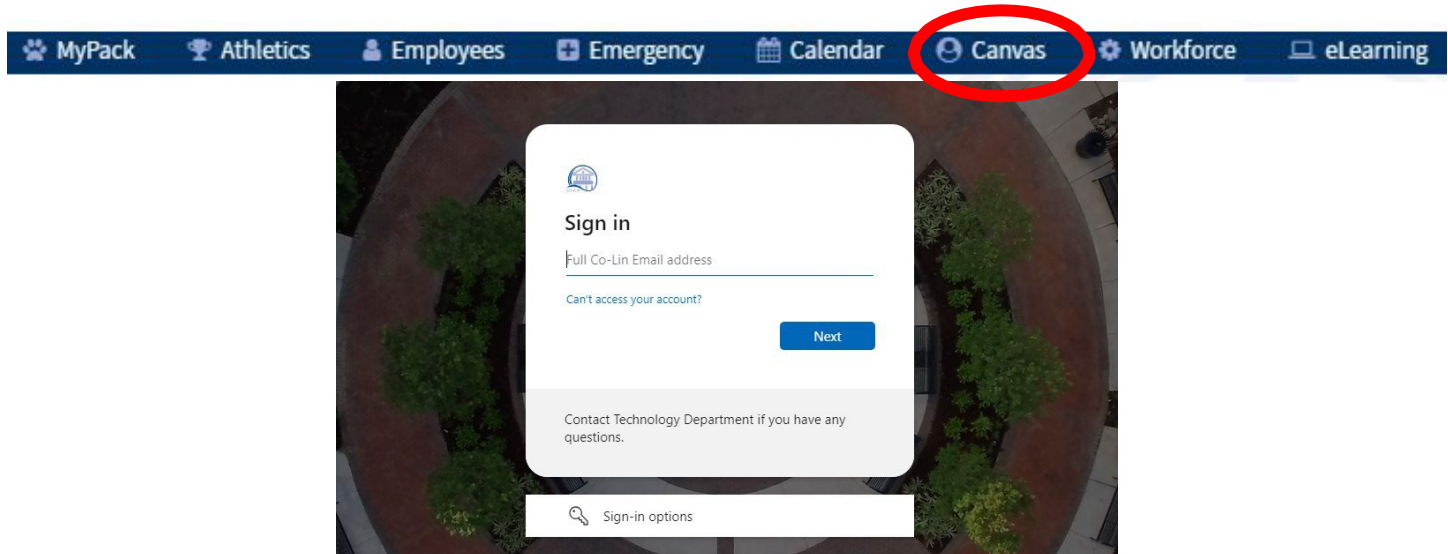


Digital Courses Guide

CANVAS

Accessing Your Courses

Go to the Co-Lin home page (<https://www.colin.edu>) and click on the Canvas link or go directly to Canvas at <https://colin.instructure.com/>



- Enter your username. Your username is your student email address. **(FLastname3456@st.colin.edu)**
- Enter your password. Your password is your Microsoft Office/Co-Lin network password.
- Select the blue **Log In** button on the screen.

Canvas Support Channels

- Through Canvas Guides
 - Click the “Help” button in the lower left-hand corner of Canvas.
 - Choose “Search the Canvas Guides”.
- **By phone:** 855.308.2755
- **By chat**
You can chat live 24/7/365:
 - Click the “Help” button in the lower left-hand corner of Canvas.
 - Choose “Chat with Canvas Support (Students)” from the menu that appears.
 - Click the “Start Chat” button on the page to which you’re directed.
- **By web form ← BEST METHOD**
You can submit web form tickets 24/7/365.
To file a web form ticket:
 - Click the “Help” button in the lower left-hand corner of Canvas.
 - Choose “Report a Problem”.
 - Fill out the form that appears and click “Submit Ticket”.

Browser Recommendation

It is recommended that you use the latest versions of **Chrome**.

- To download Chrome browser, go to <http://www.google.com/chrome>
- If you are using computers in a lab environment, at work, or somewhere without the recommended browser, there is good news. Chrome can now be put on a USB drive to use wherever you go.
Chrome: http://portableapps.com/apps/internet/google_chrome_portable

Login Problems

- Make sure that you are entering your complete Co-Lin email address for your username.
- Make sure that you are entering your Microsoft Office/Co-Lin network password. (The same password that you use to sign in to the Co-Lin network.)
- If you are unable to access your course but see it on your list of courses in Canvas, please contact your instructor to find out if the course has been published. If the instructor has published the course, please click on “Courses” in the course navigation and then click on “All Courses”.
- For additional help, click on the Help link once you log into Canvas.

If you have any other issues with Canvas, please contact eLearning at [eLearning@colin.edu](mailto:ELearning@colin.edu).

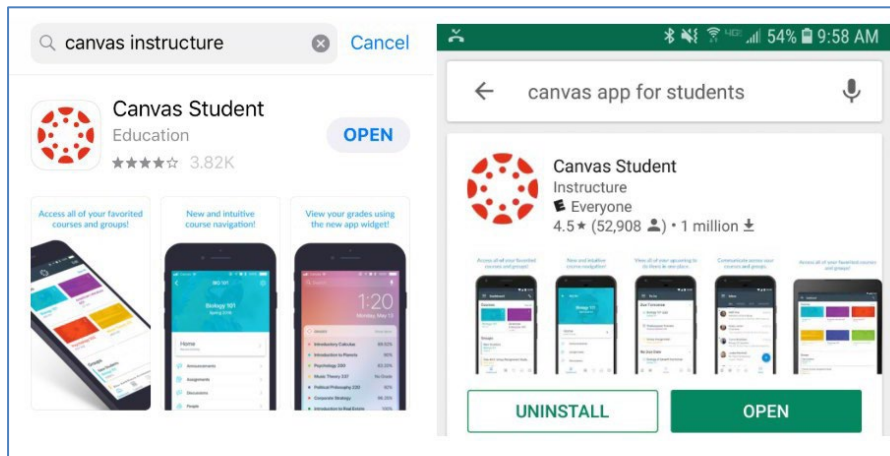
Canvas Notifications

To add your mobile number or an alternate email to Canvas:

- Click on your name in the upper left of Canvas.
- Click on Settings.
- Add alternative email addresses and/or telephone numbers to the “Ways to Contact”.
- Then, visit “Notifications” to personalize how often and by which means you would like to be notified of activities within Canvas.

Canvas Mobile App

The Canvas Student App allows students to access their courses and groups using a mobile device. Students can submit assignments, participate in discussions, view grades and course materials. The app also provides access to course calendars, To Do items, notifications, and Conversations messages. Visit the App Store or Google Play to download these to your device.



INTERNET ACCESS:

The following link will allow you to search current internet options available in your county:

<https://broadbandnow.com/Mississippi>

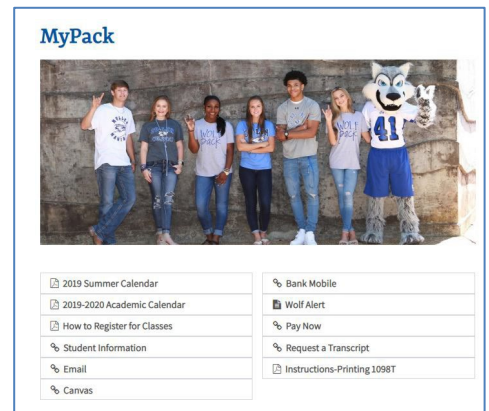
OTHER USEFUL TECHNOLOGY INFORMATION

MyPack

This portal contains information about classes, attendance, financial aid, student records, books, etc. If the website is not available, log on directly at <https://access.colin.edu/accws/isclogin.pgm>

To log on:

- Username: 6-digit ID
- PIN: **6-digit Date of Birth**, then prompted to change password



Wolf Alert

This is our EMERGENCY NOTIFICATION SYSTEM. If there is any change in its status or information regarding class schedules, students and employees will be contacted through Wolf Alert, local radio and the college website.

- To log on for setup: Go to <https://www.myschoolcast.com>
- Username: Co-Lin email (FLastname3456@st.colin.edu)
- Password: **6-digit Date of Birth** (Once you log-on, you will be asked to change your password)

Textbooks & eResources

Depending on the course, it may require a hard copy of a textbook, only require digital resources, or a combination. If the course requires a textbook, you may contact Co-Lin's bookstore at bkstore@colin.edu to purchase a textbook.

If you withdraw from your course any time **after the add/drop period**, you **WILL** still be charged for digital materials. Refunds are not available for the digital materials/books/software bundles.

Course Withdrawals

Students who withdraw from courses are still responsible for ALL financial obligations to the college.

****Financial Aid** -Please contact the Financial Aid Department (financialaidinfo@colin.edu) before withdrawing to understand how it will affect your Financial Aid.

Withdrawal links are available on MyPack or by clicking <https://access.colin.edu/accws/isclogin.pgm>.

Reinstatement Request

If your instructor submits you as a “cut out” from a class, you can submit a reinstatement request located on the Enrollment Services page and the eLearning website. Students will have 7 days from “cut out” to submit a Reinstatement Request. Students will have to login into the Co-Lin email to open this form.

****This process usually take 3 – 5 business days.****



Co-Lin Email

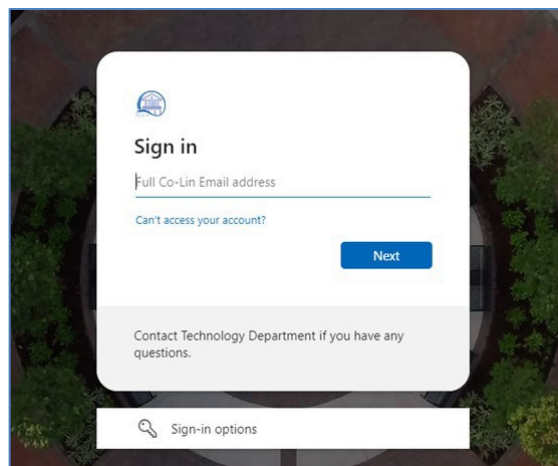
Students will be required to use their college-issued email address for communication with instructors.

Your email address is first initial, last name and last four digits of the student ID#@st.colin.edu.

Example: James Willis, ID# 123456 would be jwillis3456@st.colin.edu.

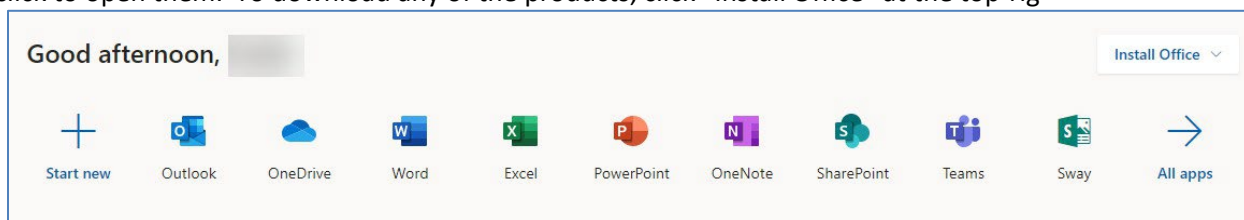
To access your Office365 email account:

- Go to www.colin.edu/mypack.
- Click “Email”.
- Enter your full Co-Lin email address and click Forgot Password. Follow the prompts to have a secure code sent to your secondary email address or your cell phone. Continue to create your own password, which will also be used for Canvas.
- If website is not available, log on directly at <http://outlook.office365.com/owa/colin.edu>



Microsoft Products Downloadable for Free:

Once you are logged into your Co-Lin email you can use the web version of the Microsoft Office products and can download Office 365 to your devices for free and use while you have your Co-Lin account. This version of Microsoft Office products is licensed while you have an ACTIVE Co-Lin account. To use any of the web versions of the products, simply click to open them. To download any of the products, click “Install Office” at the top-right.



Microsoft Authenticator

Microsoft Authenticator is a mobile app that helps protect your account by providing an additional verification step when you sign in. After setting up your school email account, you will be prompted to set up Microsoft Authenticator. If you are not prompted, download the app and follow the steps below.

1. Microsoft Authenticator App

- Download the Microsoft Authenticator app using the App Store (iOS) or Google Play Store (Android)

2. Sign In

• Note: you will need the app installed on your phone and access to a computer.

- On the computer, open a web browser and navigate to <https://myaccount.microsoft.com>
- Log in with your student email and password.
- When prompted to set up security verification, select **Next**.
- Open the Microsoft Authenticator app on your mobile device.
- Tap + **Add Account**.
- Select **Work or School Account**.
- Choose **Scan a QR Code**.

3. Scan the QR Code

- A QR code will appear on your computer screen.
- Use the Authenticator app to scan the code.
- Your school account will automatically be added.

4. Approve the Test Notification

- Select **Next** on your computer.
- A notification will be sent to your phone.
- Open the notification.
- Select **Approve**.
 - If prompted, enter the number displayed on your computer screen.

5. Complete Setup

- Wait for the verification to complete.
- Select **Done**.
- Your account is now protected with Multi-Factor Authentication (MFA).

6. Future Sign-Ins

When signing in:

- Enter your username and password.
- Check your phone for an Authenticator notification.
- Approve the sign-in request.
- Complete number matching if prompted.
- Username: Your 6-digit ID
- Password: Your Co-Lin email password

Network Logon

This log-in is how you will sign-in to any network computer on campus.

- Username: Your 6-digit ID
- Password: Your Co-Lin email password

WiFi

WiFi is available all over Co-Lin's campus. To access the free connections available, please use the following log-in information.

Network: CoLin-Public

Password: backthepack

Network: WolfDenWiFi

Password: wolfdenwifi2022