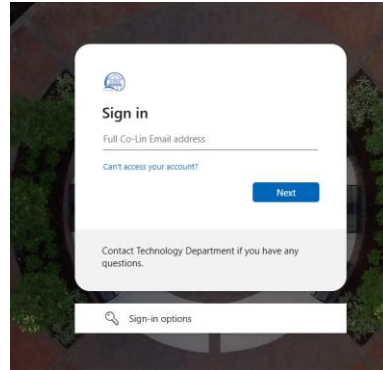
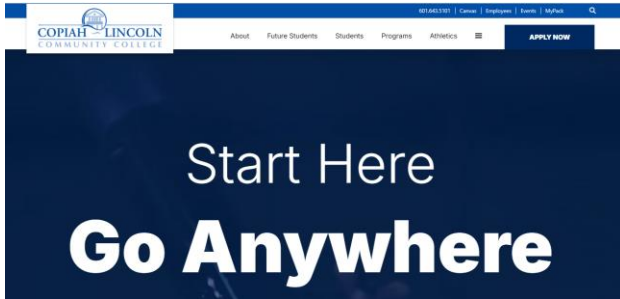


Digital Courses Guide

CANVAS

Accessing Your Courses

Go to the Co-Lin [home page](#) and click on the Canvas link or go directly to [Canvas](#).



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 Browser Recommendation

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

- To download Chrome browser, go to <https://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

Canvas 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.

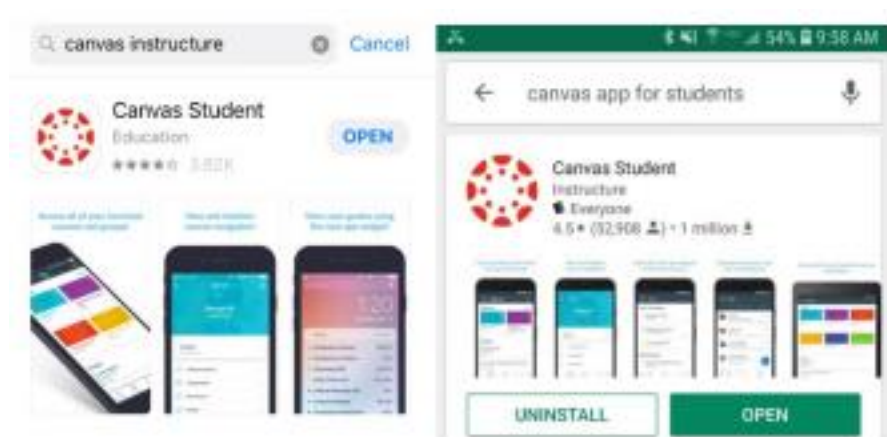
Canvas Notifications

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.



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:444/athena/isclogin.pgm>

To log on:

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

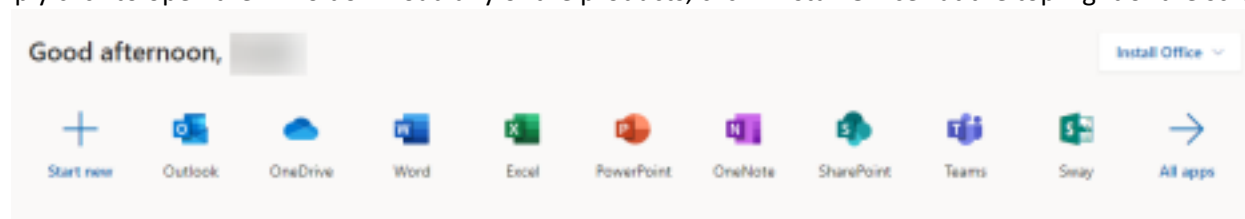
Students who withdraw from courses are still responsible for ALL financial obligations to the college.

****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://www.colin.edu/program/elearning-online/current-elearning-students/course-withdrawals/>

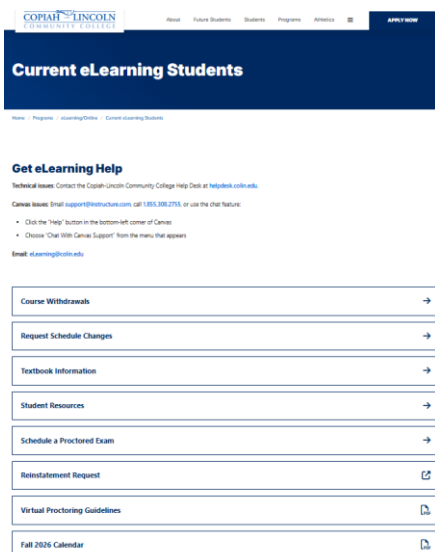
Microsoft Products Downloadable for Free:

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 it 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 of the screen.



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.****



Reinstatement Request

Please explain in detail why you are requesting to be reinstated. Documentation may be requested. The Director of eLearning reserves the right to automatically deny any requests that are received more than 7 days after the date of cut-out.

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

* Required

1. First Name: *
2. Last Name:
3. Student ID Number: *
4. Student's Campus: *

Co-Lin Email

While you are a student at Co-Lin, you will have an email account created in the Microsoft 365 platform. Your email address consists of your first initial, your last name, and the last 4 digits of your Student ID (for example: James Willis, ID# 123456, would be jwillis3456@st.colin.edu).

Please Note: Once you leave Co-Lin, your email account will be terminated within one semester of your departure. We advise against using your Co-Lin email address as a link to your personal social media accounts, online banking, or other merchant services.

Initial Login & Setting Your Password The initial automated password for your account is a random value. To log in for the first time, you must create a new password using the self-service recovery tool:

1. Go to <https://myaccount.microsoft.com> or access your email via the MyPack portal.
2. Enter your full Co-Lin student email address and click the **"Forgot my password"** link.
3. Follow the prompts to verify your identity. **IMPORTANT:** To use this feature, you must have a current mobile number and alternate personal email on file with Enrollment Services. This information syncs directly to your Microsoft 365 account to keep it secure and recoverable.
4. Set your new password. This will become your **Main Password** and will control your access to Canvas, MyPack, WolfAlert, and the campus network.

Setting up Microsoft Authenticator (Required): Multi-factor authentication (MFA) is required on all Co-Lin Microsoft 365 accounts. Immediately after resetting your password and logging in, you will be required to secure your account using the Microsoft Authenticator app.

1. **Download the App:** Install the free **Microsoft Authenticator** app from the App Store (iOS) or Google Play Store (Android) onto your mobile phone.
2. **Sign In on a Computer:** Log in to <https://myaccount.microsoft.com> on a computer. When prompted to set up security verification or that "more information is required," click **Next**.
3. **Add Your Account:** Open the Authenticator app on your phone, tap **+ Add Account**, select **Work or School Account**, and choose **Scan a QR Code**.
4. **Scan & Approve:** Scan the QR code displayed on your computer screen. Click **Next** on your computer, approve the test notification sent to your phone, and complete the setup.

Getting a New Phone? If you get a new phone, you must add Microsoft Authenticator to it **before** getting rid of or removing the app from your old device. Log in to your account on the new phone, go to **Security Info**, and choose **Add sign-in method** to configure your new device.

If you are locked out or no longer have access to your registered device, please call the Technology Help Line at **601-643-8685**.