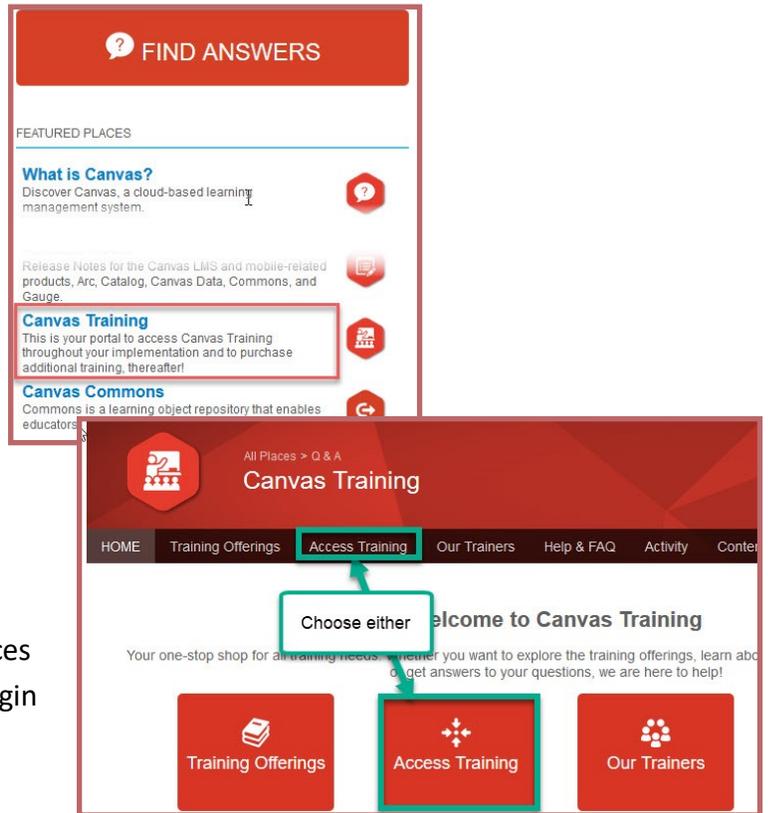


# Accessing Canvas Webinars

## Accessing the Webinar Site

1. Go to the Canvas Community Homepage—  
(<https://community.canvaslms.com>)
2. Click **Canvas Training** under *Find Answers*
3. Click **Access Training**  
**Note:** This site is NOT part of the Canvas resources we have with the VCCS—it requires a separate login



## Setup your Account

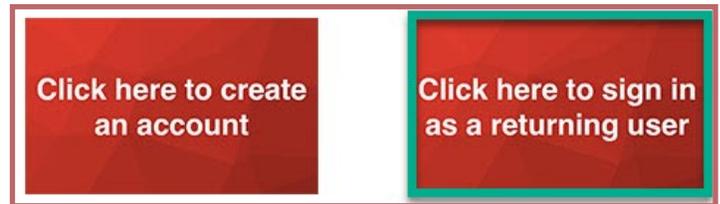
1. Once you select *Access Training* you will be asked to log in or register  
If you are doing this for the first time click **Sign Up**
2. Fill out the Form as shown—**You MUST USE your @Rappahannock.edu email address.**
3. Set a password as you wish—Note this will not synchronize with your college password.
4. You only need to fill in the starred (\*) items  
Once completed click the **Create Account** button



The image shows a form titled 'Create an account with Instructure Events'. The form has the following fields: 'First Name\*' (Johnathan), 'Last Name\*' (Instructor), 'Company' (Rappahannock Community College), 'Phone', 'Email\*' (jinstructor@rappahannock.edu), 'Retype Email\*' (jinstructor@rappahannock.edu), 'Password\*' (represented by dots), 'Retype Password\*' (represented by dots), and 'Title'. A green box highlights the 'Create Account' button at the bottom, with a green arrow pointing to it. Below the form, there is a note: '\* = required' and 'Remember: Your email address and password will be what you use to sign into Instructure Events. Details will be emailed to you upon successful account creation.'

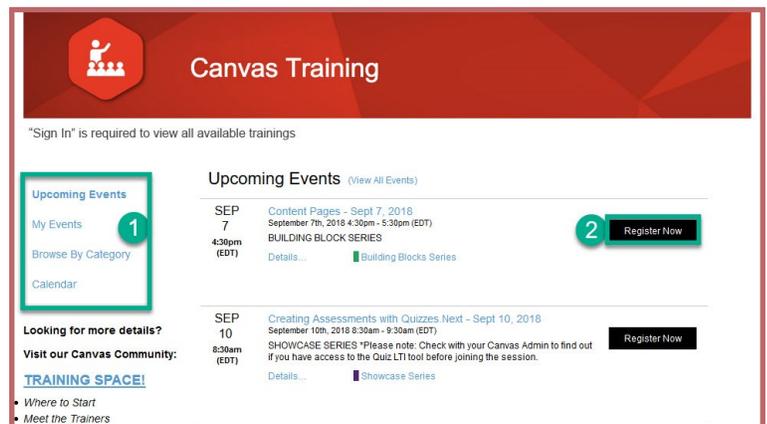
## Logging In

1. Once you Select *Access Training* you will be asked to log in or register  
If you are registered Click **Log In**
2. The system will ask once more—Make the choice you need most likely *sign in as returning user* (shown),  
You can still Create an Account if needed.
3. To keep things interesting, the **Sign In** box will expand at the **Top of the Page**.
4. Fill in your full @Rappahannock.edu email address and your site password
5. Click **Sign In**



## Selecting a Webinar

1. On the main *Canvas Training* screen you may sort on the Right, beginning with *Upcoming Events*  
Other selections include:
  - a. *My Events*—what you have registered for
  - b. *Browse by Category*
  - c. *Calendar* (all events by date)
2. When you see a webinar you want, click **Register Now**
3. A pop-up window will appear for registration  
Your login will fill out much of the form, but all (\*) fields are required.
4. Click Submit to Register
5. You will receive an email with Calendar Invite and additional scheduling information.



## Category Key

- *Welcome to Canvas*—Live or Recorded—Red Color code—Demonstrations of Canvas Basics and orientation.
- *Building Block*—Green Color code—Live interactive sessions with various aspects of working in Canvas.
- *Classroom Application*—Blue Color code—Sessions aimed at using Canvas in specific disciplines and running reports for your classes.
- *Showcase Series*—Violet Color code—Showcases different tools that may be connected to Canvas (caution: the VCCS May not subscribe to all that are discussed). This is useful for Canvas tools.