

# First time logging into Canvas

Dear Participant,

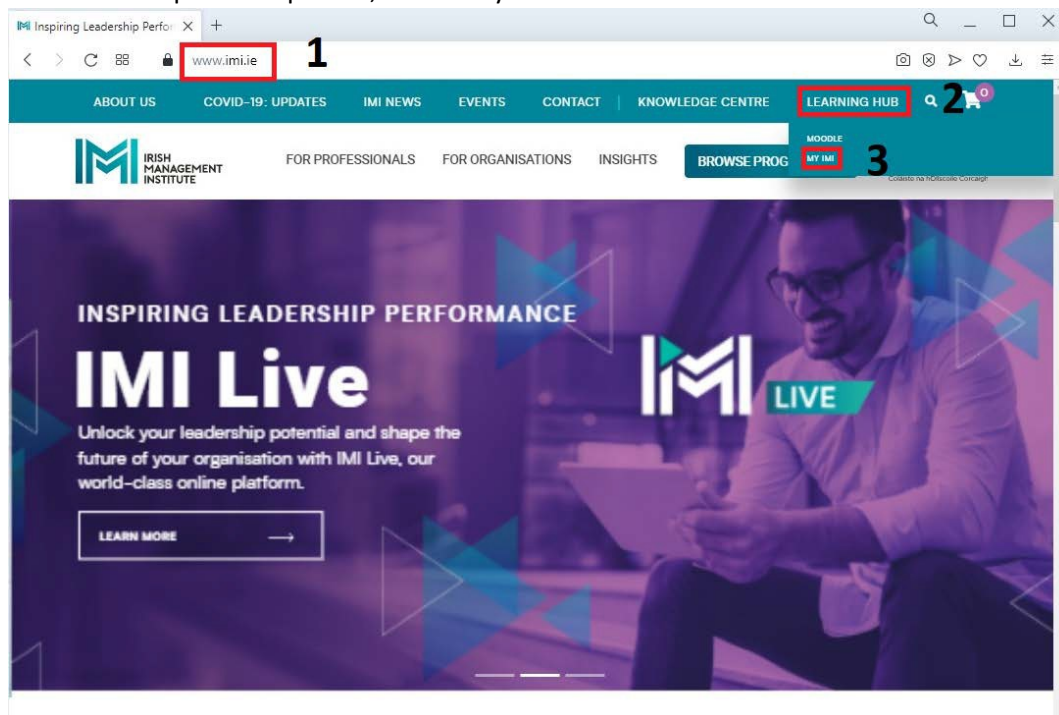
You will have received your UCC Student email address and a temporary password in the 'Canvas Credentials' email; you will use these to log into Canvas, your Virtual Learning Environment (VLE). This is where you will access course materials, submit assignments and interact with other participants on your programme.

This document will guide you through your first log in to Canvas, and setting up your password using the temporary one you were provided with.

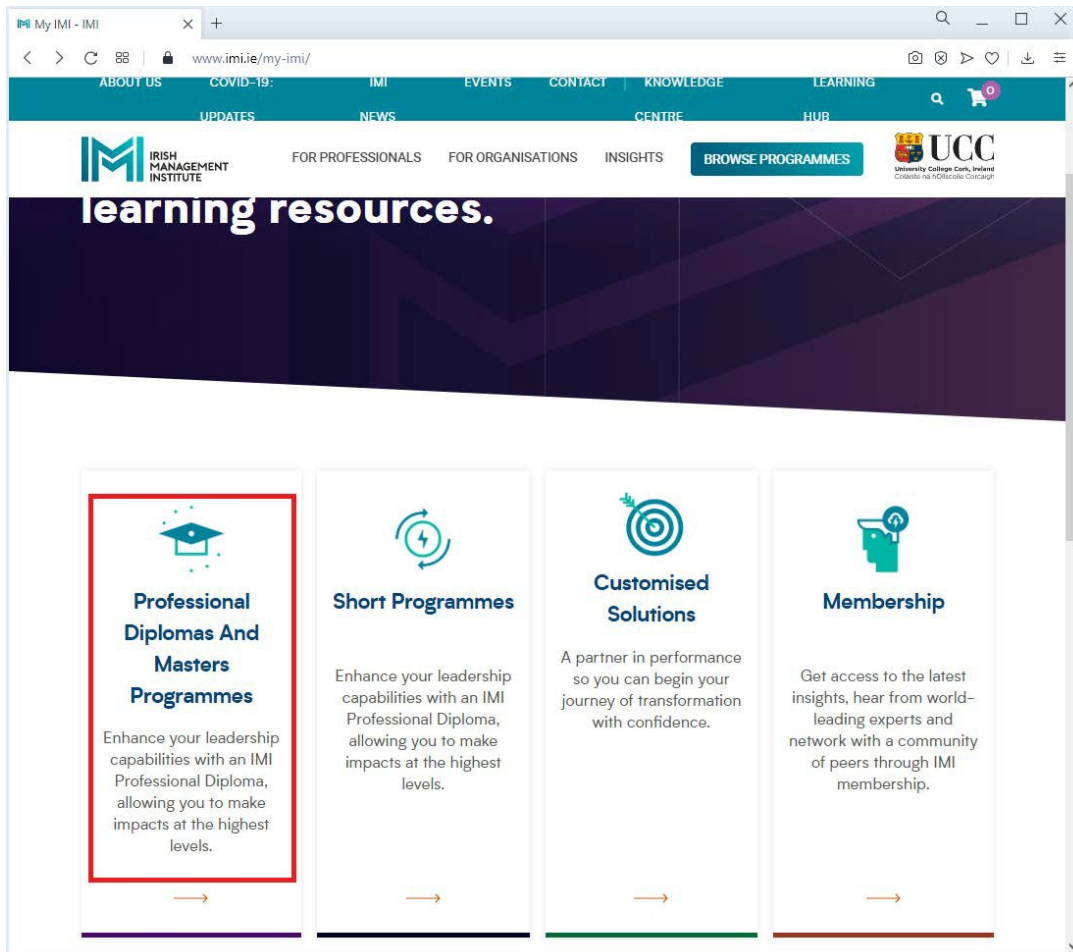
Please follow the steps below. If you are having issues with your initial log-in, please contact your Programme Co-Ordinator.

**Please note: you must ensure that you are logged out of any other Outlook accounts on your web browser before logging into Canvas.**

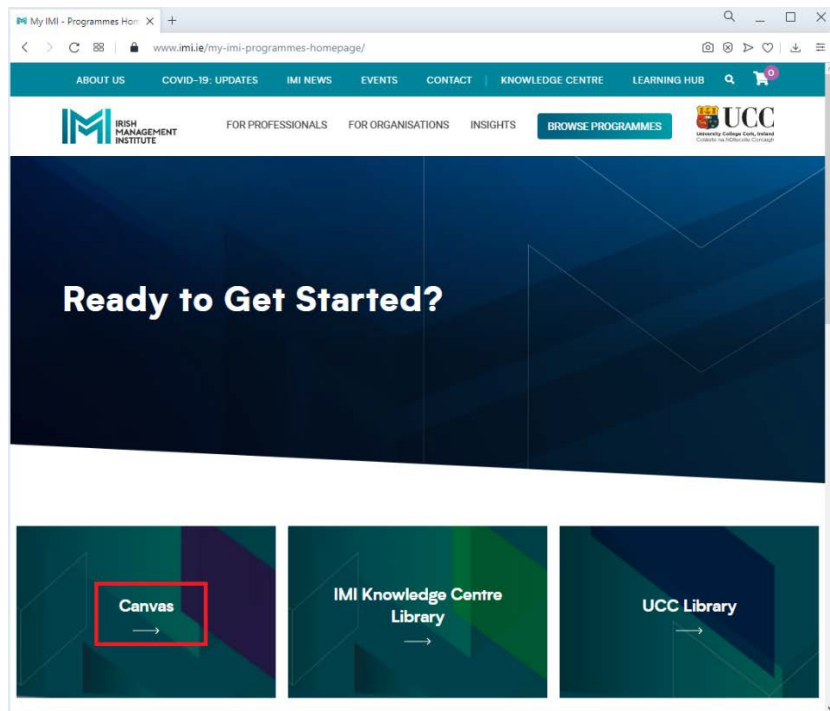
1. Go to the IMI website: <https://www.imi.ie>
2. Select 'Learning Hub' from the toolbar at the top of the page
3. This will open a dropdown; select 'MyIMI' from this



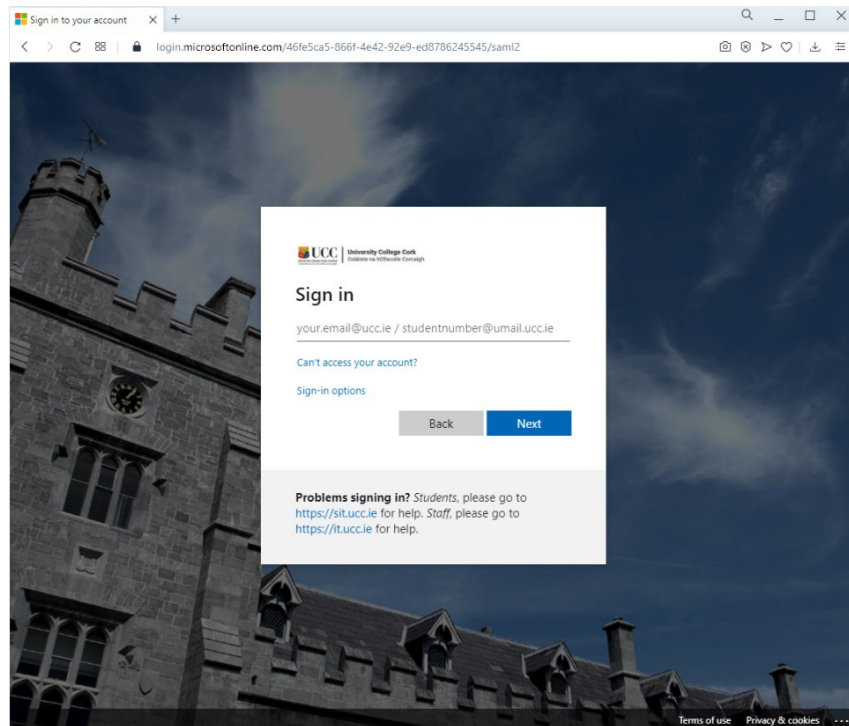
4. This will open a new page; from here, select 'Professional Diplomas and Masters Programmes.'



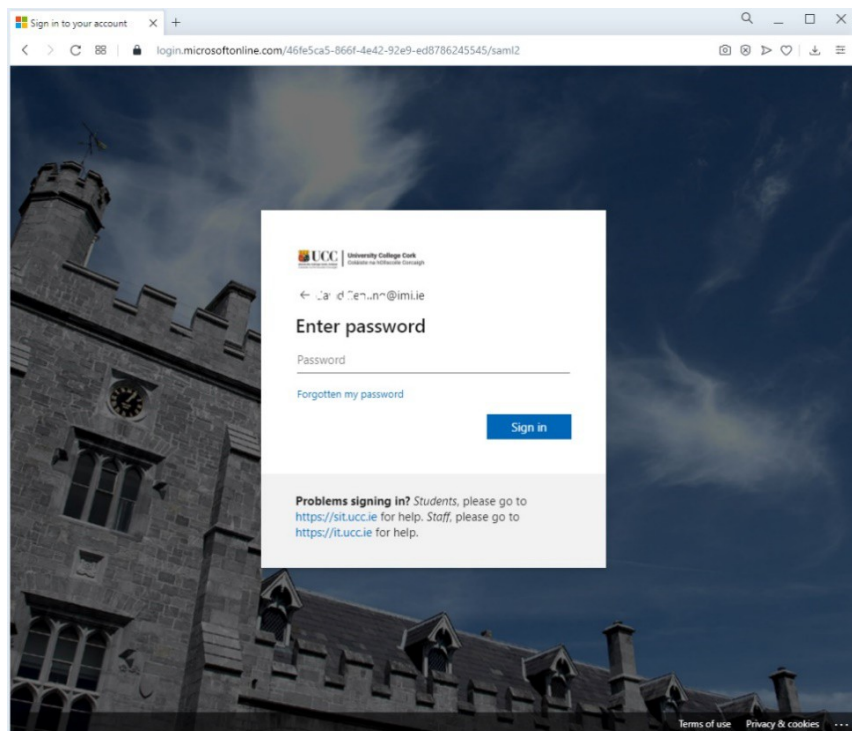
5. This will again open a new page with a number of links you will use for your Professional Diploma. For now, click on 'Canvas.'



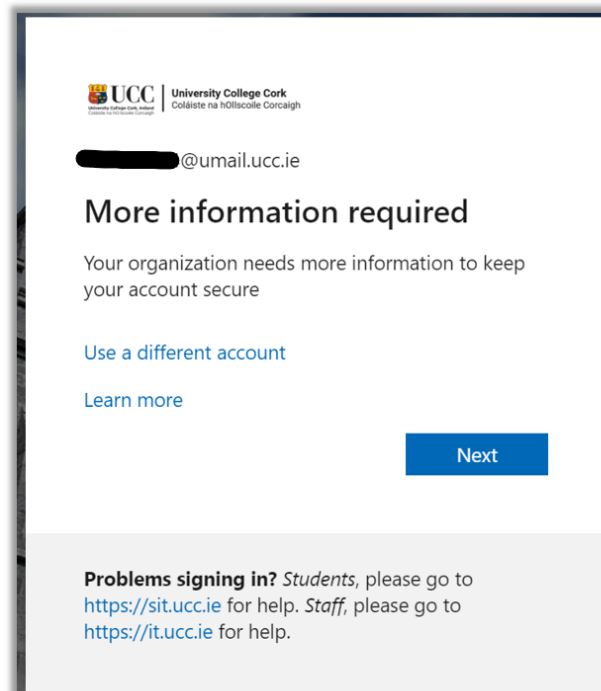
- This will bring you to the Canvas log-in page; enter your UCC student email address and click 'Next.'



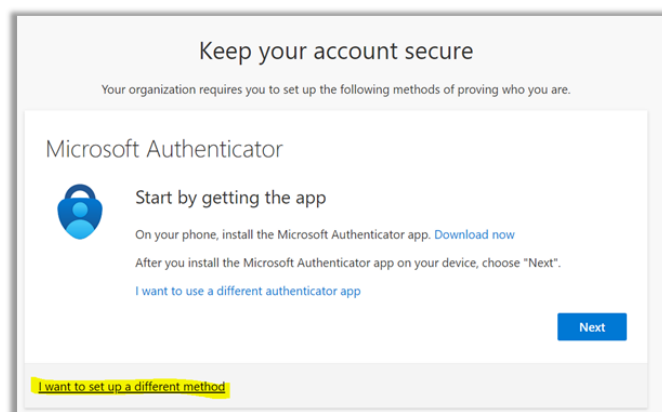
- You will then be prompted for a password; enter the temporary one you received with your student email and click 'Sign in.'



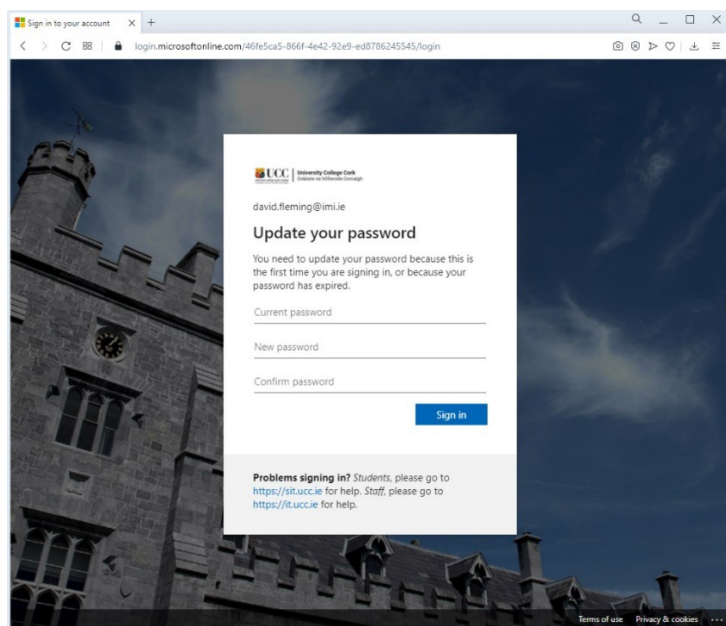
8. The next step is to set up your MFA (MultiFactor Authentication). Please click "Next" to select your authentication method. This step is a security requirement for your account setup.



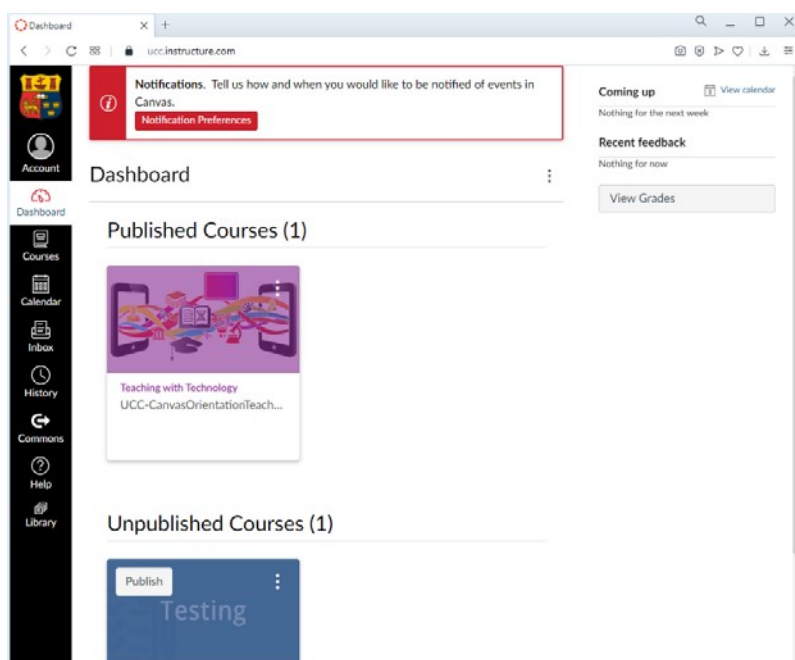
9. We recommend clicking on "I want to set up a different method" in order to use your mobile phone for your MFA. Please feel free to use the Microsoft Authenticator app if you prefer.



10. You will then be required to re-enter your temporary password and set a new password. The new password you create is the one you will use for future log-ins to Canvas.
11. When you have completed this, click "Sign In"



12. You will then be logged into Canvas, which brings you to your Dashboard. As you will be using this page regularly throughout your programme we recommend that you bookmark this link (<https://ucc.instructure.com/>). For your first log-in there will be a red text box at the top of your Dashboard called 'Notifications.' Click the 'Notification Preferences' button to set these up as you prefer.



You can also log into your UCC student email inbox at [Microsoft Office 365](#) using these credentials.