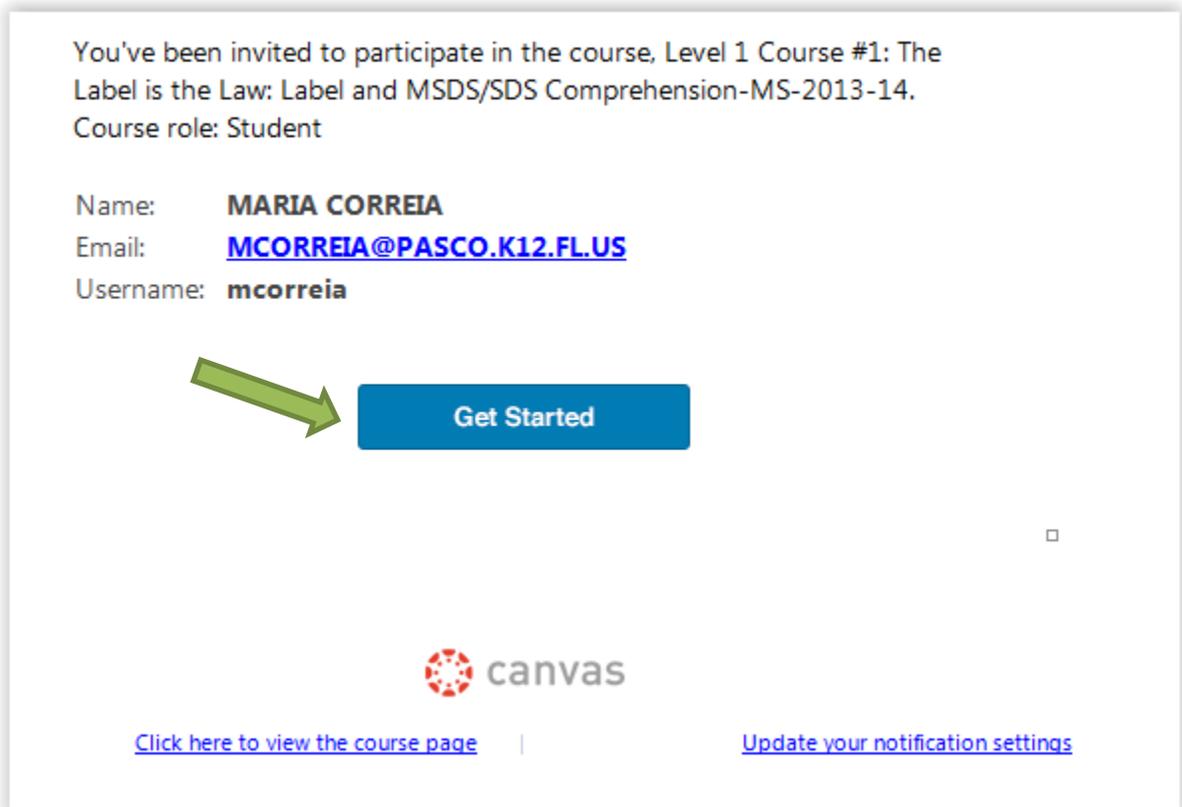


How to Enroll in a Canvas Class:

1. **Your Plant Manager has emailed Maria N. Correia @ mcorreia@pasco.k12.fl.us of your intent to take the course(s)**
2. **Once Maria receives this request she will enroll you in Canvas. You will then receive a course invitation**



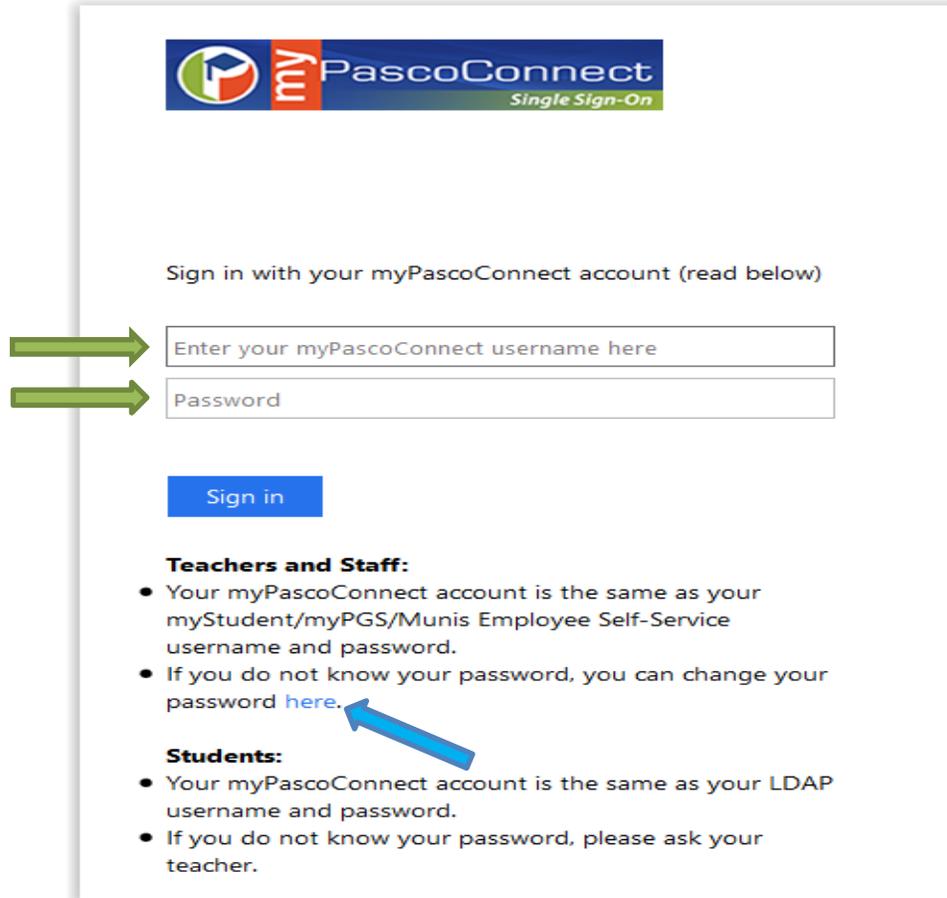
in your email that contains a link that will prompt you to “View Course Page” and gives you your user name. The picture below is only an EXAMPLE. Your name, email and username will be displayed on the email you receive. Write down this information (or print the email) for future use. Click on the “Click here to view course page” link shown below:



3. You will then be in the “My Learning” page. Select “I’m a Pasco Staff Member”.

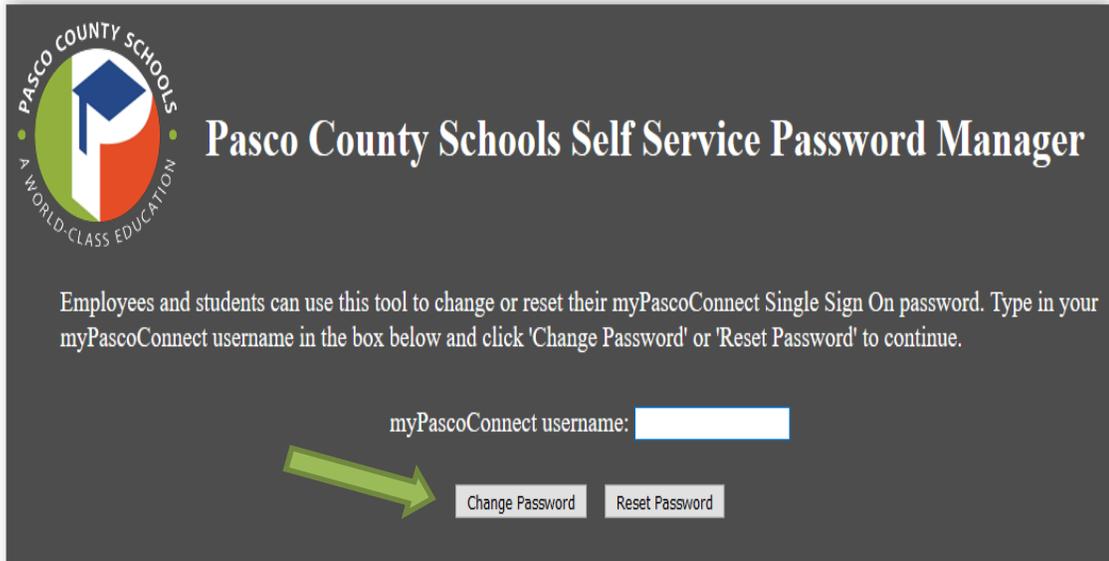


4. The screen then changes to “enter your username and your password”. Your myPascoConnect account is the same as your myStudent/myPGS/Munis Employee Self-Service username and password.

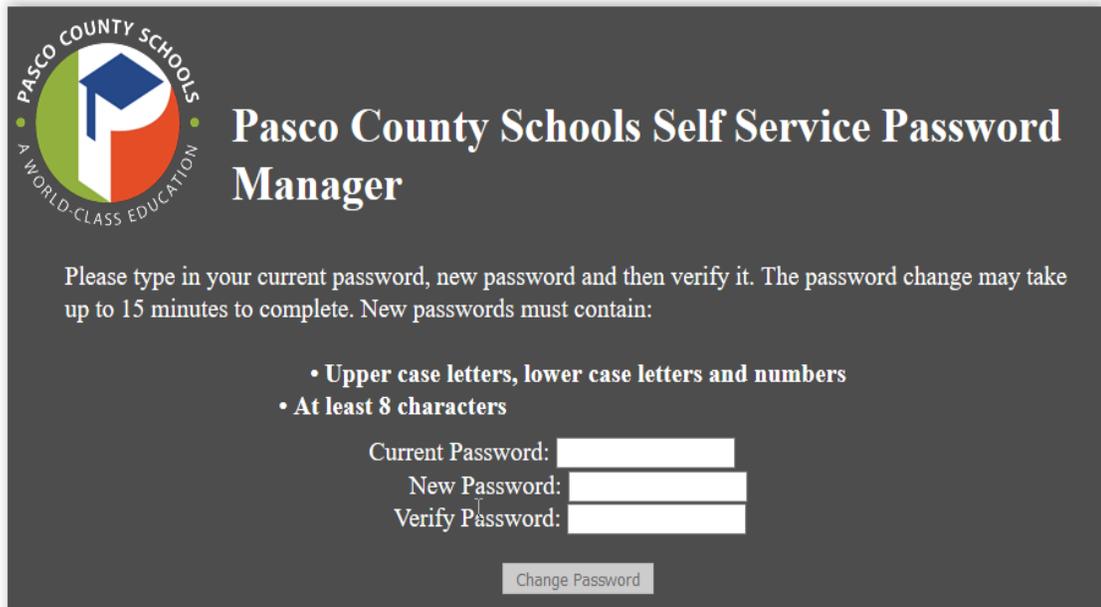


5. If you do not know your password, you can change/reset by clicking the [here](#) (shown above in blue arrow).

The following instructions are if you change password:



The screenshot shows the top section of the password manager interface. On the left is the Pasco County Schools logo, which features a stylized 'P' with a graduation cap on top, set against a circular background with the text 'PASCO COUNTY SCHOOLS' and 'A WORLD-CLASS EDUCATION'. To the right of the logo is the title 'Pasco County Schools Self Service Password Manager'. Below the title is a paragraph of text: 'Employees and students can use this tool to change or reset their myPascoConnect Single Sign On password. Type in your myPascoConnect username in the box below and click 'Change Password' or 'Reset Password' to continue.' Underneath this text is a label 'myPascoConnect username:' followed by a white rectangular input box. A green arrow points from the left towards the input box. Below the input box are two buttons: 'Change Password' and 'Reset Password'.



The screenshot shows the password change section of the password manager interface. It features the same Pasco County Schools logo and title as the previous screenshot. Below the title is a paragraph of text: 'Please type in your current password, new password and then verify it. The password change may take up to 15 minutes to complete. New passwords must contain:' followed by two bullet points: '• Upper case letters, lower case letters and numbers' and '• At least 8 characters'. Below the bullet points are three labels with corresponding white rectangular input boxes: 'Current Password:', 'New Password:', and 'Verify Password:'. At the bottom center of the form is a 'Change Password' button.

The following instructions are if you reset password:



Pasco County Schools Self Service Password Manager

Employees and students can use this tool to change or reset their myPascoConnect Single Sign On password. Type in your myPascoConnect username in the box below and click 'Change Password' or 'Reset Password' to continue.

myPascoConnect username:



Pasco County Schools Self Service Password Manager

An email has been sent to mcorreia@pasco.k12.fl.us. Click on the link in the email to continue.



PasswordReset@pasco.k12.fl.us
Password reset link

To: Maria Natividade Correia

Hello Maria,

Thank you for using the Pasco County Schools Self Service Password Manager. Please click [here](#) to reset your password. This link will expire in 10 minutes.

**** REMEMBER: Pasco County Schools will never ask you for your password. If you receive an email requesting your password, delete the message immediately. If you have any questions, contact the Help Desk. ****



Pasco County Schools Self Service Password Manager

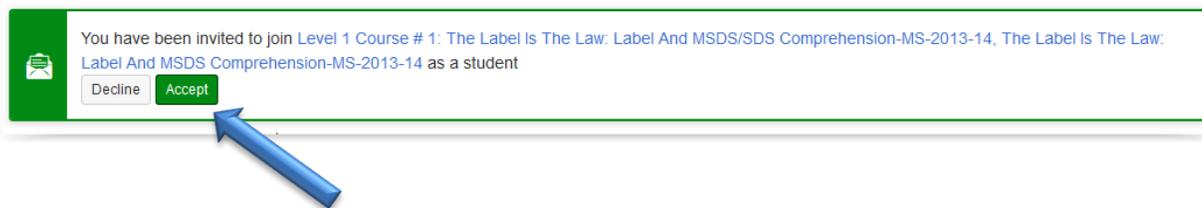
Please type in your new password and then verify it. The password change may take up to 15 minutes to complete. New passwords must contain:

- Upper case letters, lower case letters and numbers
- At least 8 characters

New Password:

Verify Password:

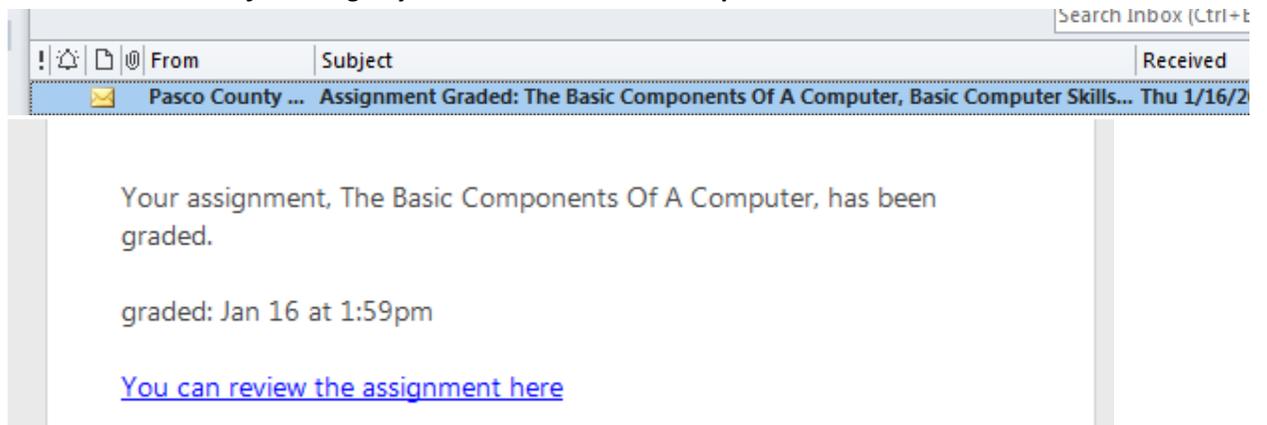
6. Once you are logged in you will be on the Canvas “Welcome” page with the title of the course(s) you have been enrolled in by Maria. You also have to click on whether you “Accept” or “Decline” and you must click “Accept” to take the course.



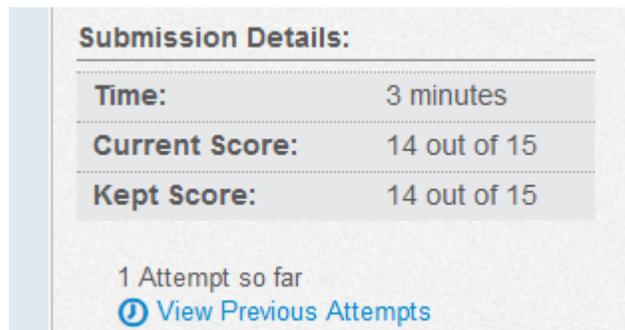
7. You will now be on the “course” page. Click on the 1st course “module” to begin taking the course and quiz. You must move through the modules and quizzes of the course in order. These courses/quizzes have no time limit assigned to them. Canvas does record the time spent taking the quiz, when you log in/out, your quiz score and which questions were wrong/right. Questions are locked after answering so you will not be able to go back and view/change answers. Once completed you may move on to the next module following the arrows at the bottom of the page until you have completed all modules and quizzes in that course. You will receive the following in your email inbox once completed:

A screenshot of the Canvas course page for "The Label Is The Law: Label And MSDS/SDS Comprehension". The page shows a sidebar with navigation options like Home, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Quizzes, Modules, Collaborations, eSchool Dashboard, and Class Notebook. The main content area displays a list of modules and quizzes. The first module is "Chemical Labels: Reading, Understanding and Following Safety Precautions, Proper Mix Ratios, U...". It contains a quiz titled "Chemical Label Quiz" with a due date of Jun 13 and 15 points. A green arrow points to this quiz. The second module is "Ties That Bind: MSDS/SDS Together With Prod..." with prerequisites listed. It contains a quiz titled "MSDS/SDS Quiz" with a due date of Jun 13 and 28 points. The third module is "Maxcom: Chemical Safety And Spill Response S..." with prerequisites listed. It contains a quiz titled "Maxcom Quiz" with a due date of Jun 13 and 14 points.

8. You will receive the following in your email inbox once completed:



Once you click on the "You can review the assignment here" link you will be redirected to your completed quiz score, time/date.



If you have difficulty gaining access to Canvas after following the steps above; you may have a browser problem. Please check with your site manager or tech specialist to determine if this is the issue. (Please keep in mind that these courses are not to be taken during your work schedule.) Canvas Pasco is one of the main online learning programs in Pasco County Schools (for students and staff) and as such is accessible to you with your DSBPC email address. Canvas also has various tutorials, a help desk and there are video tutorials developed by DSBPC Professional Development to help you utilize this learning system successfully.