## **Enrollment: Step-by-step Instructions**

The Center for Agriculture and Food Security and Preparedness NETWORK OF AGRICULTURE

Enrollment in the MGT489 course includes the introductory, self-paced <u>prerequisite</u> course, AWR425W.

To enroll in the May 29-30 class at King County OEM, you will be doing two steps:

- 1. Creating an account in the Univ. of Tennessee's "Canvas" Learning Management System (LMS).
- 2. Enrolling in the actual class.

To begin, click on this link and then click on the 'Enroll Now' button. (Images below are for an example course.) <u>https://cafsp-ut.pdx.catalog.canvasIms.com/courses/mgt489-king-county-may-29-30</u>

1. Select the "Enroll Now" button



2. A login page is displayed where a Guest Account can be created. If you have a UTK NetID, please use your UTK credentials.

UTCVM
Welcome!
All UTX faculty staft, and students automatically receive a UT account in Cenyos Catalog. These accounts are created at the beginning of each month. If you are a guest of the University of Tensessee, Knowlife, log in In with your existing guest account or create an account below.
Log In
Do you have an active UTK NetID? Do you already have a guest account? Log in heref
Create a Guest Account
Full Name
Enter Full Name
Email
Enter Email
Confirm Email

- 3. Fill out the form and select all the checkboxes (Note: one checkbox does not have a complete statement). Select "I'm not a Robot" and click on the "Register a New Guest Account" button. The system will generate a "Welcome to Catalog" <u>email</u> to your registered email address. The Canvas notification may take a moment to arrive in your inbox thank you for your patience.
- 4. You will see a Checkout screen select Enroll.

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	Checkout			
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	14		Free	
				Cancel

5. Wait until the Enrollment in Process message changes to Ready to Begin (only a moment).

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	You have success Go to your Catalog S	eady to Begin fully enrolled in the following listing. itudent Dashboard to begin the course.	
	FEMA	PER404 Fairbanks AK Dec 5-8 2022	2
	F	Go to Courses Return to Catalog	

- 6. Next steps:
  - a. <u>To complete the Canvas LMS registration</u>: Open the "**Welcome to Catalog**" <u>email</u> message. Select the "Complete Registration" **button**; enter a password for your account. You will be taken to a page that displays the course name. Make a note of the email address and password you used.
  - b. <u>To complete the enrollment for \*this\* particular class</u>: Go back to your email and look for "Catalog Enrollment Confirmation" email. It will be sent to your registered address. Select the "Access Your Dashboard" button in the message. Bookmark the page to access the course going forward.

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	You are Enrolled
	PER404 Fairbanks AK Dec 5-8 2022
	Dec 05 12:00am (EST)
H Jane Doe	
You are now Catalog!	errolled in PER404 Fairbanks AK Dec 5-8 2022 on UT Canvas
For your refe copy of this (	rence, please see the details of your enrollment below, and retain a e-mail for your records.
Keep learnin UT Carwas (	g. Catalog
	Access Your Dashboard

- 7. You will be directed to the login screen for Canvas. Select the option to Login without UTK ID if you have a guest account.
- 8. Login using your email address and the password you just created. Multiple attempts to login will lock your account. See the troubleshooting section at the bottom of this document.
- 9. On your dashboard, select the title to open the course.

ø	Welcome to Carwast You've enrolled in one or more courses that have not started yet. Once those courses are available, you will see information about them here and in the navigation on the left side. In the meantime, feel free to sign up for more courses or set up your profile.	To Do Nothing for now
a	Notifications. Tell in how and when you would like to be notified of events in Carryas. Notification Preferences	Nothing for sum
Da	shboard :	
-	8404 Fairtanks AK Dec 5-6 2022	

You have now registered to Canvas Catalog and enrolled in your course.

Use this link to login and access your Dashboard: <u>https://ut.pdx.catalog.canvaslms.com/</u>

Once enrolled, please review the instructions in the course on the first page and select the Start button. The course requirements include completing a FEMA registration form. Pretests are not graded. Once the prerequisite steps are completed, your course materials will become available in Canvas for download.

**Don't forget to complete the online prerequisite course \*BEFORE\* attending MGT489.** (Start by accessing the <u>MGT489</u> course through your Dashboard.) The prerequisite course takes about 2.5 hours to complete online.

Thank you for enrolling in this course. We look forward to meeting you!

## Troubleshooting:

Make a note of the email address and password you used to login. If you forget your password, please use the Forgot Password link on the Canvas login page.

## Multiple attempts with a wrong password will lock your account.

If you have questions about Canvas or need help with navigation,

• Select this link and scroll down to the Help section at the bottom: <a href="https://oit.utk.edu/teachingtools/canvas-catalog/">https://oit.utk.edu/teachingtools/canvas-catalog/</a>

-or-

• Complete this online form <a href="https://tiny.utk.edu/tlt">https://tiny.utk.edu/tlt</a>

Get back to Canvas course after enrollment: <u>Canvas Catalog: Access Your Course</u> Enrollment information: <u>Canvas Catalog: Enroll in a Course</u>

## Additional Technology Contacts

- UT Canvas Catalog website: <u>https://oit.utk.edu/teachingtools/canvas-catalog/</u>
- Call the OIT HelpDesk at 865-974-9900
- Complete an online form at <u>https://tiny.utk.edu/tlt</u>
- Chat with the OIT HelpDesk at <a href="https://oit.utk.edu/chat/">https://oit.utk.edu/chat/</a>

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