

Dear Student,

Welcome to **(INSERT COURSE NAME, SECTION #, AND SEMESTER)**. This course **will take place using the Canvas course management system instead of Etudes.**

This class begins on Monday, **(INSERT START DATE)**. You may not be able to access your course before the first day of class. If you have not logged in and participated by the end of the first week of class you may be dropped. Students who are dropped might not be reinstated.

Canvas uses the same UserID and Password as mycollege.laccd.edu. On **(INSERT START DATE)** you may access your online class by logging in at this URL:

<https://ilearn.laccd.edu/>

For your LoginID / UserID simply use your complete Student ID Number. If you do not know your Student Identification Number you can look it up using the Student Information System (SIS) at

http://www.laccd.edu/student_information/sis_logon.asp

If you have used Canvas before, your MYCOLLEGE password should be the same. If you are a new user to mycollege.laccd.edu, your default password is 88@ + the first character of your last name (Capitalized) + the month and day of your birthdate (MMDD)

Example:

Student ID: 884590210

Born: November 11

Last Name: Gomez

- **User ID: 884590210**
- **Password: 88@G1111**

Once logged in to mycollege.laccd.edu, look for the “Canvas” link and it will direct you to your Dashboard.

You will see the course(s) you are enrolled. Just click on a course tab to access a course. If you are enrolled in a course and do not see it on the dashboard it may be because your instructor has not published it yet. To see unpublished courses click the “Courses” link on the left then “All Courses.”

If you have trouble accessing the course on, or after, the start date submit a trouble ticket by clicking on the word HELP on the canvas homepage (<https://ilearn.laccd.edu/>) and then click on REPORT A PROBLEM or by calling the 24/7 Canvas helpline at **1-844-602-6287**

Remember, you will not be able to access **(INSERT COURSE NAME AND SECTION #)** prior to the first class day. Do not share your login ID and password with anyone.

Welcome to Harbor!

(INSERT NAME OF INSTRUCTOR)