


# CANVAS LOGIN & PASSWORD RESET

## About This Guide

This guide provides step-by-step instructions for logging into Canvas and resetting passwords for both Apprentices and Journey Workers.

**For Apprentices:** This guide is only applicable if your Canvas account was already set up in class with your instructor. Your @student.ajtraining.edu email address was assigned during that class session.

**For Journey Workers:** This guide is intended for Journey Workers who have already completed the “First Time Canvas Account Setup for Journey Workers.” You must have created your account and password before following the steps in this document.

 **How to Use This Guide:** This guide is designed for both Apprentices and Journey Workers. Throughout the document, you'll see clearly marked sections and page numbers that direct you to the steps relevant to your specific situation.

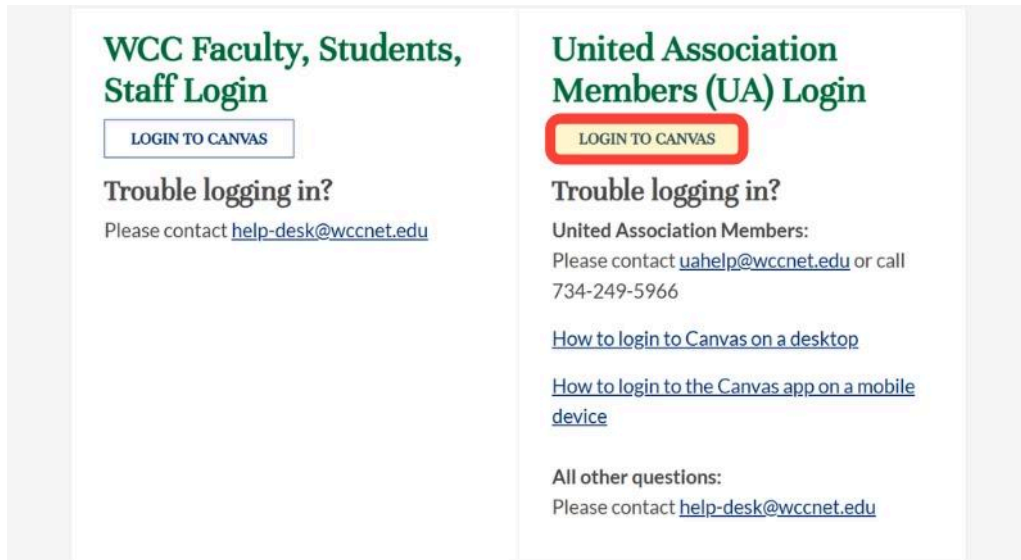
## Table of Contents

- **Canvas Login & Password Reset**  
*About This Guide – Page 1*
- **Logging Into Canvas**  
*For Apprentices & Journey Workers – Page 2*
- **Password Recovery**  
*Canvas Password Reset Instructions – Page 6*
- **Student Email Password Recovery**  
*Reset Instructions for @student.ajtraining.edu Accounts – Page 12*

# LOGGING INTO CANVAS

## For Apprentices & Journey Workers

1. Go to: [wccnet.instructure.com/login](http://wccnet.instructure.com/login) and find the **United Association Members (UA) Login** section and click the **Login to Canvas** button.



## 2. Enter login credentials:

### Journey Workers

- **Username/Login:** Your personal email address on file with your Local Union.  
**Password:** The secure password you created when you accepted your Canvas invite for the first time.

### Apprentices

- **Username/Login:** The **@student.ajtraining.edu** email address assigned to you in your apprentice class.
- **Password:** The secure password you created during your apprentice class.

**Forgot your password?** Skip to **page 6, step 2**, of this guide for step-by-step instructions on how to reset it.

The image shows the Canvas login interface on a dark blue background. At the top center is the Canvas logo, which consists of a circular icon with a grid pattern followed by the word "CANVAS" in white capital letters. Below the logo, the word "Login" is displayed in white. There are two input fields: the first is labeled "Your Email Address" and the second is labeled "Your Secure Password". Both fields have a yellow background and a red border. Below the password field, there is a checkbox labeled "Stay signed in" and a link labeled "Forgot Password?". To the right of these elements is a white button with the text "Log In".

**CANVAS**

Login

Your Email Address

Password


Your Secure Password

☐ Stay signed in

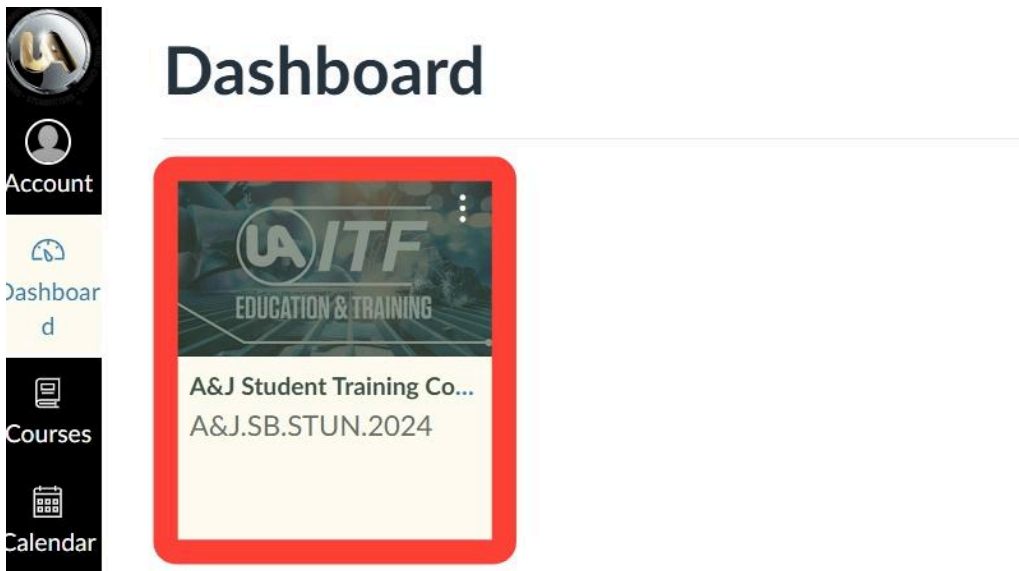
[Forgot Password?](#)

Log In

3. Click **Login**.

The image shows the Canvas LMS login page. At the top is the Canvas logo. Below it is the heading "Login". There are two input fields: "Your Email Address" and "Your Secure Password". Below the password field is a checkbox labeled "Stay signed in" and a link labeled "Forgot Password?". A red rectangular box highlights the "Log In" button.

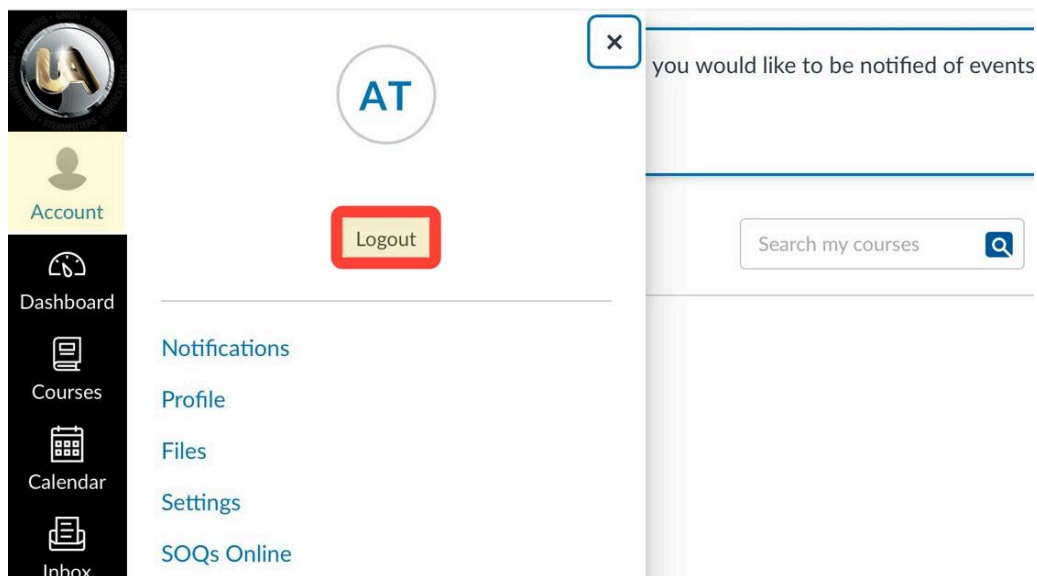
4. You have been successfully logged in. All enrolled courses will appear on your Dashboard. Click on a course to access its materials.

The image shows the Canvas dashboard. On the left is a vertical sidebar with icons and labels for "Account", "Dashboard", "Courses", and "Calendar". The "Dashboard" label is highlighted in yellow. The main area of the dashboard has the heading "Dashboard". Below the heading is a course card for "A&J Student Training Co..." with the course ID "A&J.SB.STUN.2024". The course card has a red rectangular border. The card's header image shows the "IAITF EDUCATION & TRAINING" logo.

5. This is an example of what a course on Canvas looks like.



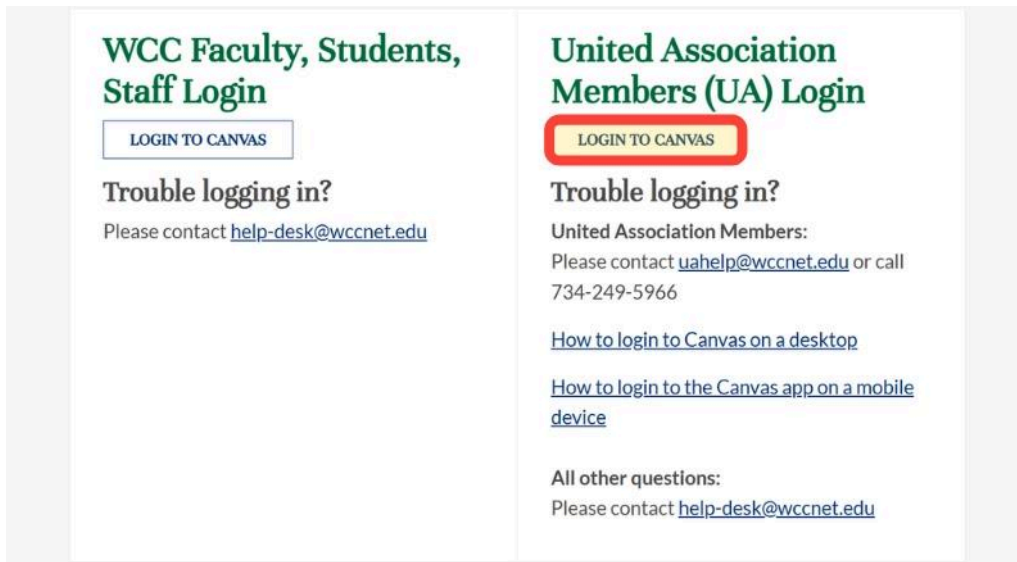
6. To sign out of Canvas: Click **Account** in the left navigation menu and select **Logout**.



# PASSWORD RECOVERY

## Canvas Password Reset Instructions

1. Go to: [wccnet.instructure.com/login/canvas](http://wccnet.instructure.com/login/canvas) and find the **United Association Members (UA) Login** section and click the **Login to Canvas** button.



The screenshot shows the login page for WCCnet. It is divided into two main sections. The left section is for 'WCC Faculty, Students, Staff Login' and the right section is for 'United Association Members (UA) Login'. Both sections have a 'LOGIN TO CANVAS' button. The button in the UA section is highlighted with a red box. Below the buttons, there are links for 'Trouble logging in?' and contact information for help-desk@wccnet.edu. The UA section also includes links for 'How to login to Canvas on a desktop' and 'How to login to the Canvas app on a mobile device'.

2. Click the '**Forgot Password?**' link.



The screenshot shows the Canvas login page. It has a dark blue background with the Canvas logo at the top. Below the logo, there are two input fields for 'Login' and 'Password'. At the bottom, there is a checkbox for 'Stay signed in' and a 'Log In' button. The 'Forgot Password?' link is highlighted with a red box.

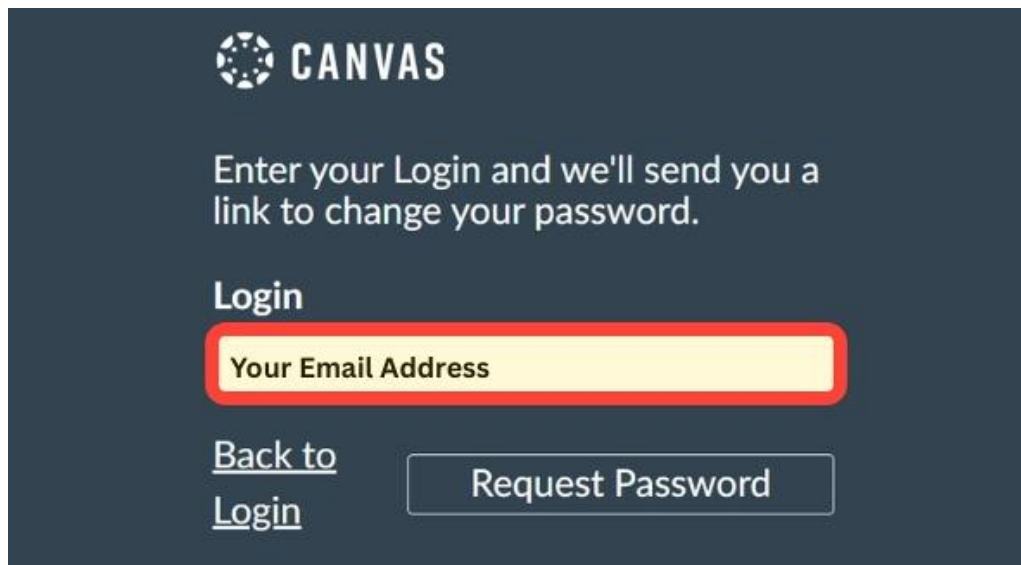
3. Enter the appropriate email address:

### **Journey Workers**

- **Username/Login:** Your personal email address on file with your Local Union.

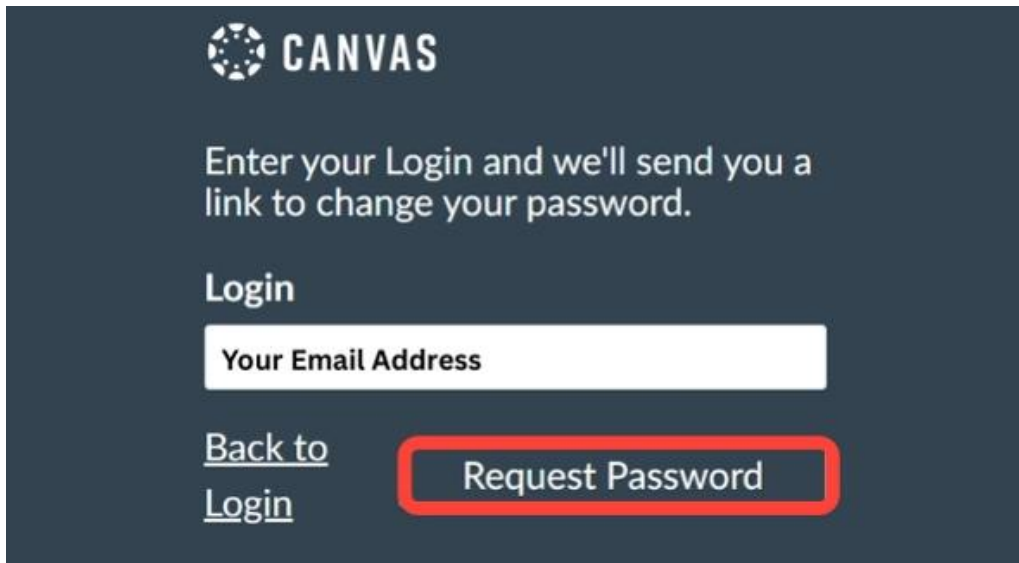
### **Apprentices**

- **Username/Login:** The **@student.ajtraining.edu** email address assigned to you in your apprentice class.



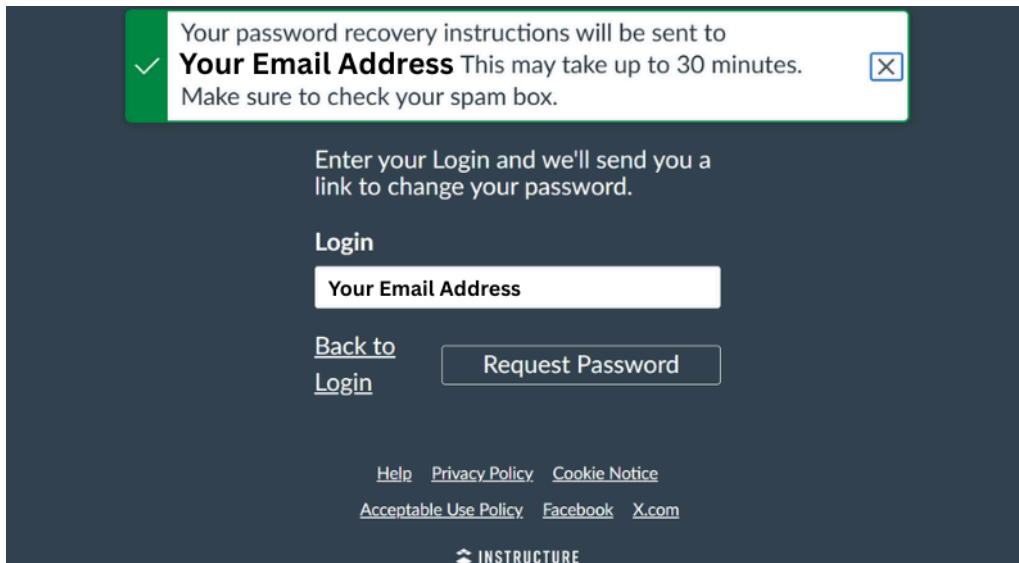
The image shows a dark blue login page for Canvas. At the top left is the Canvas logo, which consists of a circular icon with a grid of dots followed by the word "CANVAS" in white capital letters. Below the logo, the text "Enter your Login and we'll send you a link to change your password." is displayed in white. Underneath this text is the word "Login" in white. Below "Login" is a yellow rectangular input field with a red border, containing the placeholder text "Your Email Address" in black. At the bottom left, the text "[Back to Login](#)" is shown in white, with "Back to" on one line and "Login" on the next. To the right of this text is a white rectangular button with the text "Request Password" in dark blue.

4. Click the **Request Password** button.



The image shows the Canvas password recovery interface. At the top is the Canvas logo. Below it, the text reads: "Enter your Login and we'll send you a link to change your password." Underneath is the "Login" label and a text input field containing "Your Email Address". At the bottom left are the links "Back to Login". At the bottom right is a button labeled "Request Password", which is highlighted with a red rectangular border.

5. A confirmation message will appear.



The image shows the Canvas password recovery interface after a successful request. A green confirmation banner at the top contains a checkmark icon, the text "Your password recovery instructions will be sent to **Your Email Address** This may take up to 30 minutes. Make sure to check your spam box.", and a close button (X). Below the banner, the text reads: "Enter your Login and we'll send you a link to change your password." Underneath is the "Login" label and a text input field containing "Your Email Address". At the bottom left are the links "Back to Login". At the bottom right is a button labeled "Request Password". At the very bottom, there are links for "Help", "Privacy Policy", "Cookie Notice", "Acceptable Use Policy", "Facebook", and "X.com", followed by the "INSTRUCTURE" logo.



## 6. Check Your Inbox for the Password Reset Email (Can Take Up to 30 Minutes)



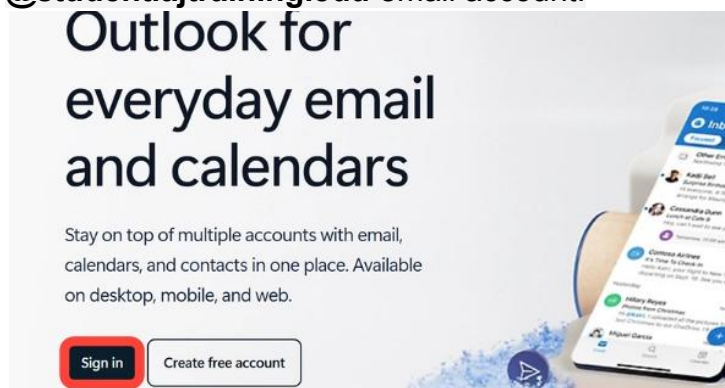
### Journey Workers

- Log in to your **personal email** (on file with your Local Union).
- Look for an email titled **Forgot Password: Canvas** from **Instructure Canvas**.
  - **If you see the email**, proceed to page 10, step 7.
  - **If you don't see it**, check your junk or spam folder and go to page 10, step 7.

Your Canvas account uses your **personal email address**, which is **not managed by A&J Training Trust**. If you're unable to access your personal email, you will need to **contact your email provider directly** to recover or reset your password.

### Apprentices

- Go to [outlook.com](https://outlook.com) and click the **sign in** button to log in to your **@student.ajtraining.edu** email account.



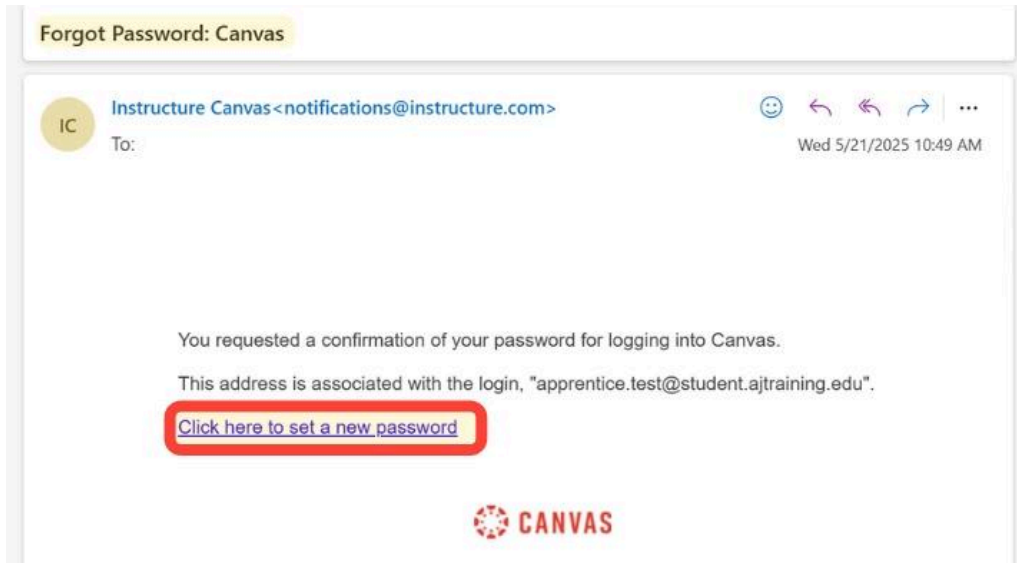
- Look for an email titled **Forgot Password: Canvas** from **Instructure Canvas** and proceed to page 10, step 7.

If you've forgotten the password to your student email account, **skip to page 12, step 1**, of this guide for instructions on how to reset your **@student.ajtraining.edu** email password.

### Important Notes:

- The password reset email can take **up to 30 minutes** to arrive.
- If the reset email hasn't arrived after 30 minutes call the **WCCNET Help Desk** at **(734) 249-5966** for assistance.

7. In your inbox open the message titled **Forgot Password: Canvas** from **Instructure Canvas** and click the blue underlined '**Click here to set a new password**' link.



8. Create a secure and memorable password.

Change login password for YOUR NAME

Your Email Address

New Password \*

Enter A Secure & Memorable Password

Confirm New Password \*

Enter A Secure & Memorable Password

Update Password

**REQUIRED: Use a strong password with at least eight characters, including uppercase and lowercase letters, numbers, and symbols.**

9. Click the **Update Password** button.

Change login password for YOUR NAME

Your Email Address

New Password \*

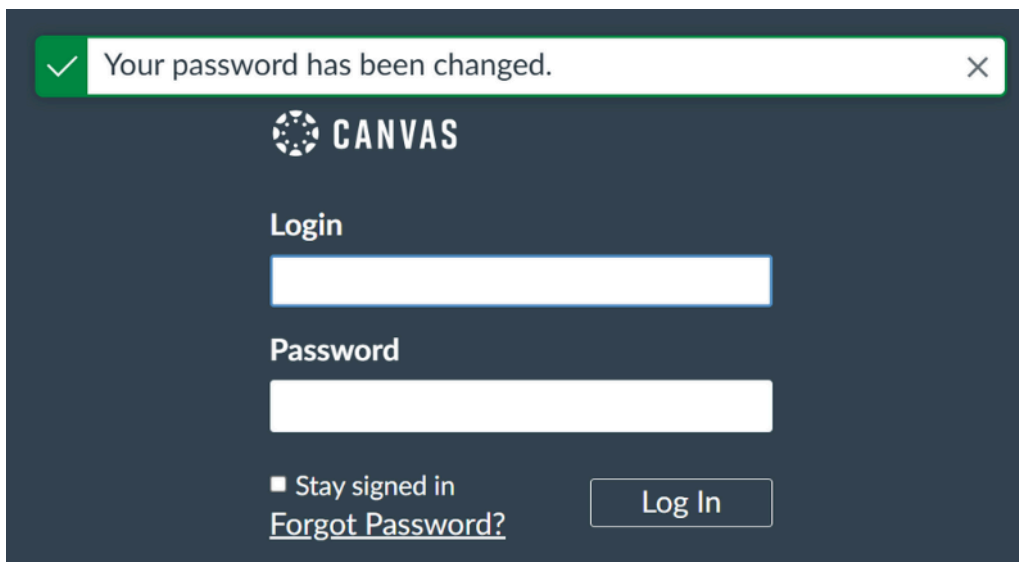
Enter A Secure & Memorable Password

Confirm New Password \*

Enter A Secure & Memorable Password

Update Password

10. After redirection to the login page, return to **page 3, step 2** of this guide to sign in with the new password.

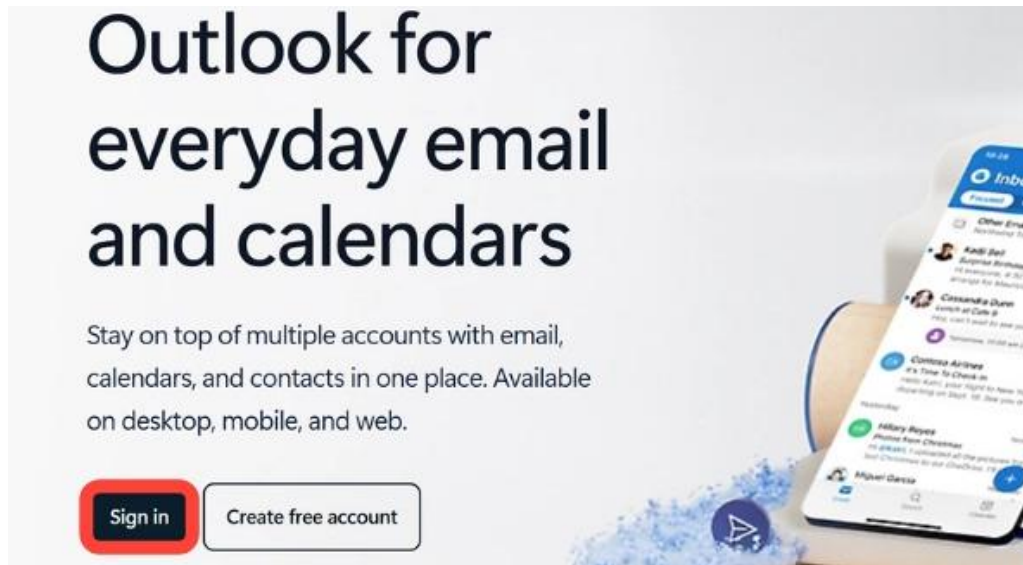


A screenshot of the Canvas LMS login page. At the top, a green checkmark icon is followed by the message "Your password has been changed." in a white box with a close button (X) on the right. Below this is the Canvas logo, which consists of a circular icon with a grid pattern and the word "CANVAS" in a bold, sans-serif font. Under the logo, the word "Login" is displayed. Below "Login" are two white input fields: the first is for the username and the second is for the password. At the bottom left, there is a checkbox labeled "Stay signed in" and a link that says "Forgot Password?". To the right of these is a white button with the text "Log In".

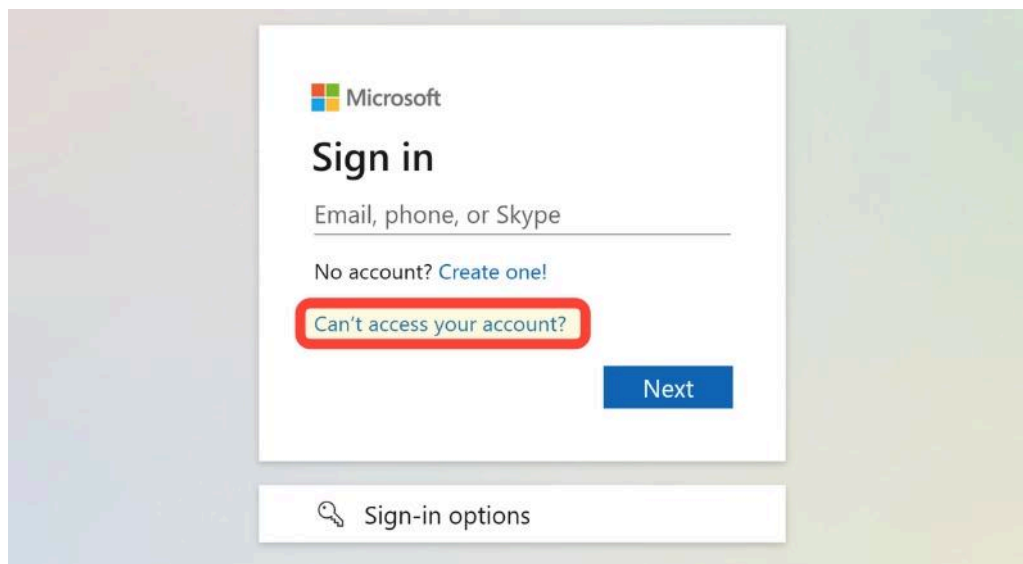
# STUDENT EMAIL PASSWORD RECOVERY

## Apprentice Reset Instructions for [@student.ajtraining.edu](mailto:student.ajtraining.edu) Email Accounts

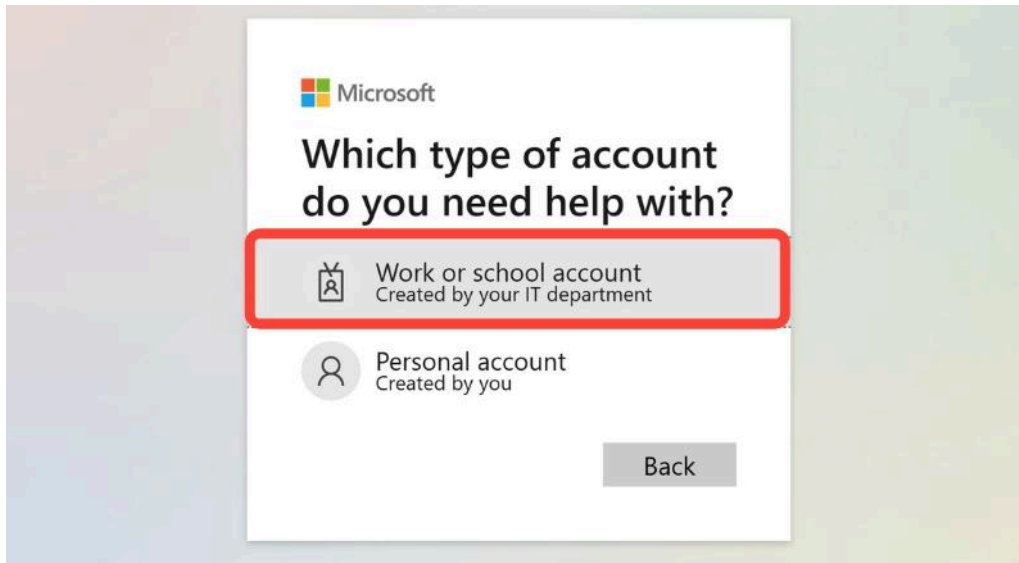
1. Go to: [www.outlook.com](http://www.outlook.com) and click the **Sign In** button.



2. Click the blue underlined '**Can't access your account?**' link.



3. Select the **'Work or school account created by your IT department'** option.



4. Enter the [@student.ajtraining.edu](mailto:student.ajtraining.edu) email address assigned to you in class.

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below

Email or Username: \*

[first.lastname@student.ajtraining.edu](mailto:first.lastname@student.ajtraining.edu)

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio. \*

## 5. Complete the CAPTCHA

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: \*

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio. \*

## 6. Click the Next button

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: \*

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio. \*

7. Enter the **mobile phone number** associated with your student account.

## Get back into your account

verification step 1 > choose a new password

---

Please choose the contact method we should use for verification:

☒ Text my mobile phone

☐ Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (\*\*\*\*\* ) below. You will then receive a text message with a verification code which can be used to reset your password.

Enter your phone number

Text

8. Click the **Text** button.

## Get back into your account

verification step 1 > choose a new password

---

Please choose the contact method we should use for verification:

☒ Text my mobile phone

☐ Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (\*\*\*\*\* ) below. You will then receive a text message with a verification code which can be used to reset your password.

Enter your phone number

Text

9. Enter the verification code received via text message. The text message will read something like this:

Use verification code ##### for Microsoft authentication and enter the number on your computer.

## Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

☒ Text my mobile phone

☐ Call my mobile phone

We've sent you a text message containing a verification code to your phone.

Enter your verification code

Next

Try again

Contact your administrator

10. Click **Next**.

## Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

☒ Text my mobile phone

☐ Call my mobile phone

We've sent you a text message containing a verification code to your phone.

Enter your verification code

Next

Try again

Contact your administrator



## 11. Create a secure and memorable password.

Microsoft

Get back into your account

verification step 1 ✓ > **choose a new password**

\* Enter new password:

ENTER A SECURE & MEMORABLE PASSWORD

Password strength

\* Confirm new password:

ENTER A SECURE & MEMORABLE PASSWORD

Finish

Cancel

A strong password is required. Strong passwords are 8 to 256 characters and must combine uppercase and lowercase letters, numbers, and symbols. They cannot contain your username.

**NOTE: According to Microsoft a strong password is required. Strong passwords are 8 to 256 characters and must combine uppercase and lowercase letters, numbers, and symbols. They cannot contain your username.**

12. Click **Finish**.

Microsoft

## Get back into your account

verification step 1 ✓ > **choose a new password**

\* Enter new password:

ENTER A SECURE & MEMORABLE PASSWORD

Password strength

\* Confirm new password:

ENTER A SECURE & MEMORABLE PASSWORD

Finish

Cancel

A strong password is required. Strong passwords are 8 to 256 characters and must combine uppercase and lowercase letters, numbers, and symbols. They cannot contain your username.

13. Select the blue underlined **Click here** link and **log in** with your updated credentials. Then, return to **page 10, Step 7**, to complete the Canvas password reset process.

Microsoft

## Get back into your account

✓ Your password has been reset

To sign in with your new password [click here](#).