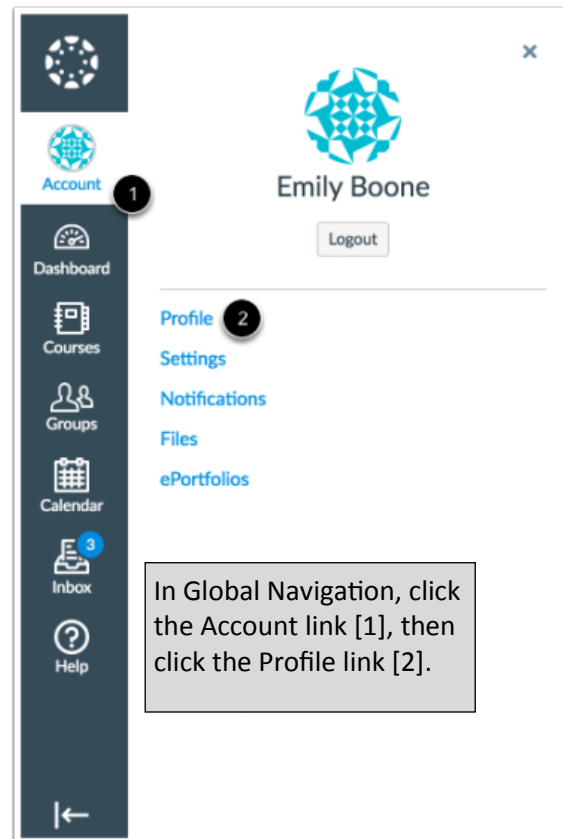


# PROFILE AND USER SETTINGS

Profile and User Settings let you control your personal information in Canvas. You can control this information in the Help Corner.

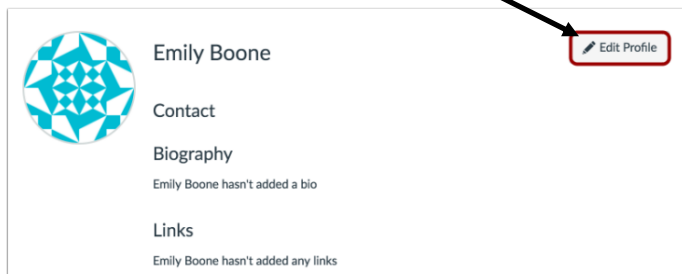
- View and edit your user settings, such as display name, language preference, and time zone
- Change your default email address or add an additional email address for notifications
- Add a text (SMS) contact method for notifications
- View or add a profile picture
- Set Notifications for your favorite communication channels
- Upload personal Files
- Create and manage ePortfolios of your course work
- Manage new user features
- Download your assignment submissions from current and previous courses

## Open Profile



## Edit Profile

Click the Edit Profile button.



## Edit Profile Picture

To upload a profile picture, click the profile picture icon.



# PROFILE AND USER SETTINGS

## Changing my login password

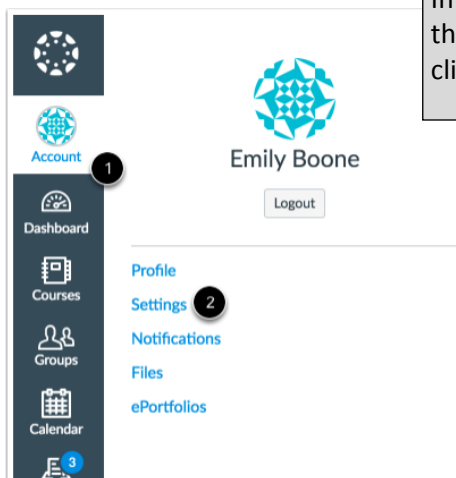
You may be able to change your password in your profile settings.

There are no password reset intervals, so you can change your password as little or as often as you want. However, you can keep strong passwords effective by changing them often.

Here are some good password guidelines:

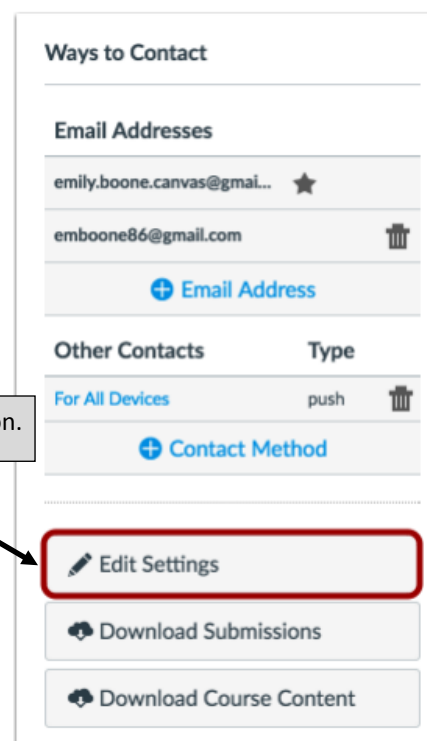
- Use at least eight characters (the more the better), but most people will find anything more than about 15 characters difficult to remember.
- Use a random mixture of characters, upper and lower case, numbers, punctuation, spaces and symbols.
- Don't use a word found in a dictionary, English or foreign.

### Open User Settings



In Global Navigation, click the Account link [1], then click the Settings link [2].

### Edit Settings

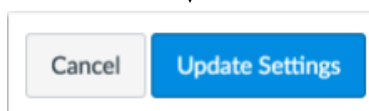


Click the Edit Settings button.

### Change Password

Click the Change Password checkbox [1] to create a new password. Type your old password in the Old Password field [2]. Type your new password in the New Password field [3]. Type your new password again in the Confirm Password field [4].

Then click Update Settings



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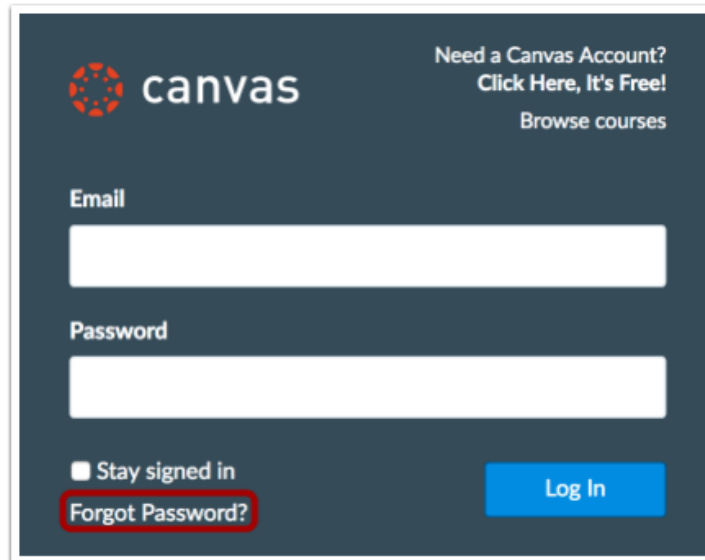
## PROFILE AND USER SETTINGS

### Resetting Password

You can reset your password through a link in the password request email.

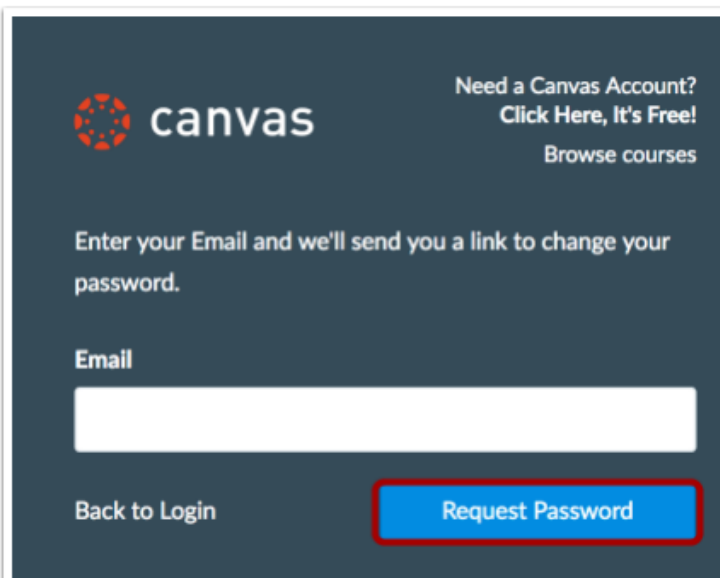
In a new browser window, open to your Canvas login page. Click the Forgot Password? link. Note: If your login screen does not show the password reset link, contact your institution for assistance.

#### Reset Password



The image shows the Canvas login page. At the top left is the Canvas logo. To the right, it says "Need a Canvas Account? Click Here, It's Free!" and "Browse courses". Below the logo are two input fields: "Email" and "Password". At the bottom left, there is a checkbox labeled "Stay signed in" and a link labeled "Forgot Password?". At the bottom right is a blue button labeled "Log In". The "Forgot Password?" link is highlighted with a red rectangle.

Enter the login information associated with your Canvas account and click the Request Password button.  
Note: The password reset field verifies password reset information by user login. Depending on your institution, login information may vary.



The image shows the Canvas password reset page. At the top left is the Canvas logo. To the right, it says "Need a Canvas Account? Click Here, It's Free!" and "Browse courses". Below the logo, it says "Enter your Email and we'll send you a link to change your password." Below this is an "Email" input field. At the bottom left is a link labeled "Back to Login". At the bottom right is a blue button labeled "Request Password". The "Request Password" button is highlighted with a red rectangle.

Return to your email account and sign in. Open the Forgot Password email. (If the email is not in your Inbox, check your Spam folder.) If your user login is associated with multiple email addresses, password reset instructions will be sent to each address.

Follow instructions in email.

# PROFILE AND USER SETTINGS

## Notification Preferences

In Canvas you can add contact methods to receive notifications. Contact methods allow you to select how you want to be notified when various events occur within a course.

Notifications are applied to all courses in Canvas. Canvas supports notification through email, SMS text message, and Twitter. Once you add contact methods, you can set your own Notification Preferences to select how often you want to be notified of course events.

### Open User Settings

The screenshot shows the Canvas user settings page for Emily Boone. The left sidebar contains navigation links: Account (1), Dashboard, Courses, Groups, Calendar, and Inbox (3). The main content area has links for Profile, Settings (2), Notifications, Files, and ePortfolios. A 'Logout' button is also present. On the right, the 'Ways to Contact' section shows 'Email Addresses' with two entries: 'emily.boone.canvas@gmail...' (marked with a star) and 'emboone86@gmail.com' (with a delete icon). Below this is a '+ Email Address' link (1). The 'Other Contacts' section shows 'For All Devices' with a 'push' type and a delete icon, followed by a '+ Contact Method' link (2).

In Global Navigation, click the Account link [1], then click the Settings link [2].

In the **Ways to Contact** sidebar, your account displays the default email associated with your account, if any.

However, if you want to add an additional email address, click the Add Email Address link [1]. If you want to add SMS text messages as a contact method, click the Add Contact Method link [2].

Canvas does not send notifications to communication channels that have bounced, which means the channel can no longer attempt to generate or send a notification. Bounces can occur from invalid addresses (caused by address typos, changed addresses, etc.) or blocked servers. You will be notified in Canvas when one of your communication channels has bounced. I

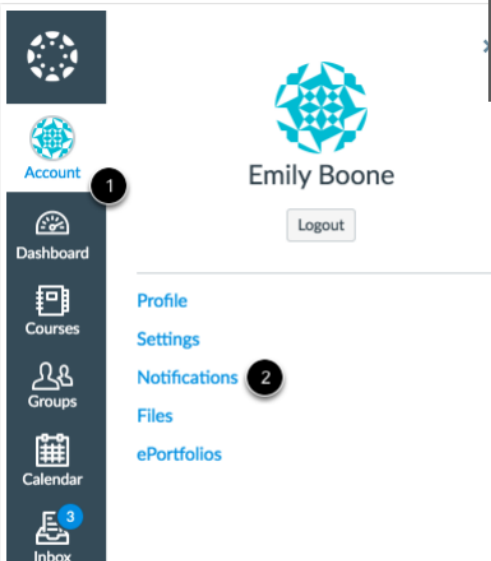
f you are on a Canvas page outside of your User Settings, Canvas displays a warning banner at the top of your browser window.

In User Settings, Canvas may display the following icons to indicate a contact method's status:

- Merge: allows you to merge accounts with another Canvas account that uses the same email address.
- Check Mark : notifies you of an unconfirmed email address.
- Warning : indicates a bounced contact method. To correct the error, you can remove then re-add the contact method to your profile. To delete a contact method, click the Delete icon.

# PROFILE AND USER SETTINGS

## Notification Preferences



In Global Navigation, click the Account link [1], then click the Notifications link [2].

**Notes:**

- Each set notification preference will automatically apply to all of your courses. They cannot be set individually.
- Twitter and SMS notification preferences do not support daily summary or weekly summary options.
- Unregistered contact methods will appear in notification preferences but will not receive notifications until you confirm the registration.

Each notification is set to a default preference. To change a notification for a contact method, locate the notification and click the icon for your preferred delivery type.

To receive a notification right away, click the check mark icon [1]. *These notifications are delayed by one hour in case an instructor makes additional changes, which prevents you from being spammed by multiple notifications in a short amount of time.*

To receive a daily notification, click the clock icon [2]. To receive a weekly notification, click the calendar icon [3]. The date and time of your weekly notifications are posted at the bottom of the notifications page.

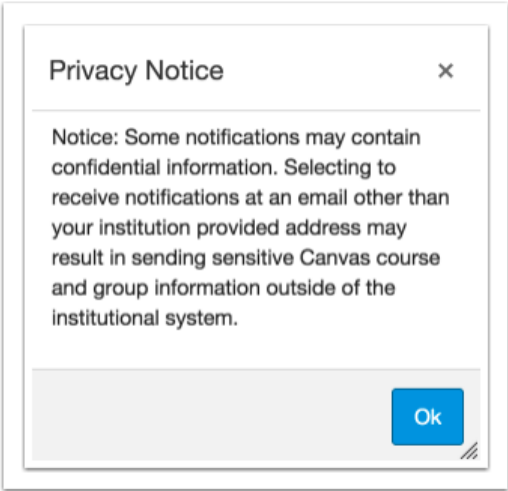
If you do not want to receive a notification, click the remove icon [4].

Notification Preferences				
<input checked="" type="checkbox"/> Notify me right away <input checked="" type="checkbox"/> Send daily summary <input checked="" type="checkbox"/> Send weekly summary <input checked="" type="checkbox"/> Do not send me anything				
Course Activities	Email Address emily.boone.canvas@gmail.com	Email Address emboone86@gmail.com	Push Notification For All Devices	Cell Number 1234567890@txt.att.net
Due Date	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Grading Policies	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Course Content	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Files	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Announcement	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Announcement Created By You	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

# PROFILE AND USER SETTINGS

## Privacy Notice

If you've set a notification preference for an email address that is outside your institution, you may see a privacy warning. You can close the warning by clicking the OK button. Once the warning has been displayed, it will not display again.



## Push Notifications

If you have enabled push notifications in the Canvas by Instructure app, the Notifications page displays a Push Notification column. Please be aware that push notifications can only be sent to your mobile device right away or not at all—daily and weekly notification options are not supported.

Course Activities	Email Address	Email Address	Push Notification
	emily.boone.canvas@gmail.com	emboone86@gmail.com	For All Devices
Due Date	<div><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div>	<div><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div>	<div><input checked="" type="checkbox"/> <input type="checkbox"/></div>
Grading Policies	<div><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div>	<div><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div>	<div><input checked="" type="checkbox"/> <input type="checkbox"/></div>
Course Content	<div><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div>	<div><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div>	<div><input checked="" type="checkbox"/> <input type="checkbox"/></div>
Files	<div><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div>	<div><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></div>	<div><input checked="" type="checkbox"/> <input type="checkbox"/></div>

## PROFILE AND USER SETTINGS

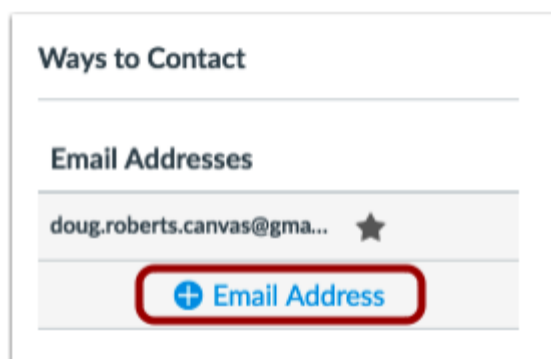
### Adding an additional email address as a contact method

When you create a contact method in Canvas, you can use that contact method as a way to receive Canvas notifications.

By default, notifications are sent to the email address used to create your Canvas account. However, you can add an additional email address if you do not want to use your existing email address or want to use an additional email for notifications.

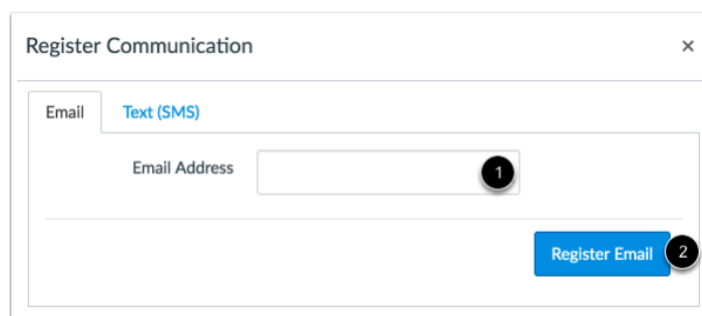
In Global Navigation, click the Account link, then click the Settings link.

In the Email Addresses section, click the Add Email Address link.



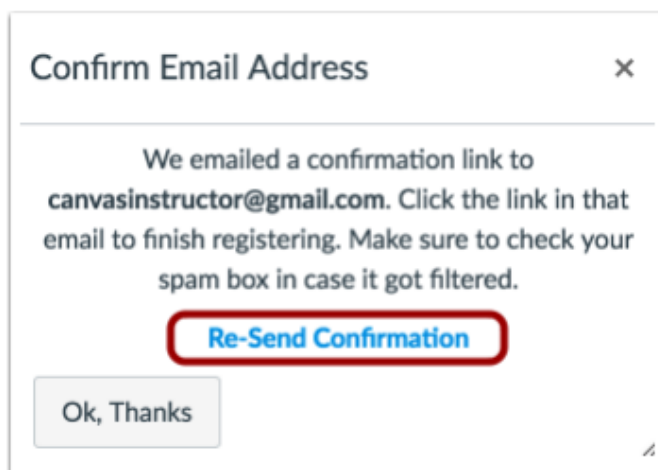
Type in the email address you want to add in the text field [1]. When you are finished, click Register Email [2].

#### Register Email



Open your email account you just added. Click the link that is in the email to finish registering the additional email address. You may have to check your junk mail folder.

#### Confirm Email Address



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## PROFILE AND USER SETTINGS

### Changing my default email address in my user account

Your default email address is used as your main contact method in Canvas and is added when creating your Canvas account. Email addresses are used to create Canvas notifications; they are not used as a contact method for other Canvas users. If you add another email address as a contact method, you can change your default email address in Canvas.

In Global Navigation, click the Account link, then click the Settings link.

In the Ways to Contact sidebar, under Email Addresses, you can tell what email address is your default by the star icon next to the email address.

To choose a new default email address, hover over the email address and a faint star icon will appear. Click the star icon.

