



Student Name \_\_\_\_\_

Datatel ID Number \_\_\_\_\_

## Welcome to Stanly Community College!

This document has been sent to you to supply the information you need to:

- Access our online learning system
- Access your e-mail account
- Find help, should the need arise

### Accessing Canvas

Your online class is delivered through Canvas, our online learning system. You will log into Canvas and your class each time you work in the class. The information you need to log into Canvas is detailed below in step-by-step instructions. Please note that it is imperative you log in immediately after on the start date of your class.

1. Go to <http://www.stanly.edu> and click the Canvas link in the upper right of the homepage.
2. On the next page: Enter your SCC User ID and your SCC password in the password box.
  - Your Canvas login and password is the same as it is in Web Advisor.
  - **The ID is set up as follows:**
    - first initial + last name + last four digits of Datatel ID number (all lower case)
    - For example: Donald Duck with the Datatel ID number of 765432 would have a user ID of dduck54323.
    - IF you registered on or before 12/15/11, your default password will follow a format using the first initial of your last name (capitalized) + the second letter of your last name (lower case) + the last four digits of your Datatel ID number.
    - For example: Donald Duck, whose ID number is 765432, would have a default password of Du5432.
    - IF you registered on or after 12/16/11, your default password will follow a format using the first two letters of your last name with the first letter capitalized followed by two digit month, two digit day, two digit year of your birthday.
    - For example: Donald Duck, who was born on 06/09/1934, would have a default password of Du060934.

3. On the next page: you will see a list of your online courses, in addition to the courses in which you are enrolled.

### Finding help:

If you encounter any problems **logging into Canvas OR into your online class**, contact the SCC help desk:

- By phone: 704-991-0222
- By e-mail: [helpdesk@stanly.edu](mailto:helpdesk@stanly.edu)
- By live chat: <http://helpdesk.stanly.edu> or [www.stanly.edu](http://www.stanly.edu) and click the "Help" link

If you encounter problems **related to the class or its content**, contact your instructor

- Instructor contact is on the course syllabus, linked from the course homepage
- Please note: The Canvas e-mail link within a course is confined to that course only and **CANNOT** be sent to an outside account

## **WebAdvisor**

WebAdvisor will allow you to register and pay for classes, request transcripts, update your personal information, view a summary of your account, and request enrollment verification.

Here's how to access WebAdvisor:

1. Go to the Stanly Community College website (<http://www.stanly.edu>). Click on the link for WebAdvisor.
2. Click on the link to login. Enter your User Name and Password and click "Submit". This will take you to the WebAdvisor Main Menu. The username (User ID) is the same as it is for Canvas and Email.

## **E-Mail**

Since you are a student in at least one of our programs, we automatically created an email address for you. Here's how to access yours:

1. Go to the Stanly Community College website (<http://www.stanly.edu>). Click on the link for Email/Student Email. This will take you to a login page. Enter your User Name and Password and click "Submit" This will now take you to your inbox. The username (User ID) is the same as it is for WebAdvisor and Canvas.
2. The first time you login to your email account you will be asked to create your account. Simply type the special characters you will see on your screen and read over the Google Terms of Service. When you are ready to proceed click the "I accept Create my account" button. You should only have to perform this step the first time you login.

**Additional Information:** When using any computer on the Stanly Community College campus, you will be required to use your username and password. Your username will be the same for Canvas, Student Email, Google Apps, campus computer login, and WebAdvisor. All these services share the same password. If you change your password in WebAdvisor, for example, then this also changes the password for Canvas, Student Email, computer login, etc.