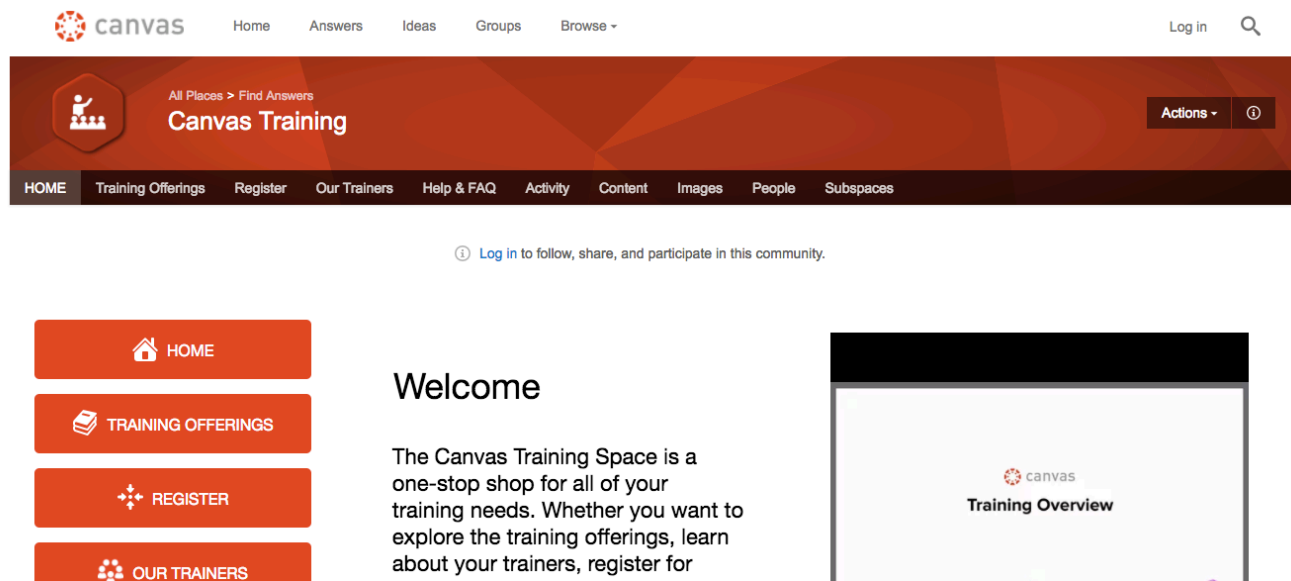


How do I create an Instructure Events account to sign up for Canvas Training?

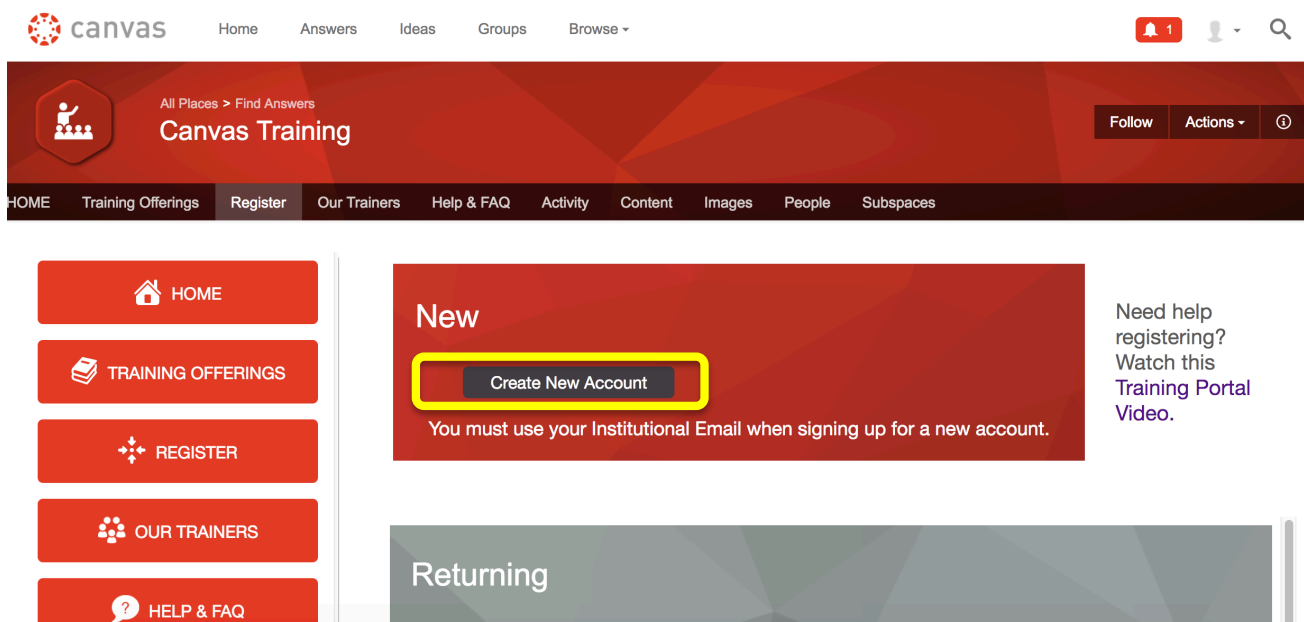
Open the Training Space

Navigate to **training.canvaslms.com** and **log in** with your Canvas credentials



The screenshot shows the Canvas Training homepage. At the top, there is a navigation bar with the Canvas logo, links for Home, Answers, Ideas, Groups, and Browse, and a Log in button. Below the navigation bar is a header section with a "Canvas Training" title and an "Actions" menu. A secondary navigation bar contains links for HOME, Training Offerings, Register, Our Trainers, Help & FAQ, Activity, Content, Images, People, and Subspaces. The main content area features a "Welcome" message and a "Training Overview" video player. On the left side, there is a vertical menu with buttons for HOME, TRAINING OFFERINGS, REGISTER, and OUR TRAINERS.

Navigate to the “Register” tab and select “Create New Account”



The screenshot shows the Canvas Training Register page. The navigation bar is the same as in the previous screenshot, but the "Register" tab is highlighted. The main content area is divided into two sections: "New" and "Returning". The "New" section features a "Create New Account" button, which is highlighted with a yellow box. Below the button, there is a note: "You must use your Institutional Email when signing up for a new account." To the right of the "New" section, there is a link to a video: "Need help registering? Watch this Training Portal Video." The "Returning" section is currently empty.

Fill out the registration form and click **Create Account**

*To create an account you **MUST** use your institution assigned email, **NOT** a personal account.



"Sign In" is required to view all available trainings

**Password must be 8 characters in length.

Create an account with Instructure Events

First Name*

Last Name*

Company

Phone



Email*

Retype Email*

Password*

Retype Password*

Title

Create Account

Look for Confirmation Message

Check your email for confirmation of your account creation. Can't find it? Make sure to check your Junk Mail.

Welcome to Instructure Events! Inbox x

