

**HOW TO ACCESS YOUR CLASS ON THE  
EAGLE ONLINE CANVAS WEBSITE**

**AND**

**HOW TO ACCESS HCC EMAIL!**

## STEP #1. MUST KNOW YOUR USER ID AND PASSWORD:

You must know your "user ID" which HCC calls the "user ID" or "Eagle ID" or "W" number (*I will refer to it as your "W" number*)

- ▶ The "W" number gives you access to the Student System (where you sign up for classes), HCC Email and Canvas.
  - ▶ Forgot it or don't know it? You can look it up by going to <http://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/>
- ▶ Your password **SHOULD** be the same for everything you log into....unless you have changed it...
  - ▶ Forgot it or don't know it? You can reset it by using the "forgot my password" link BUT you **MUST wait about 10-15 minutes before it will take effect. BE PATIENT! DO NOT KEEP CHANGING IT!!**
  - ▶ Still need help resetting your password or resetting challenge questions? Call HCC Tech support 713-718-8800

## **STEP #2. MUST USE HCC EMAIL ADDRESS AND PASSWORD TO LOGIN TO CANVAS AND COMMUNICATE WITH INSTRUCTOR:**

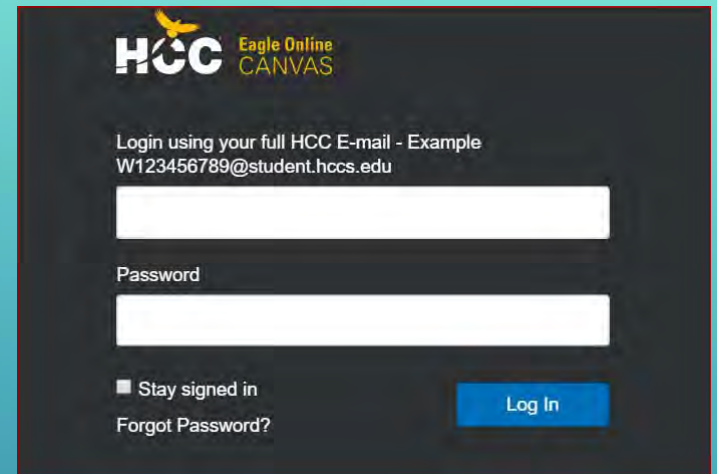
Log into HCC email by going to: <https://login.microsoftonline.com/>

- ▶ Login using your "W" number followed by @student.hccs.edu
  - ▶ *Example: W123456789@student.hccs.edu*
- ▶ Your password **SHOULD** be the same for everything you log into....unless you have changed it...
  - ▶ Forgot it or don't know it? You can reset it by using the "forgot my password" link BUT you **MUST wait about 10-15 minutes before it will take effect. BE PATIENT! DO NOT KEEP CHANGING IT!!**
  - ▶ Still need help resetting your password or resetting challenge questions? Call HCC Tech support 713-718-8800
- ▶ Bookmark HCC email website!
- ▶ An invitation to join the Canvas course SHOULD be in your inbox (check your spam/junk/clutter box!)
  - ▶ No invitation to join the course? GO TO STEP #3!

## STEP #3. LOG INTO CANVAS WEBSITE:

Log into Canvas website by going to <https://hccs.instructure.com>

- ▶ Login using **ENTIRE** HCC email address which is the "W" number followed by @student.hccs.edu
  - ▶ Example: W123456789@student.hccs.edu
- ▶ Your password **SHOULD** be the same for everything you log into....unless you have changed it...
  - ▶ Forgot it or don't know it? You can reset it by using the "forgot my password" link BUT you **MUST wait about 10-15 minutes before it will take effect. BE PATIENT! DO NOT KEEP CHANGING IT!!**
  - ▶ Still need help resetting your password or resetting challenge questions? Call HCC Tech support 713-718-8800
- ▶ Bookmark Canvas website

The image shows a login interface for HCC Eagle Online Canvas. At the top left is the HCC logo with a yellow eagle icon. To its right is the text "Eagle Online CANVAS". Below this, it says "Login using your full HCC E-mail - Example W123456789@student.hccs.edu". There are two white input fields: the first is for the email address and the second is for the password, with the label "Password" to its left. Below the password field, there is a checkbox labeled "Stay signed in" and a link "Forgot Password?". A blue "Log In" button is located to the right of the "Forgot Password?" link.

## **PROBLEMS?**

**If you were able to login to your HCC email or Canvas but you are now having technical difficulties:**

- ▶ Call HCC Tech support 713-718-8800

**Forgot it or don't know your "user ID" or "Eagle ID" or "W" number ?**

- ▶ You can look it up by going to <http://www.hccs.edu/resources-for/current-students/student-e-malleagle-id/>

**Still need help resetting your password or resetting challenge questions?**

- ▶ Call HCC Tech support 713-718-8800