# 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

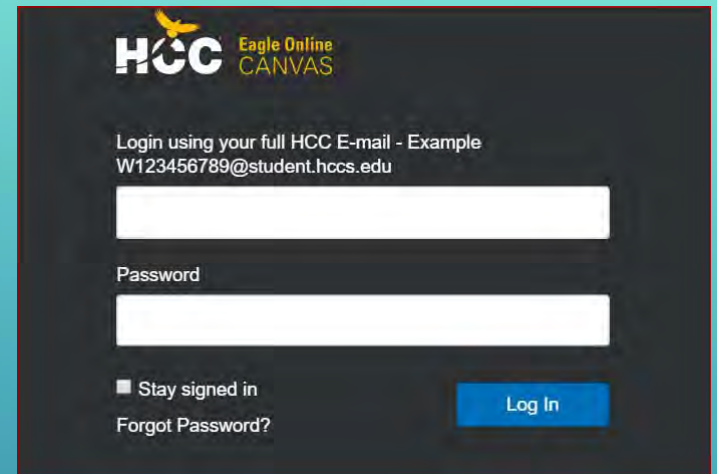## STEP #2.  MUST USE HCC EMAIL ADDRESS AND PASSWORD TO LOGIN TO CANVAS AND COMMUNICATE WITH INSTRUCTOR:

**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!

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# 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

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# 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-maileagle-id/

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

- ▸ Call HCC Tech support 713-718-8800

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