How do I register for Canvas Training?

Sign In to your Instructure Events Account

In a new window or tab, navigate to training.canvaslms.com.
Scroll to View Event Portal / Sign In

Click the “View Event Portal” tab.

*Sign in is required to view all available trainings.

Click the Sign In link in the top right-hand corner of the screen. Sign In using your Instructure Events credentials (should be your institution assigned email).
Register for a Training

Click the Calendar link to the left of the Training Calendar to view all trainings listings by month.

Toggle to view training offerings for future months by clicking on the tab [1] located in the top right hand corner of the Training Calendar.

Filter training offerings by training type using the Browse By Category link [2] to the left of the calendar.
Hover over a day on the **Training Calendar** to view more details.

Click on a training session to **register**

Click on the “**Register Now**” link.
Fill out the **Registration Form**.

Please make sure to register using your **institution assigned email address** **NOT** a personal account.

Click the **Submit** button to complete registration.
Confirmation Messages

My Events

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR 10</td>
<td>Part 2 - Canvas Fundamentals Higher Ed (March 10, 2016)</td>
<td>9:00am - 10:30am (MST)</td>
</tr>
<tr>
<td></td>
<td>This session is aimed at a Higher Ed audience but anyone is welcome</td>
<td></td>
</tr>
<tr>
<td></td>
<td>to attend. This training is part 2 of 2 and will guide participants</td>
<td></td>
</tr>
<tr>
<td></td>
<td>through more intermediate level features and use of Canvas.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Registered</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Details...</td>
<td>Instructor Training</td>
</tr>
</tbody>
</table>

After clicking Submit, you will be taken to a Confirmation Page within the Training Space.

You should also receive a Confirmation Message that you are registered for the training in your email inbox. Can't find it? Make sure to check your Junk Mail.