



Virginia Cooperative Extension

Virginia Tech • Virginia State University

What to Expect After Registering for a VCE Program That Uses the Canvas System

1. **Emails to expect:** After you complete your registration, you will receive several emails from vceprograms@vt.edu. If you set up a new account while registering, these emails will include:
 - a. **Virginia Cooperative Extension User Name** – this email confirms the username you have set on your new registration account
 - b. **Virginia Cooperative Extension New Account – Set Your Password** – this email provides a link to set your password for your new registration account. This email comes right after you have completed your registration, and the link is only valid for 30 minutes.

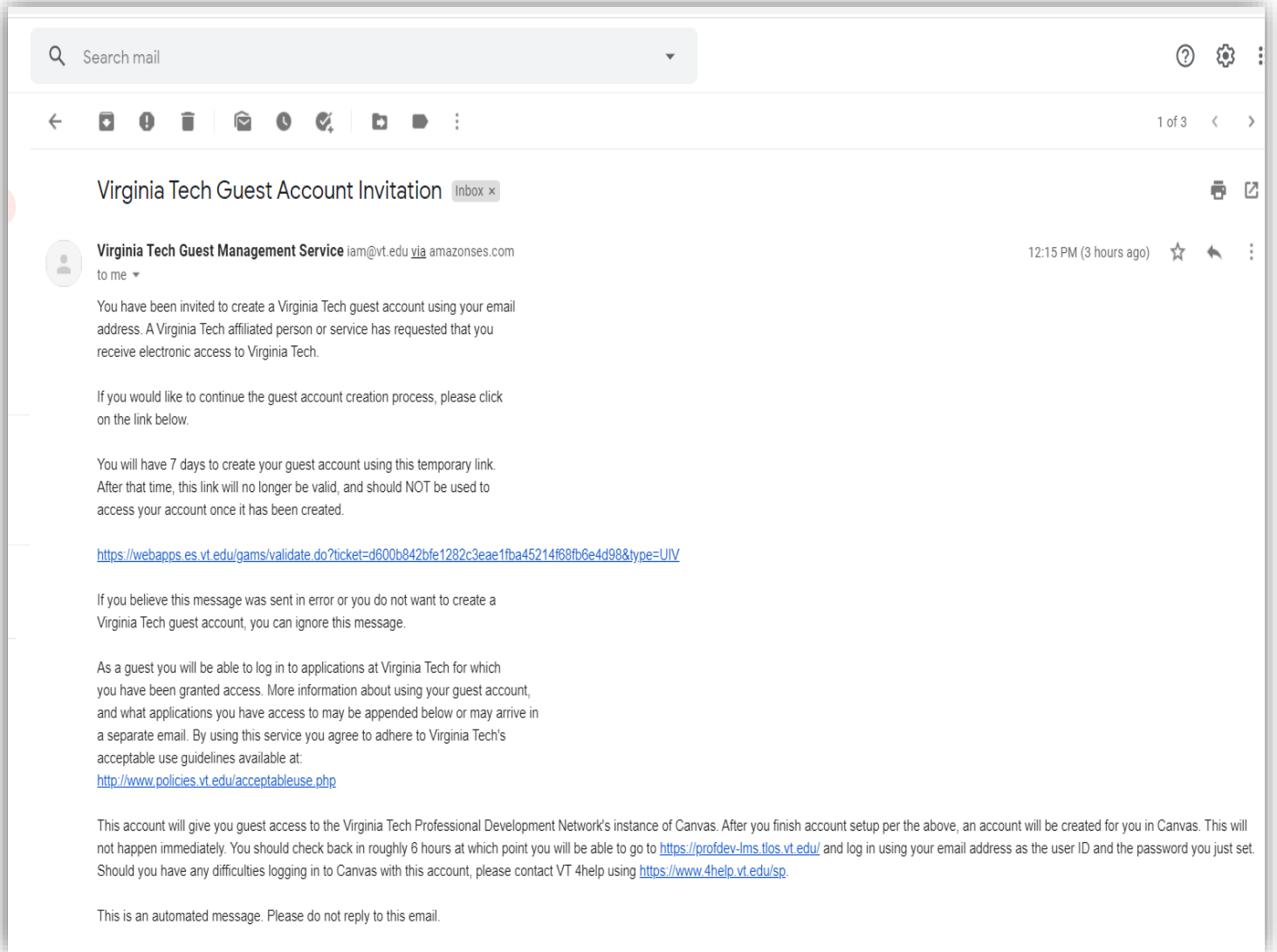
All Registrants (new and existing accounts) will also receive the following emails from vceprograms@vt.edu:

- a. **Virginia Cooperative Extension Enrollment Notification** – this email confirms your enrollment in the program
- b. **Virginia Cooperative Extension Confirmation** – this email provides special information about your course enrollment, including detailed instructions for accessing the program on the Canvas system. This email also includes an attached PDF of your payment receipt.
- c. **Receipt Notification** – this email is from bursar@mail.bursar.vt.edu, and provides details of your credit card payment.

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- Canvas Guest Account Activation Process:** Within 2 hours of registering, you should receive a Virginia Tech Guest Account Invitation email from Virginia Tech Guest Management Service (iam@vt.edu). It is important that you watch for this email as it has a temporary link for you to activate your VT guest account and set your password. You must active your account within 7 days of receiving the email or the invitation will expire. If you do not see this email come in within 2 hours of registering, please be sure to check your spam, junk and trash folders in your email. The email looks like this:



****NOTE: Virginia Tech/VCE faculty and staff will not receive a VT guest account invitation. After receiving an email from Virginia Tech Canvas (notifications@instructure.com) with the subject line Course Enrollment, sign in to Canvas at <https://profdev-lms.tlos.vt.edu> with your PID.**

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3. Click on the link in the VT Guest Account Invitation email and follow the on-screen instructions to activate your guest account. The activation screen looks like this:

The screenshot shows the 'Activate Guest Account' page for Virginia Tech. The header features the Virginia Tech logo and the text 'Guest Account Management Service'. The main heading is 'Activate Guest Account' with a person icon. Below this, a welcome message for 'vceprogramstest@gmail.com' is displayed, followed by instructions to complete the form. The form is divided into three sections: 'Display Name', 'Password', and 'Contact Information'. The 'Display Name' section includes fields for Prefix, First Name, Middle Name, Last Name, and Suffix. The 'Password' section includes fields for Password and Confirm Password, with a note about password expiration. The 'Contact Information' section includes fields for Street 1, Street 2, Street 3, P.O. Box, City, State/Province, Postal Code, Country, and Phone Number. An 'Activate' button is located at the bottom left of the form.

VirginiaTech
Invent the Future | **Guest Account Management Service**

Activate Guest Account

Welcome **vceprogramstest@gmail.com**.
Please complete the form below to finish registering your guest account.

Required fields marked with *

Display Name

Prefix e.g. Mr, Ms

First Name*

Middle Name

Last Name*

Suffix e.g. JR, SR

Password

Due to VT security policy, your password will expire one year from creation. Read more about [password requirements](#).

Password*

Confirm Password*

All contact information below is optional.

Contact Information

Note that the 'Street 1' field must be present for all addresses.

Street 1

Street 2

Street 3

P.O. Box

City

State/Province
--Please Select a State/Province/Territory--

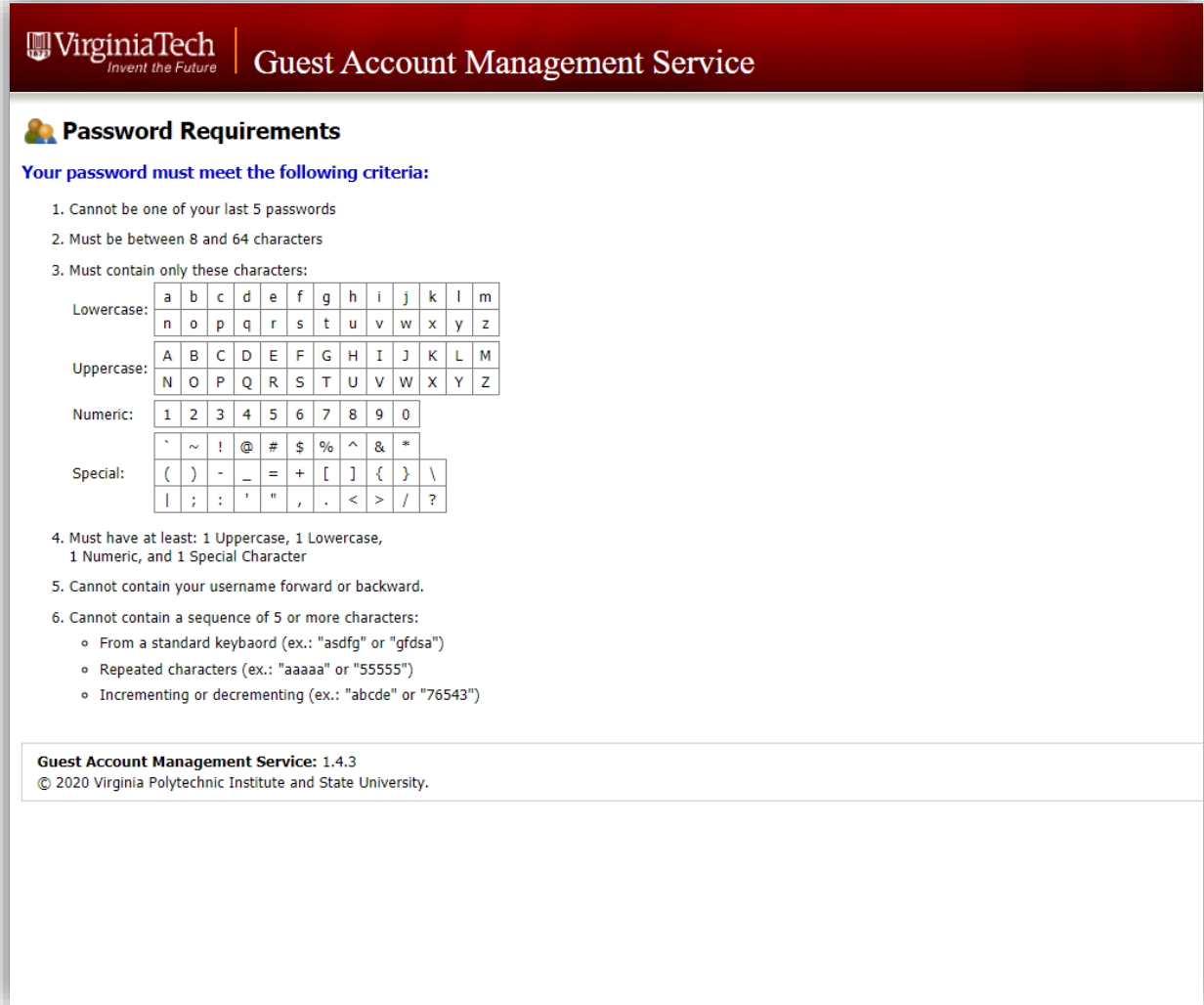
Postal Code

Country
--Please Select a Country--

Phone Number
[10 digits, no dashes or spaces]

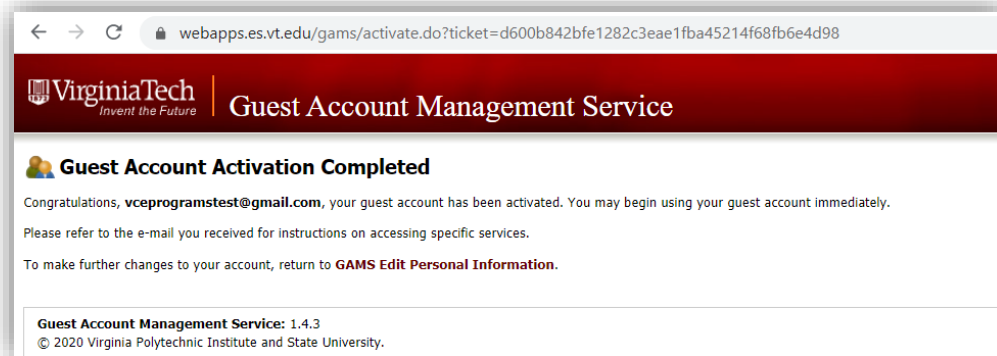
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During your Guest Account activation process, you will be asked to create a password. The password requirements are:



The screenshot shows the 'Guest Account Management Service' interface. At the top, the Virginia Tech logo and 'Invent the Future' tagline are on the left, and the service name is on the right. Below the header, there is a section titled 'Password Requirements' with a person icon. The text states: 'Your password must meet the following criteria:'. It lists six criteria: 1. Cannot be one of your last 5 passwords. 2. Must be between 8 and 64 characters. 3. Must contain only these characters: Lowercase (a-m, n-z), Uppercase (A-M, N-Z), Numeric (1-0), and Special (`, ~, !, @, #, \$, %, ^, &, *, (,), -, =, +, [,], {, }, \, |, ;, :, ', ", , , ., <, >, /, ?). 4. Must have at least: 1 Uppercase, 1 Lowercase, 1 Numeric, and 1 Special Character. 5. Cannot contain your username forward or backward. 6. Cannot contain a sequence of 5 or more characters: From a standard keyboard (ex.: "asdfg" or "gfdsa"), Repeated characters (ex.: "aaaaa" or "55555"), or Incrementing or decrementing (ex.: "abcde" or "76543"). At the bottom, it says 'Guest Account Management Service: 1.4.3' and '© 2020 Virginia Polytechnic Institute and State University.'

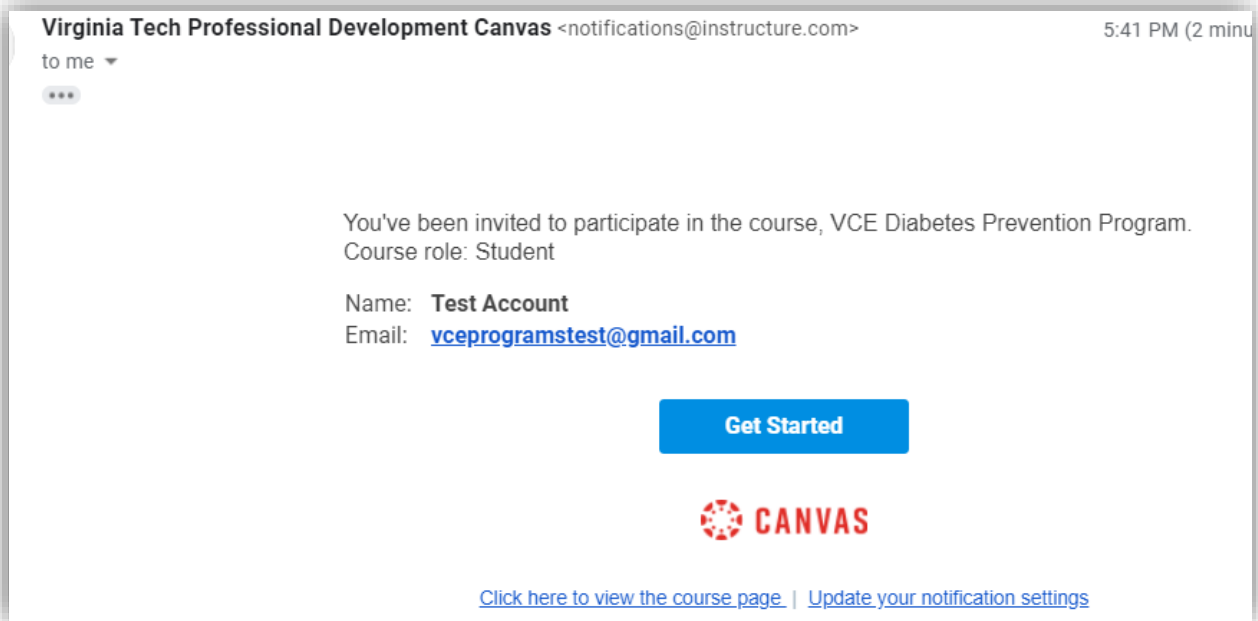
4. Be sure you receive a verification from the system that your Guest Account has been successfully activated:



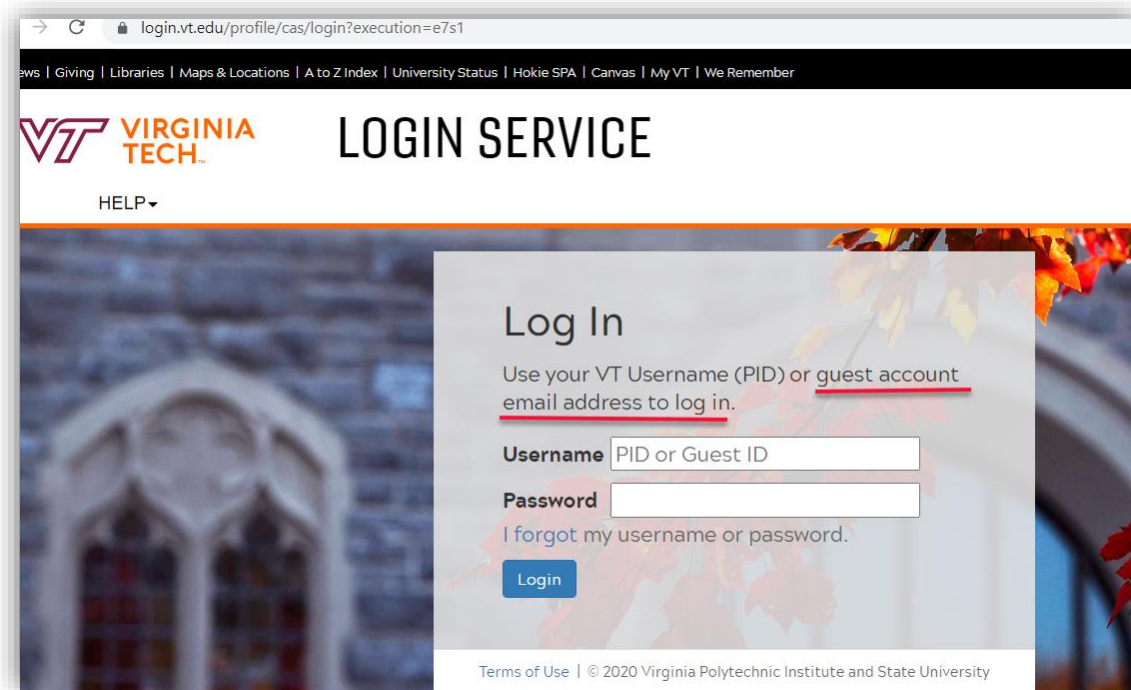
The screenshot shows a web browser window with the URL 'webapps.es.vt.edu/gams/activate.do?ticket=d600b842bfe1282c3eae1fba45214f68fb6e4d98'. The page header is the same as the previous screenshot. The main content area has a title 'Guest Account Activation Completed' with a person icon. Below the title, it says: 'Congratulations, **vcprogramstest@gmail.com**, your guest account has been activated. You may begin using your guest account immediately. Please refer to the e-mail you received for instructions on accessing specific services. To make further changes to your account, return to **GAMS Edit Personal Information**.' At the bottom, it says 'Guest Account Management Service: 1.4.3' and '© 2020 Virginia Polytechnic Institute and State University.'

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5. Within **6 hours** of activating your VT guest account, you will receive an email from Virginia Tech Canvas (notifications@instructure.com) with the subject line Course Enrollment. This email indicates you can now sign in to Canvas and access the program.

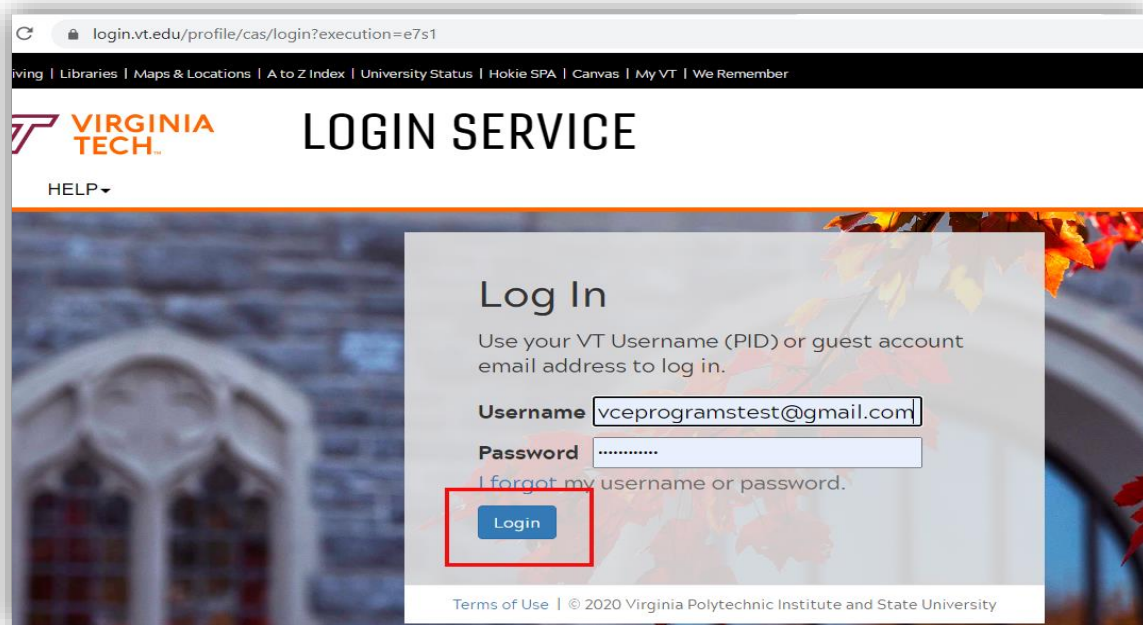


6. To sign into the Canvas course site, please go to <https://profdev-lms.tlos.vt.edu/>.

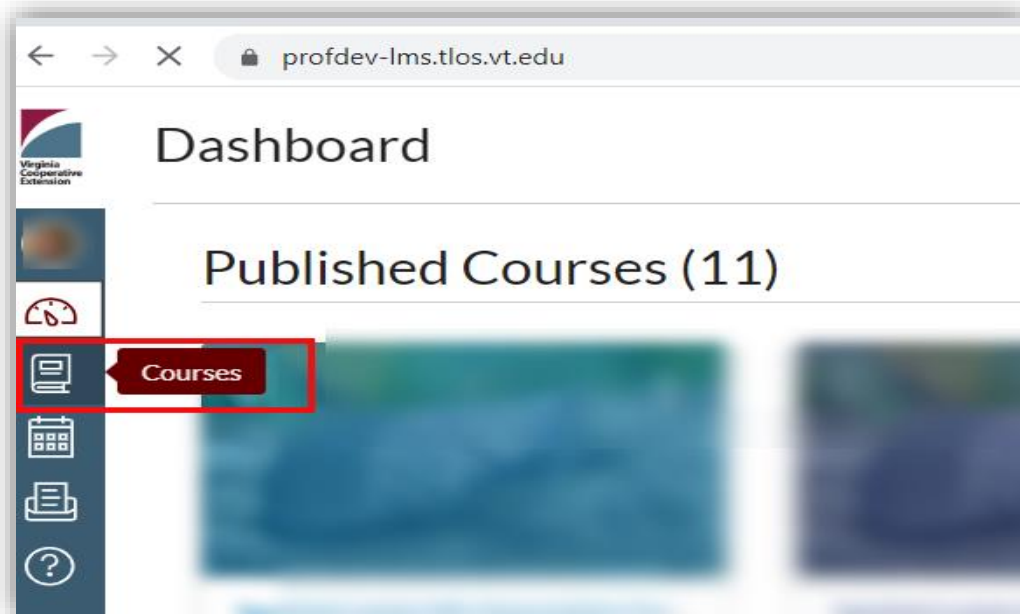


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7. Log in to Canvas using your Guest ID, which is the email address you used to register. The password is the one you set when activating the VT Guest Account. To reset your VT Guest account password, visit the Guest Account Management Service - Password Reset page at <https://webapps.es.vt.edu/gams/reset.do>. Enter the email address you used to register for the course.



8. Once you are logged into Canvas, you should see the course listed on your Dashboard. If you don't see it, click on Courses, and then All courses



If you experience any problems with this process, please send an email to vceprograms@vt.edu.