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@mail.ext.vt.edu.

2. Virginia Cooperative Extension User Name – this email confirms the username you set when registering.

3. Virginia Cooperative Extension New Account – Set Your Password – this email provides a link to set your password for your new participant account and arrives within minutes of you completing registration. This link is only valid for 30 minutes.

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

1. Virginia Cooperative Extension Enrollment Notification – this email confirms your enrollment in the program

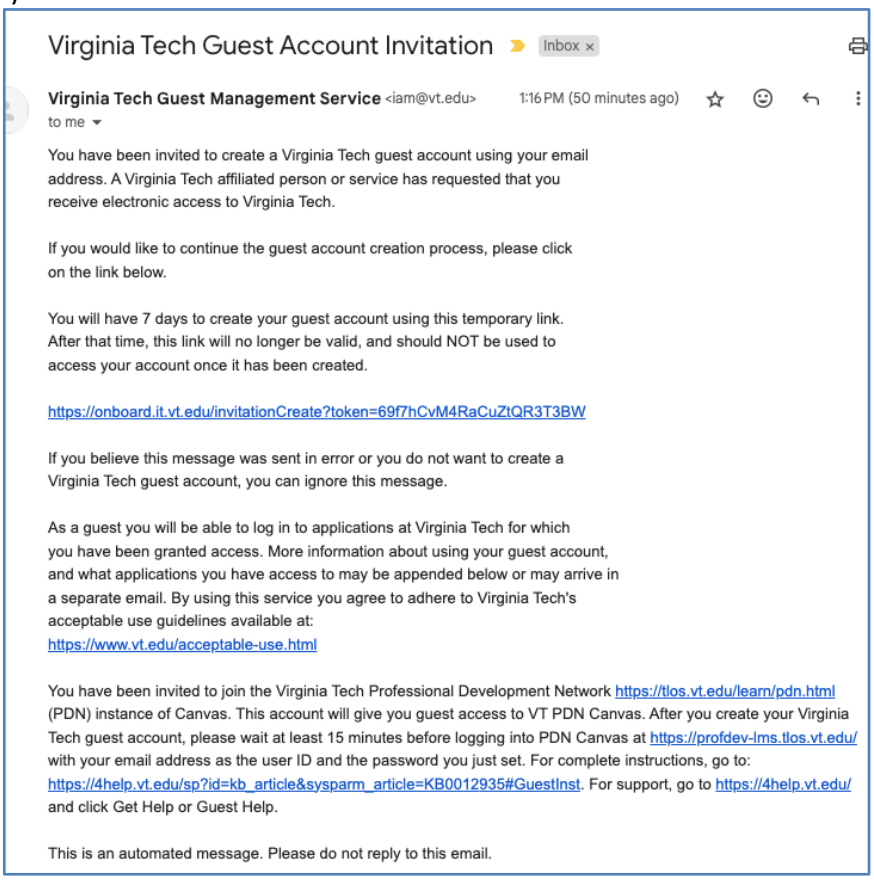
2. Virginia Cooperative Extension Confirmation – this email provides special information about your course enrollment, including detailed instructions for accessing the program on the Canvas system. A PDF version of your receipt will be attached.

3. Receipt Notification – this email is from bursar@mail.bursar.vt.edu, and provides details of your credit card payment.

Continued next page…

Creating your VT Account

1. Canvas Guest Account Activation Process*: Within 2 hours of registering, you will receive a Virginia Tech Guest Account Invitation email from Virginia Tech Guest Management Service (iam@vt.edu). This email contains a temporary link to create your VT account and set your passphrase. You must active your account within 7 days of receiving the email or the invitation will expire. If you do not see this email within 2 hours of registering, please be sure to check your spam, junk and trash folders in your email. Your account is not created until you follow the link instructions. The email looks like this:



Virginia Tech Guest Account Invitation Inbox ×

Virginia Tech Guest Management Service <iam@vt.edu> 1:16 PM (50 minutes ago)
to me

You have been invited to create a Virginia Tech guest account using your email address. A Virginia Tech affiliated person or service has requested that you receive electronic access to Virginia Tech.

If you would like to continue the guest account creation process, please click on the link below.

You will have 7 days to create your guest account using this temporary link. After that time, this link will no longer be valid, and should NOT be used to access your account once it has been created.

https://onboard.it.vt.edu/invitationCreate?token=69f7hCvM4RaCuZtQR3T3BW

If you believe this message was sent in error or you do not want to create a Virginia Tech guest account, you can ignore this message.

As a guest you will be able to log in to applications at Virginia Tech for which you have been granted access. More information about using your guest account, and what applications you have access to may be appended below or may arrive in a separate email. By using this service you agree to adhere to Virginia Tech's acceptable use guidelines available at: https://www.vt.edu/acceptable-use.html

You have been invited to join the Virginia Tech Professional Development Network https://tlos.vt.edu/learn/pdn.html (PDN) instance of Canvas. This account will give you guest access to VT PDN Canvas. After you create your Virginia Tech guest account, please wait at least 15 minutes before logging into PDN Canvas at https://profdev-lms.tlos.vt.edu/ with your email address as the user ID and the password you just set. For complete instructions, go to: https://4help.vt.edu/sp?id=kb_article&sysparm_article=KB0012935#GuestInst. For support, go to https://4help.vt.edu/ and click Get Help or Guest Help.

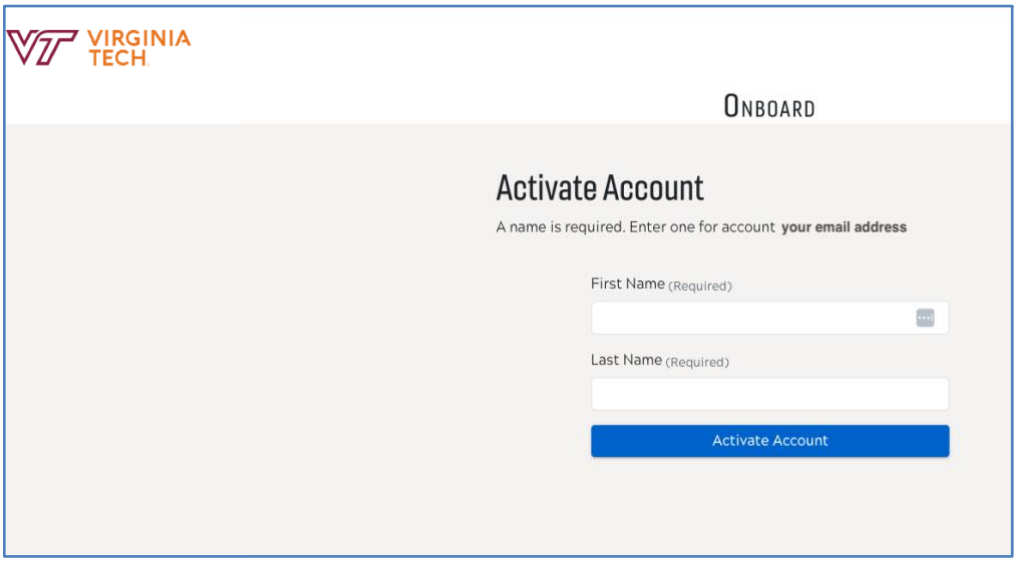
This is an automated message. Please do not reply to this email.

*****IMPORTANT*****

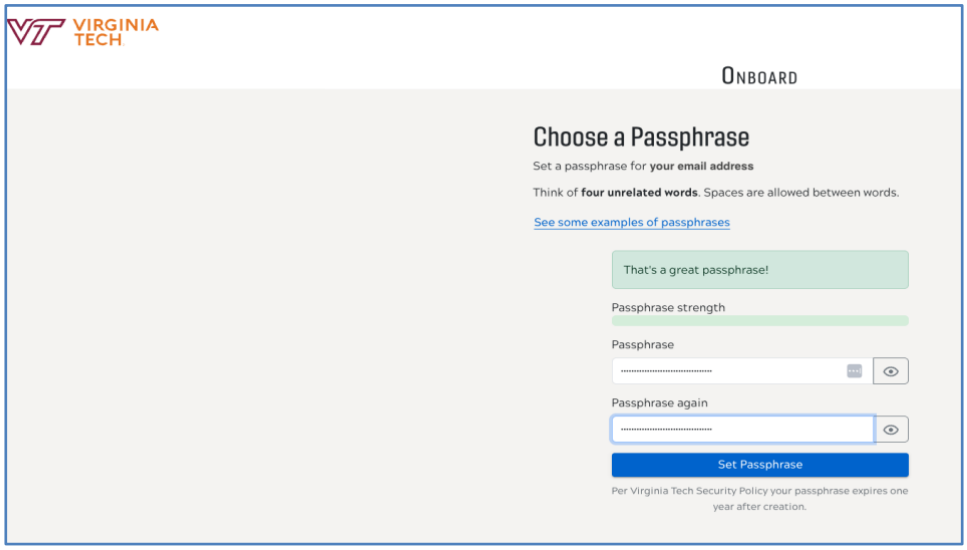
- If you have **an existing guest account**, you will not get the guest account invitation. Instead, you will receive an email inviting you to join the course with the link to the course site.
- **Virginia Tech/VCE faculty and staff** will not receive a VT guest account invitation. After receiving an 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.
- **Current Virginia Tech students** cannot use a vt.edu email address with this version of Canvas. If you registered with your vt.edu email address, please send an email to vceprograms@vt.edu requesting to change your email address on your registration.

2. Click on the link in the VT Guest Account Invitation email and follow the on-screen instructions to activate your guest account.

   a. Enter your First and Last Name. Click Activate Account.

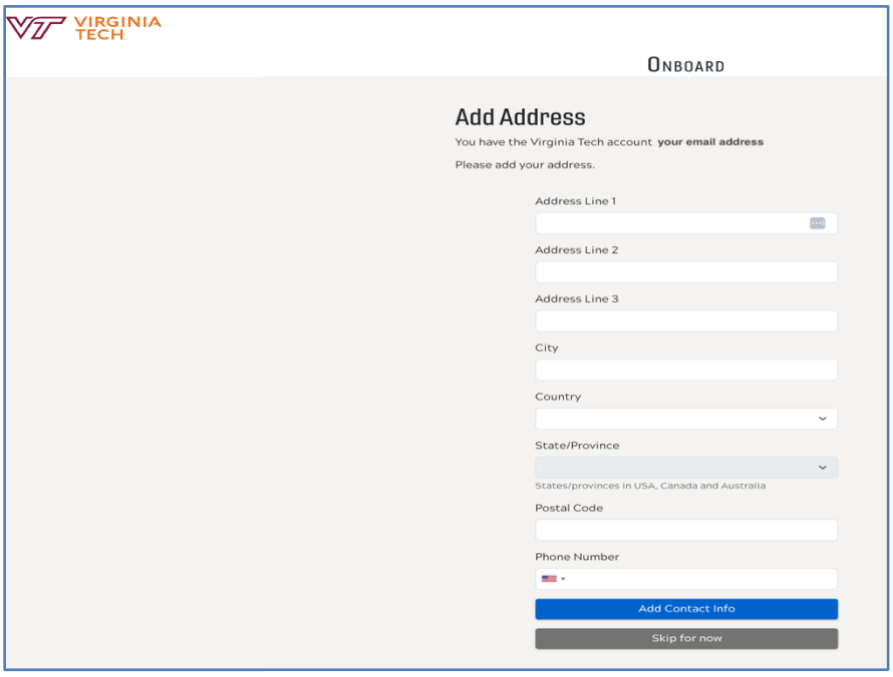


   b. Next you will choose a passphrase. Click Set Passphrase*.

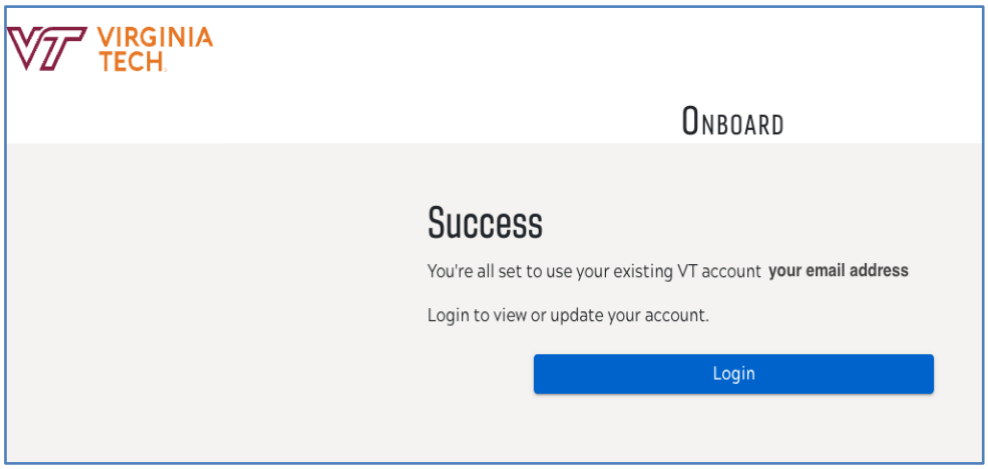


**Sample passphrases:*
Lily Lavender Emmeline Hermione
The Dawgs play on Saturday.
hHcc1rejoice
Toget#erforever
Be a rainbow in someone's cloud.

c. Last you will have the option to add a physical address or choose Skip for now.



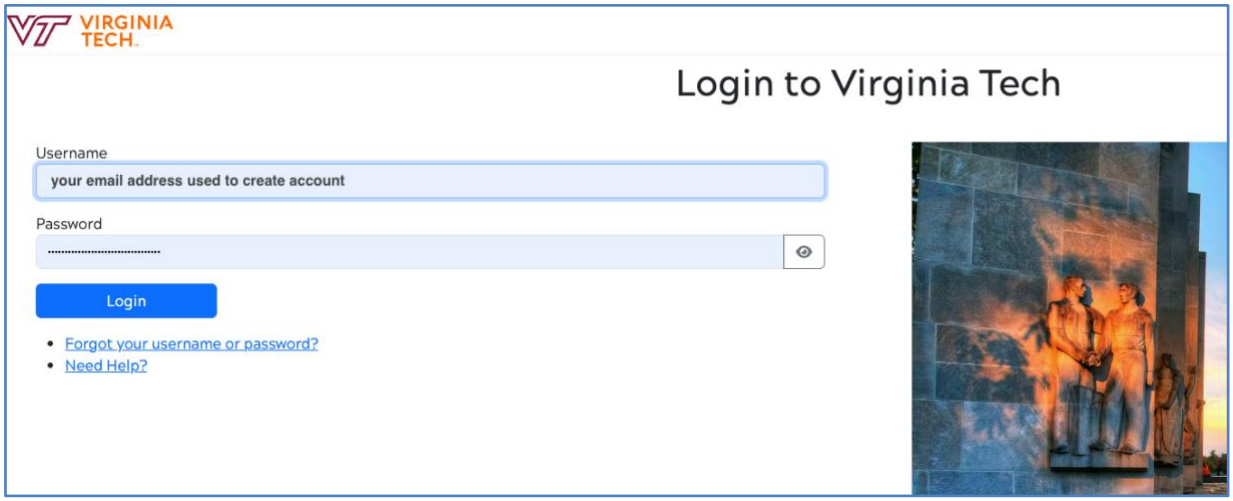
3. Your VT account is now created.



*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.

Sign into the Canvas Course site at: https://profdev-lms.tlos.vt.edu/

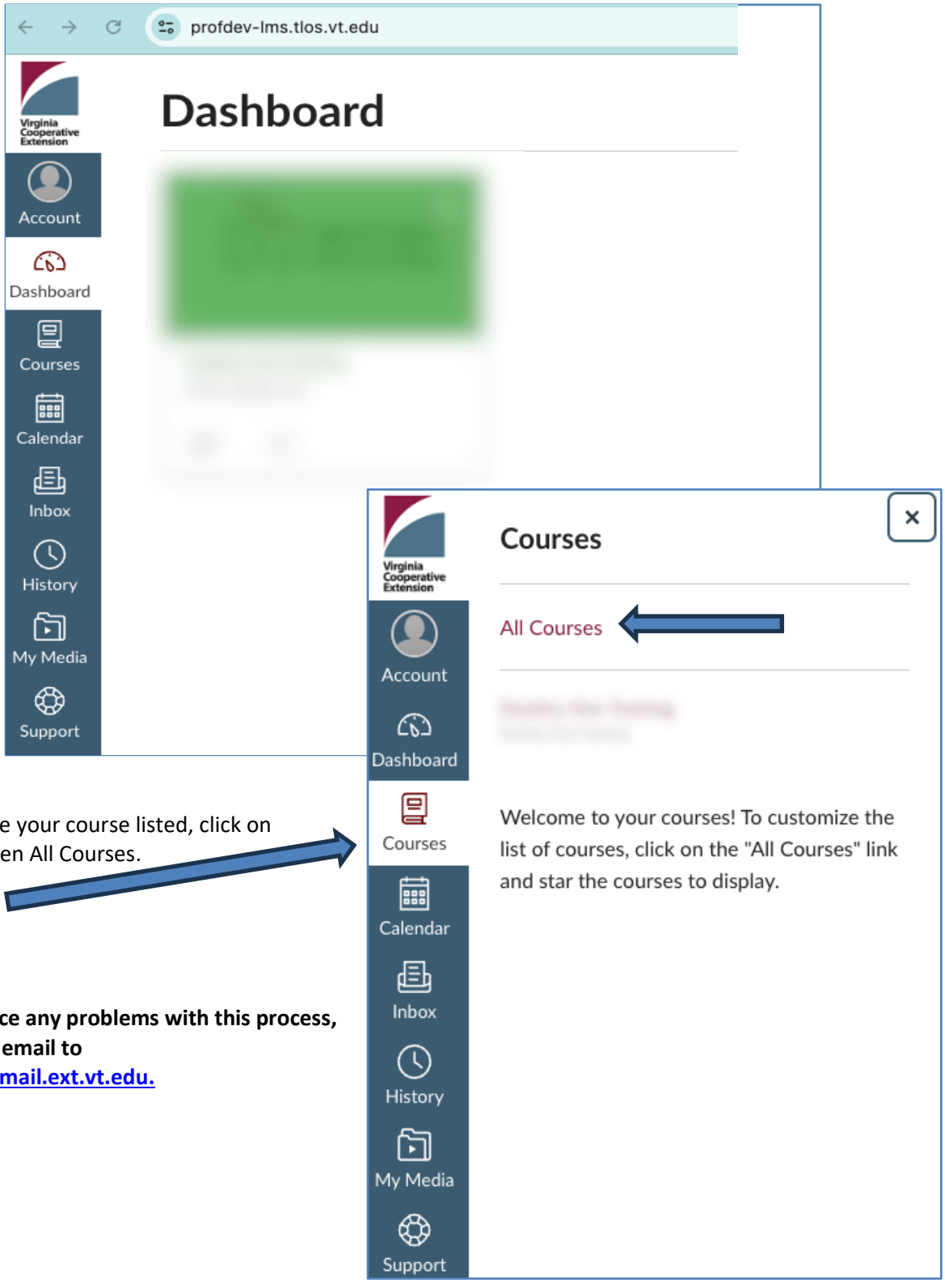
1. Log in to Canvas using your VT ID, which is the email address you used to register. The passphrase is the one you set when activating the VT Guest Account. Click Login*.



*To reset your VT account passphrase, visit the Guest Account Management Service - Passphrase Reset page at https://accounts.it.vt.edu/reset/passphrase. Enter the email address you used to register for the course.

Continued next page…

1. Once logged into Canvas, you should see the course listed on your Dashboard*.



*If you don't see your course listed, click on Courses, and then All Courses.

If you experience any problems with this process, please send an email to [vceprograms@mail.ext.vt.edu.](mailto:vceprograms@mail.ext.vt.edu)