

MT. SAC HIGH SCHOOL REFERRAL CANVAS GUIDE

HOW TO ACCESS YOUR CLASSES

SIGN IN TO MT. SAC CANVAS

Go to <https://mtsac.instructure.com>



Request to "Recover" Your Password

- The first time you sign in, you will "recover" your password using your Mt. SAC username
- Your username is NOT your email address... it is typically the first letter of your first name, then your last name, and numbers (e.g. astudent7)
- Your username is in your "Welcome to Mt. SAC HSR!" email (let us know if you didn't get it!)
- Please do NOT use "1st Time Users (Claim Account)" as it does not work

Check Your Email & Change Your Password

- Check your email for a link to reset your password (it may go to spam)
- Click on the link and reset your password
- After your password is reset, you can log in & **view your class(es)**
- Classes will appear at 4pm on September 8th

POTENTIAL CANVAS ISSUES



Error! Message When Resetting Your Password

- Please email us for a password reset if you get a message that says: "error! The server encountered an internal error. Please contact administrator."

Not Receiving the Password Reset Email?

- Check your spam folder and, if you see it, mark it as "not spam" for the future
- If you don't get it, email us the email you'd like to use at hsr@mtsac.edu

Authentication Errors

- Most of the time an Authentication Error just means that the system is overloaded
- Use Google Chrome, keep trying to sign in and/or try using "Incognito Mode"

Need help? Check out the Complete HSR Guide at
www.mtsac.edu/sce/hsr/start

Contact us at hsr@mtsac.edu or (909) 274-4937

