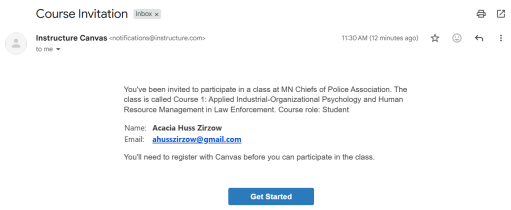
Logging in to Canvas for the First Time

MCPA Executive Leadership College · Student Quick-Start Guide

1. Find your invitation email

Look for an email titled **Course Invitation** from **Instructure Canvas <notifications@instructure.com>**.

- Click **Get Started**.
- Mark the sender as safe so future course emails reach you.



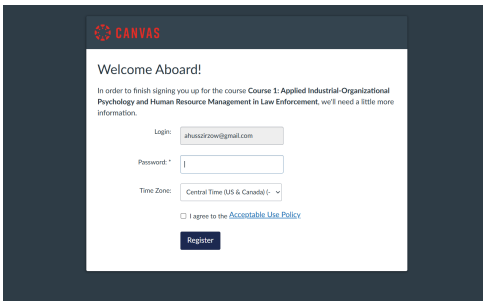
Didn't get the email?

1. Check your **Spam/Junk** folder (and Gmail's Promotions tab). Search your email for **instructure**.
2. Agency email systems sometimes block outside senders. Ask your IT department to allow **notifications@instructure.com**.
3. Still nothing? Go to **mcpa.instructure.com**, click **Forgot Password**, and enter the email address you registered with MCPA. Use the link Canvas sends you to set your password, then continue with Step 3.

2. Create your password

Your login is already filled in: it's the email address MCPA has on file.

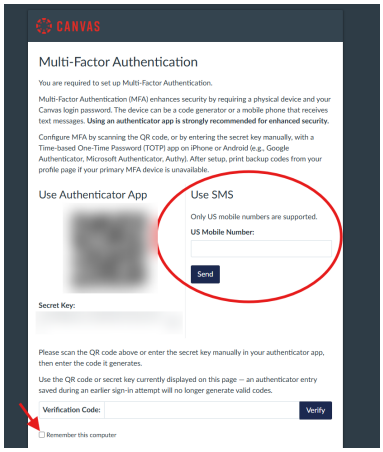
- Choose a **password** you'll remember.
- Leave **Time Zone** as Central Time.
- Check **I agree to the Acceptable Use Policy**, then click **Register**.



3. Set up Multi-Factor Authentication (required)

Canvas will ask for a second check each time you log in. Choose **one** option:

- **Text message (simplest):** under **Use SMS**, enter your US cell number, click **Send**, then type the code you receive into **Verification Code** and click **Verify**.
- **Authenticator app:** scan the QR code with Google Authenticator, Microsoft Authenticator, or Authy, then enter the 6-digit code and click **Verify**.
- On your **own** computer, check **Remember this computer** to skip the code next time. Don't check it on a shared computer.
- Tip: after setup, print your backup codes from your Canvas profile in case you change phones.



4. Start the course

- Course 1 opens to the **Overview** page. Read it first: schedule, contacts, and expectations.
- Open the **My Progress** tab. Complete **Start Here**, then each day's readings **before** that day's class.
- **Logging in later:** go to **mcpa.instructure.com** and sign in with your email, password, and MFA code.

Stuck? Reach out to MCPA staff · info@mnchiefs.org · 651-457-0677

Staff will also be available to help on **Monday, Nov. 16, starting at 7:00 a.m.**