Distance Education
Best Practices: New Users & PG Password

The staff of Distance Education has mutually put together best practices for common procedures preformed by DE Staff. Below you have instructions and pictures to refer to regarding two of the most common procedures.

- Adding New Users in Canvas
- Password Reset for PG & Canvas

Adding New Users in Canvas

The users will need to be in the AD & the account info will come from Banner SPAIDEN pg.

1. On the DE Canvas page, click **"People"** on the left column.

2. Next, you would look at the top right-hand corner and click **"+People"** button to add the new account.

3. When this page opens up, input proper info. From the **SPAIDEN pg**.

- **Name:** First Name, Middle Initial, and Last name
- **Username:** first Initial Last name
- **Email:** use banner info
- **SIS ID:** put nothing for **Staff,** just incase they have or will have a student account with our instance. **Faculty** and **Students** use A-number.

4. Confirm the information and click **"Add User"**
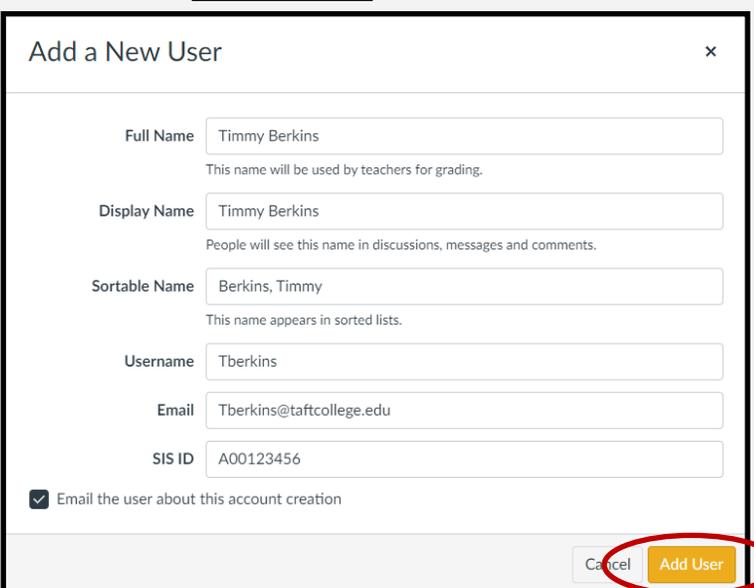
Password Reset

You will need to have access to Portal Guard Desk in order to preform this duty.

FYI: Resetting PG account **resets all PG sub accounts** such as Canvas etc.

1. Verify the **users account:** Canvas, Banner, AD

2. Go to PG—Help Desk

3. Click **Modify User** Account(s)

4. Type in **User Search:**

- **Student** by TC ID
- **Faculty** by first initial last name
- **Staff** by first initial last name

5. After selecting the user ID in PG, with user selected press the Next button.

6. Normally you will select the **"Reset Password"** option.

7. Input appropriate password:

- **Student:** Default - First Initial +Last name+ last six of Anumber
- **Faculty** or **Staff:** Taft2022 + Reset option allowed

8. Select next, review, and execute

Distance Education
Going the Distance for our students!

Adding New Users in Canvas

Courses
People
Statistics
Permissions
Outcomes
Rubrics

+People

Add a New User

Full Name	Timmy Berkins
	This name will be used by teachers for grading.
Display Name	Timmy Berkins
	People will see this name in discussions, messages and comments.
Sortable Name	Berkins, Timmy
	This name appears in sorted lists.
Username	Tberkins
Email	Tberkins@taftcollege.edu
SIS ID	A00123456

☑ Email the user about this account creation

Cancel   Add User

Password Reset

Verbally Identify a User

Modify User Account(s)

Step 1 of 3 - Select users

Directory
Active Directory
User Search
hcash
Heather Cash [hcash]
Search

Selected User(s):

Remove

Hints
1. Search by login name -OR- last name
2. At least 2 characters must be entered
3. All selected users must be in the same directory

Cancel   << Back   Next >>

Step 2 of 3 - Choose Action

Available Actions
- Unlock Account
- Reset Password
- Expire Password
- Enroll New HOTP Token
- Create One Time Passcode
- Clear Specific PG User Field
- Reset All PG User Fields

Instructions
Enter the new password in the field below.
To allow the user to keep using this password, uncheck the 'Force immediate password change' box.

New Password:
☐ Force immediate password change?

Cancel   << Back   Next >>

Step 3 of 3 - Confirm Parameters
Do you wish to take this action on the specified user(s)?
Action: Reset Password
User(s): 1 user

hcash or A number

Cancel   << Back   Execute