

How to Access Your Online Course Taught in Canvas

1. You will access your online course by logging in to your LTCC [Passport](https://portal.ltcc.edu) account at <https://portal.ltcc.edu>.

How to Login to Passport

New students receive a Passport username via email once their admission application is processed. After you receive your username, follow the steps below to login to Passport the first time.

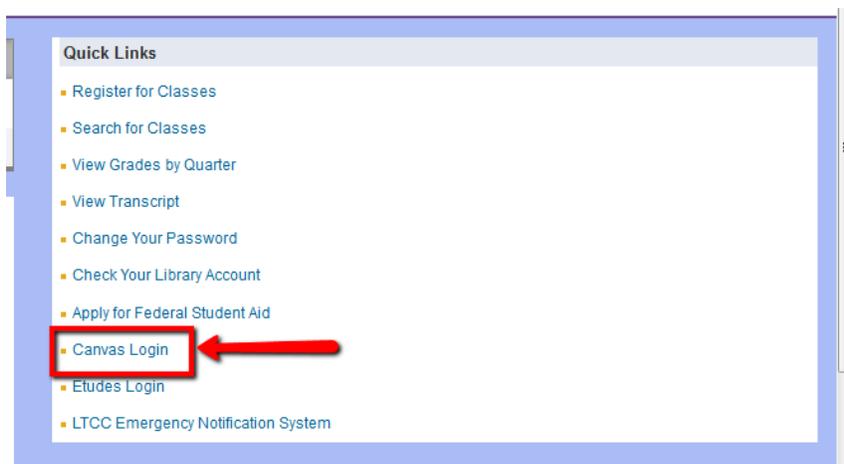
Be careful! If the wrong password is entered several times, your account will be temporarily locked.

How to login to Passport:

The screenshot shows the Passport Login Page with the following elements and annotations:

- Passport Login Page**: The title of the page.
- Username:** and **Password:** input fields with a **Continue** button below them.
- Forgot your password?** and **Don't know your username?** links below the password field.
- Annotations:**
 - A red box points to the Username field: "Enter your username in lowercase letters."
 - A red box points to the Password field: "Enter your temporary password which is Lt followed by your six-digit birthdate. Example: if your birthday is May 28, 1992, the temporary password is: Lt052892 (case sensitive)"
 - Red arrows point to the "Forgot your password?" and "Don't know your username?" links.
 - Red arrows point to the "Click here to Reset Your Password" and "Click here to Look Up Your Username" links.

2. Once you are logged in to Passport, located in the Quick Links box on the right-hand side of the screen, you will click on the Canvas Login link.



2. In Canvas, you will click on the Courses link on the left-hand side of the screen. Then just click on the name of your course.
4. If this is your first course using Canvas, here is a link to a Canvas Student Orientation <https://laketahoecc.instructure.com/courses/98> (you will use your LTCC email address to enroll in this "course"). Also, here is a video which will help you navigate the Canvas learning management system: <https://community.canvaslms.com/videos/1124>. Here is the link to access the Getting Started with Canvas as a Student document at <https://community.canvaslms.com/docs/DOC-2036>