

# How to Log In to Canvas



[Canvas.manukau.ac.nz](https://canvas.manukau.ac.nz)

Canvas is Manukau Institute of Technology's learning Management System (LMS).

Canvas is the central place where you will engage with your learning material during your course.

## First Visit to Canvas:

To access Canvas you need to login using your Manukau student email address and standard password.

[username@manukaumail.com](mailto:username@manukaumail.com)

The default password (mit\$ID) that you receive **MUST to be changed:**

Visit <https://reset.manukau.ac.nz/> and follow through the instructions to change your password.

Username

Current password

New password

New password (again)

Your password must meet the following requirements:

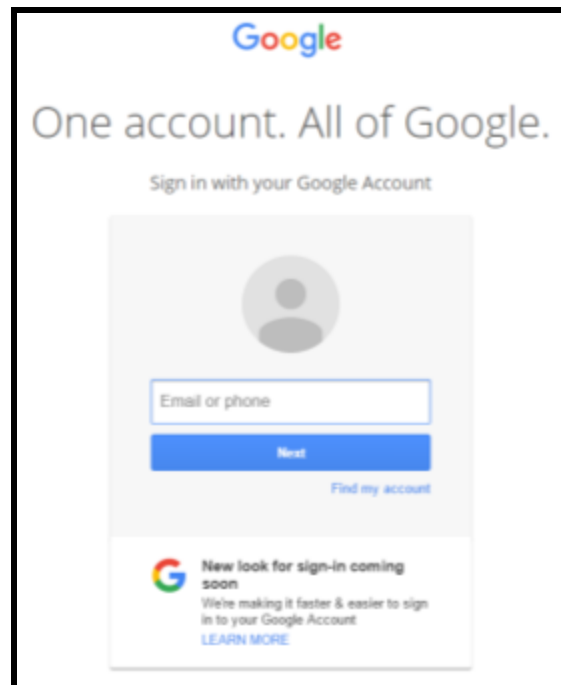
- Minimum length: 9
- Minimum number of lowercase characters: 1
- Minimum number of uppercase characters: 1
- Minimum number of digits: 1
- Minimum number of special characters (e.g. ^ ( ) . & - \_ [ ] ` ~ | @ \$ % ^ ? : { } ! ' ) : 1
- Your new password must not be the same as your old password or contain your username.

Note the Password Requirements

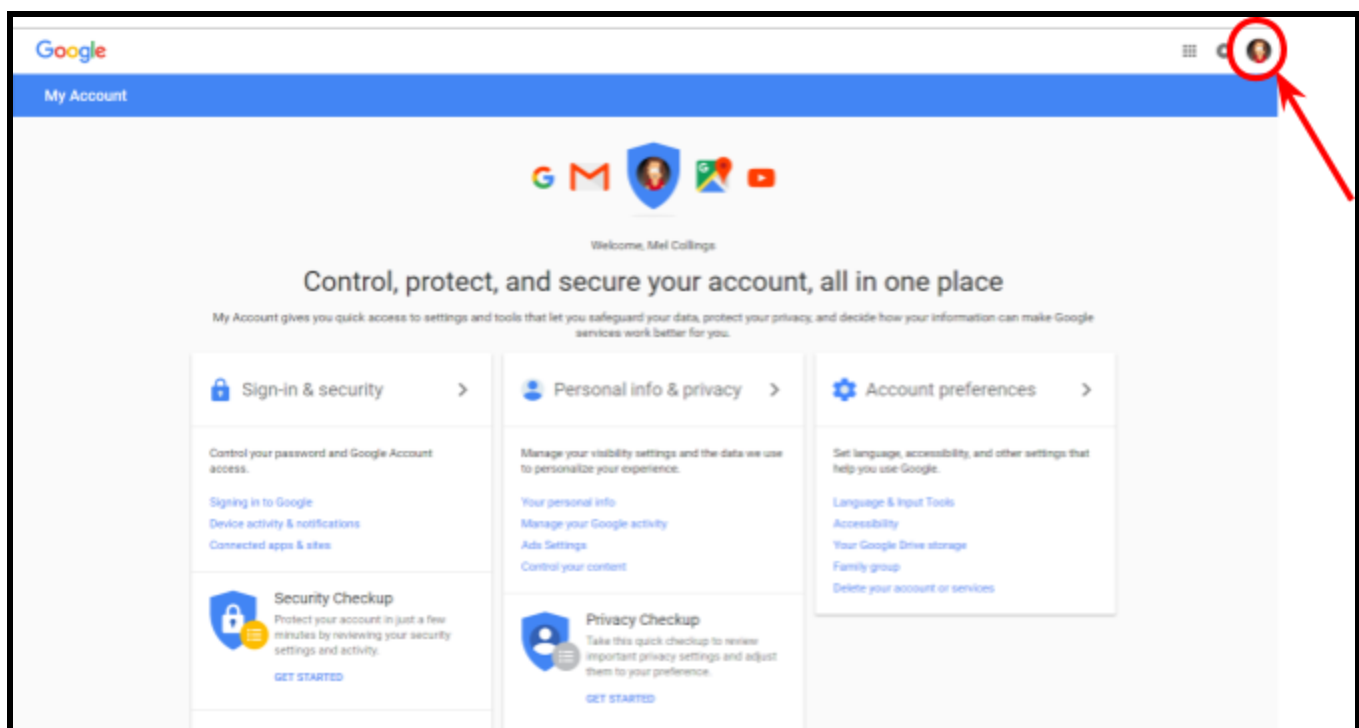
Once you have changed your password successfully, you are ready to log into your Google account.

MIT uses Google authentication for Canvas and this is your [@manukaumail.com](mailto:@manukaumail.com) address and your password.

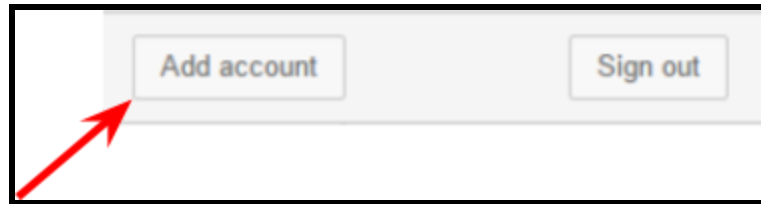
If you have never logged into Google before, you first need to activate your Google account by going to <https://accounts.google.com> and log in using your xxxxx@manukaumail.com email and new password.



If you have a personal or private Gmail account, you will need to add your xxxxx@manukaumail.com to your account. Go to <https://accounts.google.com> and click on the button that is either your picture or a G symbol:

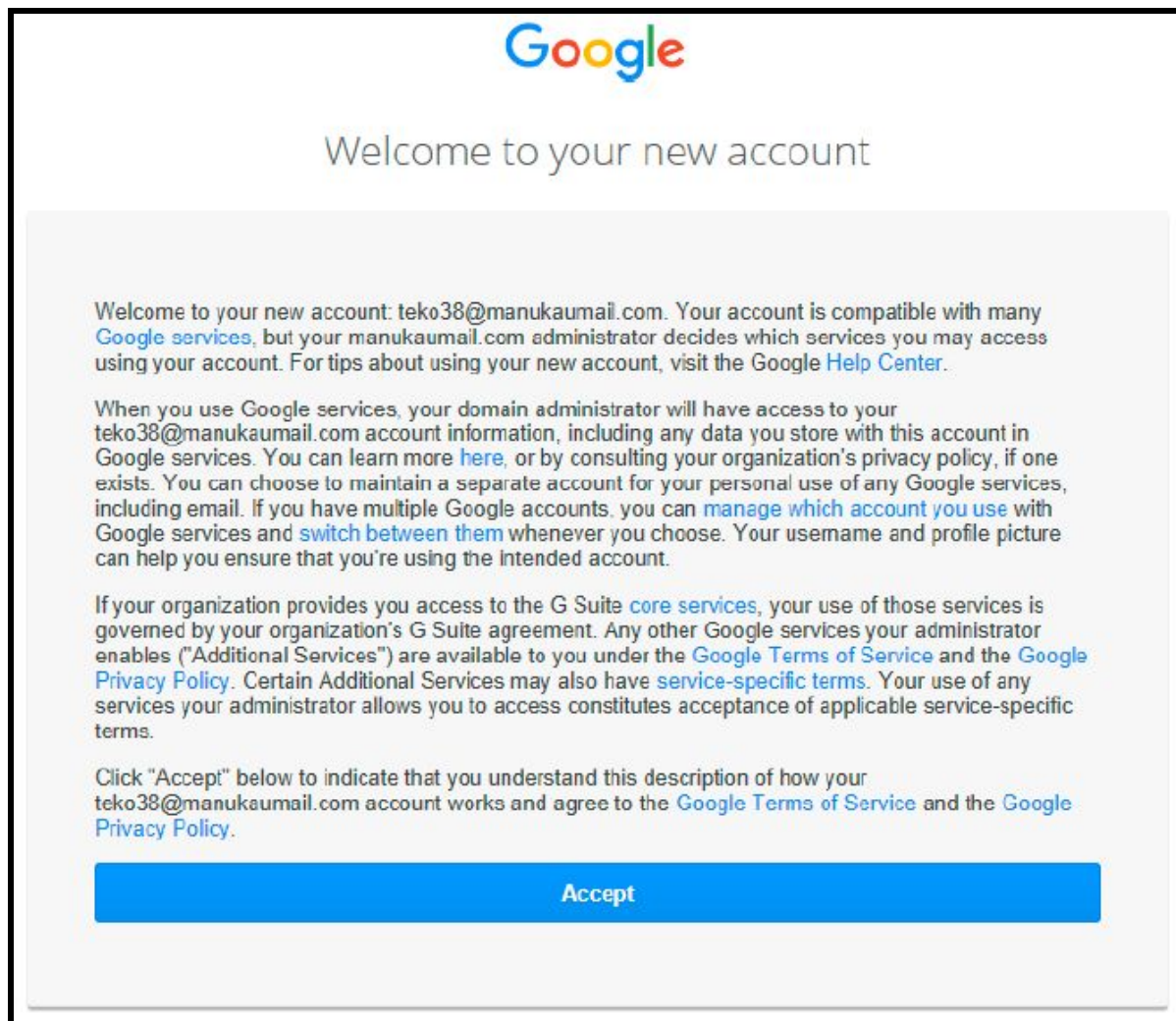


In the pop-out window, select Add Account:

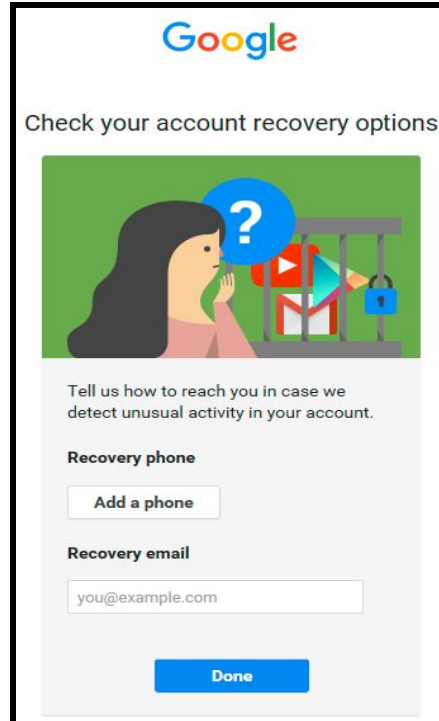


Log in using your xxxxx@manukaumail.com email and new password.

Once google has accepted your credentials, and if you have logged in for the first time. You will need to accept the Google Terms and Conditions:



Google might prompt you with recovery options, you can skip this by clicking on done.

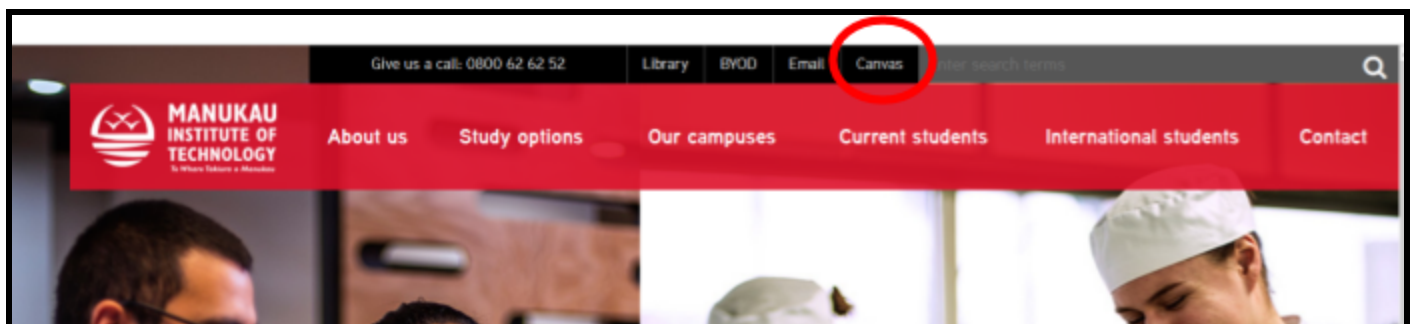


The screenshot shows the Google account recovery options screen. At the top is the Google logo. Below it, the text reads "Check your account recovery options". There is an illustration of a woman looking at a smartphone with a question mark icon. Below the illustration, the text says "Tell us how to reach you in case we detect unusual activity in your account." There are two sections: "Recovery phone" with an "Add a phone" button, and "Recovery email" with a text input field containing "you@example.com". At the bottom is a blue "Done" button.

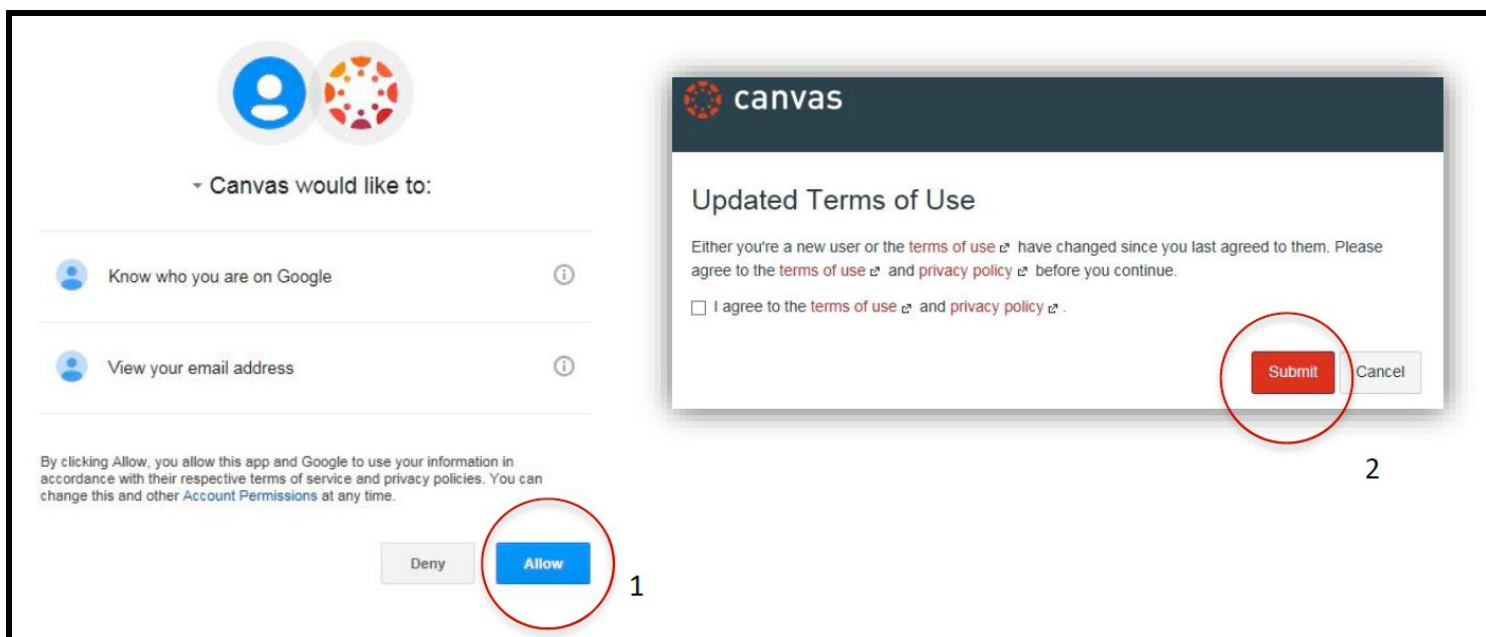
More information on handling multiple google accounts can be found by watching this video: <https://youtu.be/vnYFZSBmNR4>.

You can now login to Canvas with your new updated password.

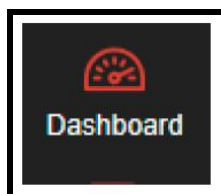
To access Canvas, go to <https://canvas.manukau.ac.nz>, or you can click on canvas from MIT web page:



This should take you to the Canvas homepage; first time users will be prompted to accept the terms and condition of Canvas:

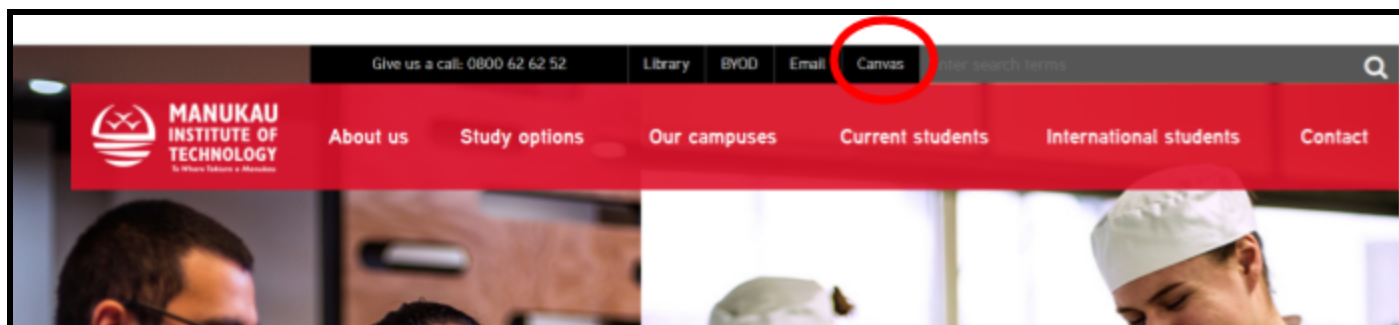


Click on the dashboard, and you will see all the course in which you have been enrolled:

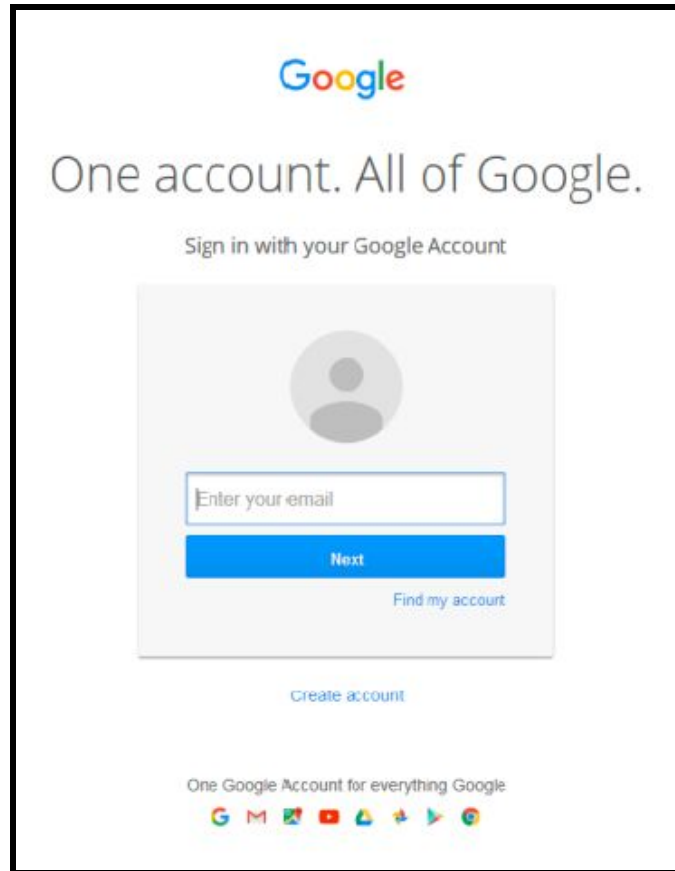


### **Second or Subsequent Visit to Canvas:**

To access Canvas, go to <https://canvas.manukau.ac.nz>, or you can click on canvas from MIT web page:



It will direct you to the Google login page:



Enter your full MIT email address and your password.

### **Further Help:**

For any Canvas related issues, you can call Canvas Help : **0800 005 191**

For any MIT-based IT issues, you can contact ICTS Help: <http://icts.manukau.ac.nz/>