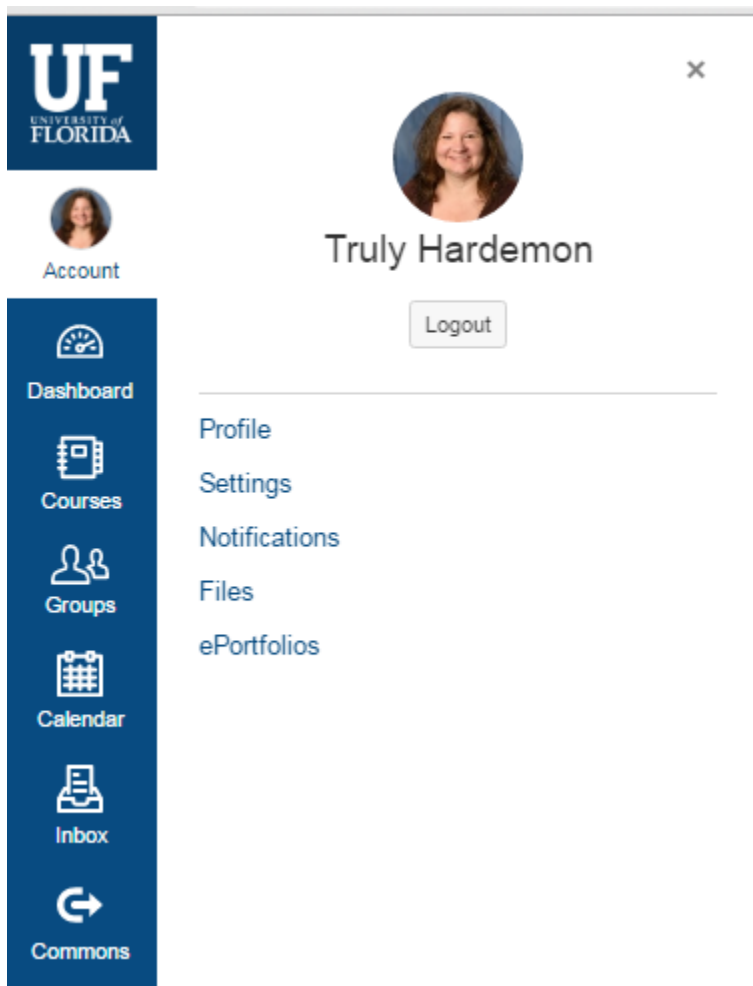


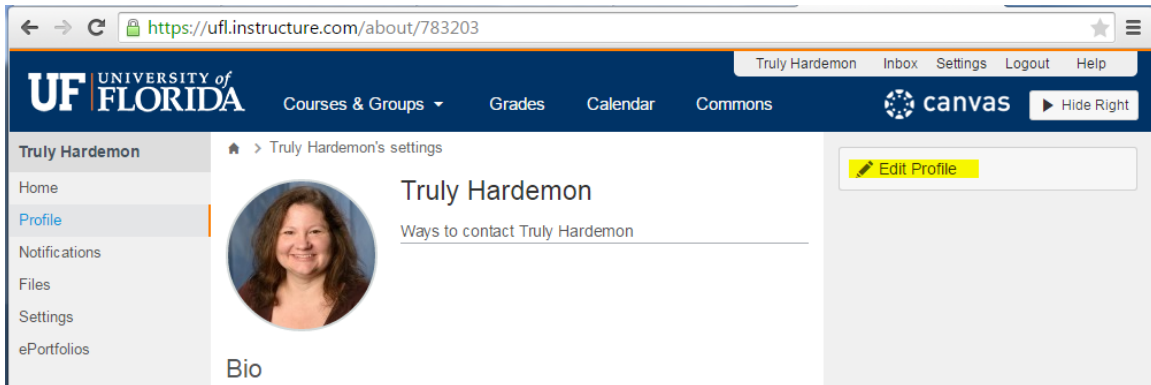
Canvas Profile and User Settings

The first time you log into Canvas, please set up your profile and confirm your notifications and eMail.

1. Click on Account:



2. In Profile, edit your profile and add an appropriate picture to your profile:



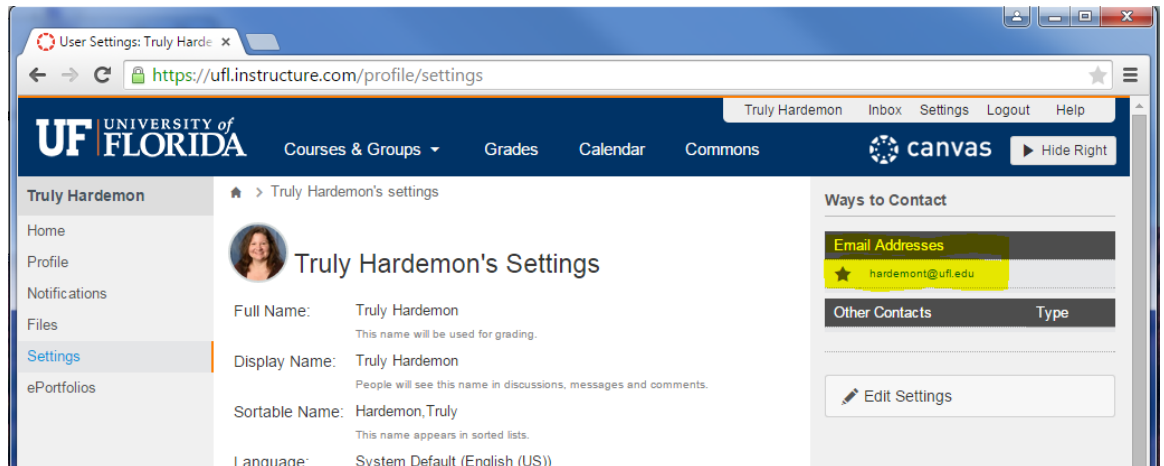
The screenshot shows a web browser window with the URL <https://ufl.instructure.com/about/783203>. The page header includes the University of Florida logo and navigation links for Courses & Groups, Grades, Calendar, and Commons. The Canvas logo is also present. The user's name, Truly Hardemon, is displayed in the top right corner along with links for Inbox, Settings, Logout, and Help. The main content area shows the user's profile settings, including a circular profile picture of a woman with long brown hair, the name Truly Hardemon, and a section for contact information. A yellow 'Edit Profile' button is visible in the top right corner of the profile settings area. The left sidebar contains a menu with options: Home, Profile (highlighted), Notifications, Files, Settings, and ePortfolios.

- In Notifications, make sure your UF eMail address is correct, and confirm that key notifications such as announcements and Inbox “Conversations” (aka eMails) are set to ASAP:

The screenshot shows the 'Notification Preferences' page in Canvas LMS. The browser address bar indicates the URL is <https://ufl.instructure.com/profile/communication>. The left sidebar contains navigation links: Home, Profile, Notifications (selected), Files, Settings, and ePortfolios. The main content area is a table with the following structure:

	Email Address
Course Activities	hardemont@ufl.edu
Due Date	🕒 Daily
Grading Policies	📅 Weekly
Course Content	✓ ASAP
Files	✓ ASAP
Announcement	✓ ASAP
Announcement Created By You	✓ ASAP
Grading <input type="checkbox"/> Include scores when alerting about grade changes.	🕒 Daily
Invitation	✓ ASAP
All Submissions	🕒 Daily
Late Grading	🕒 Daily
Submission Comment	🕒 Daily
Discussions	
Discussion	✓ ASAP
Discussion Post	✓ ASAP
Conversations	
Added To Conversation	✓ ASAP
Conversation Message	✓ ASAP
Conversations Created By Me	✓ ASAP

4. In Settings, confirm your UF eMail address.
- If your eMail address is gray, then click on it.



- An eMail will be sent to your UF account with a link to click to confirm the eMail for Canvas.

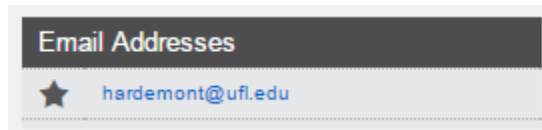
The email address, hardemont@ufl.edu is being registered at ufl.instructure.com for the user, Truly Hardemon.



[Click here to confirm this registration](#)

[Update your notification settings](#)

- After you do this, your eMail address will show as blue in Canvas. (You might have to refresh your webpage to see the change.)



For additional resources on Profile and User Settings, please visit the Canvas Student Guide at:

<http://guides.instructure.com/m/4212/c/23873>