

## Logging into Canvas For Workforce Training Center (WTC) Students

The North Idaho College Workforce Training Center uses a learning management system called “Canvas”. Canvas is where students access online content and activities for their courses. This handout describes the process students use to set up their Canvas password and log in to Canvas for the FIRST time.

### Step 1

Navigate to the North Idaho College Workforce Training Center Lumens site at:

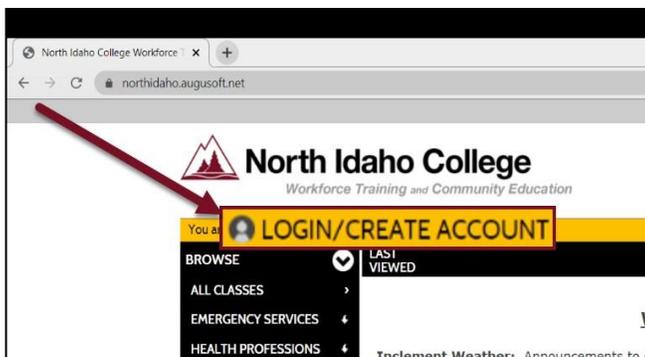
<http://northidaho.augusoft.net>



*If this is your first time logging in to the Workforce Center website, you may need to **create a password** to log in. Click the **Forgot your password?** link on the login screen and follow the instructions or see additional instructions [Lumens - Create a Password / Forgot your Password Using Your Existing Email Account](#). Please contact the Workforce Training Center Customer Service Department, 208-769-3214 for assistance.*

### Step 2

Login to your WTCE account. **Click Login**



### Step 3

In the Sign In box, **enter your username and password, click Sign In** (If you don't know your Username, ask Customer Service or your Instructor for assistance. To Reset your Password, Click the Forgot your password? link and follow the instructions, or refer to the [Lumens - Create a Password / Forgot your Password Using Your Existing Email Account](#) instructions.)

**Sign In**

Use your username and password to sign in here. Please note that the password is case sensitive.

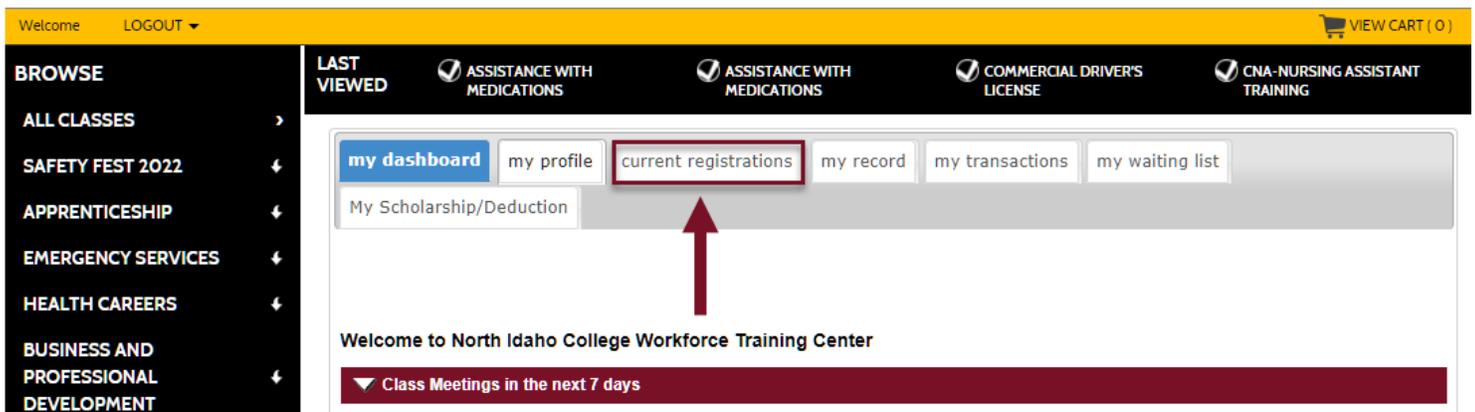
enter username here [Forgot your username?](#)

enter password here [Forgot your password?](#)

Sign In

### Step 4

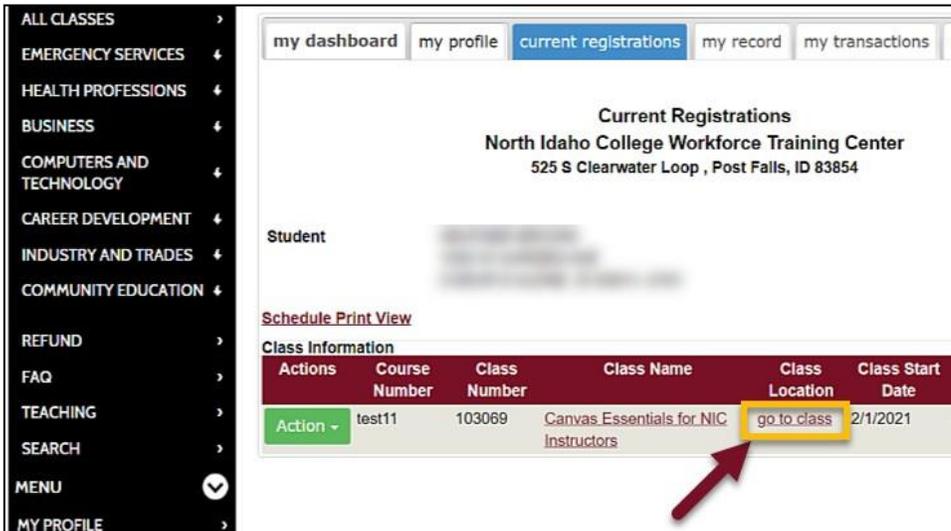
Click the **Current registrations** tab



The screenshot shows the user interface of the North Idaho College Workforce Training Center. At the top, there is a yellow navigation bar with 'Welcome', 'LOGOUT', and 'VIEW CART (0)'. Below this is a dark navigation bar with 'LAST VIEWED' and several course categories: 'ASSISTANCE WITH MEDICATIONS', 'ASSISTANCE WITH MEDICATIONS', 'COMMERCIAL DRIVER'S LICENSE', and 'CNA - NURSING ASSISTANT TRAINING'. The main content area features a horizontal menu with tabs: 'my dashboard', 'my profile', 'current registrations', 'my record', 'my transactions', and 'my waiting list'. The 'current registrations' tab is highlighted with a red box and a red arrow pointing to it. Below the tabs, there is a section for 'My Scholarship/Deduction' and a welcome message: 'Welcome to North Idaho College Workforce Training Center'. At the bottom, there is a red banner with a dropdown arrow and the text 'Class Meetings in the next 7 days'.

## Step 5

Locate your course and click **go to class**

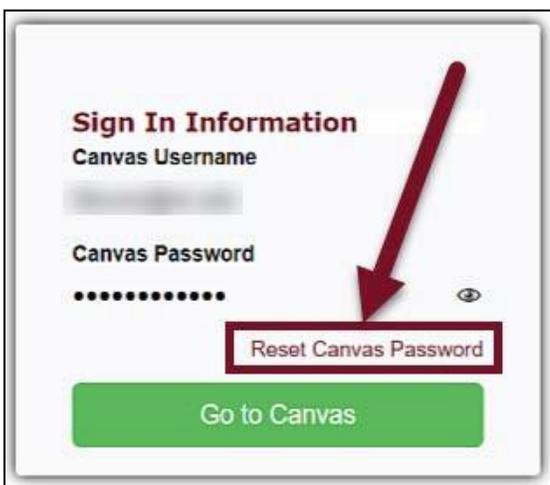


Actions	Course Number	Class Number	Class Name	Class Location	Class Start Date
Action -	test11	103069	Canvas Essentials for NIC Instructors	go to class	2/1/2021

## Step 6

When you register for a course, Canvas automatically creates a password for you. You will need to reset this password to something you will remember.

In the Sign In Information box **click Reset Canvas Password**



**Sign In Information**

Canvas Username

Canvas Password

[Reset Canvas Password](#)

[Go to Canvas](#)

## Step 7

Enter your preferred **password** in the fields then click **Reset Canvas Password**



**Reset Canvas Password**

[Generate New Password](#)

new password

retype password

**Reset Canvas Password**

## Step 8

Click **Log In**



### Optional Steps

- Bookmark the Canvas login page in your internet browser for easy access.

**<https://niccommunity.instructure.com/login/canvas>**

- If you are using a **personal** computer – check the “Stay signed in” box on the login page. Doing this will save your username and password to your browser and you will not need to enter it every time you log in. CAUTION – Do NOT do this if you are using a public computer.
- If you forget your Canvas Password, use the Reset Canvas Password link in the Workforce Training Center Lumens site rather than the Forgot Password link in Canvas. This ensures your password will be saved in Lumens and you’ll always have access through Lumens.