EXECUTIVE EDUCATION
INSTRUCTIONAL STEP-BY-STEP GUIDE

UCDAVIS
GRADUATE SCHOOL OF MANAGEMENT

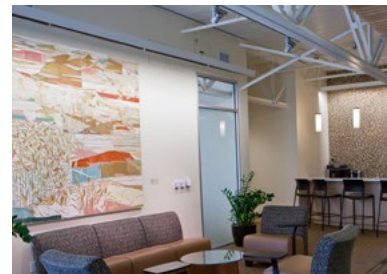Full-Time MBA | Part-Time MBA in Bay Area | Master of Science in Business Analytics | Master of Professional Accountancy | Executive Education

TAF (Temporary Affiliate Form) Instructions

PLEASE READ CAREFULLY:

As part of registering for this course, we require you to obtain a UC Davis email to access course materials on **CANVAS,** our Learning Management site.

STEPS to Completing your UC Davis email account:

All emails will come from ithelp@ucdavis.edu:

1. Check your email for a link to complete your **Temporary Affiliate Form (online).**
2. Once your form has been approved, you will receive another system email with a **link to create your UC Davis Computing Account Services with your Campus ID # (StudentID #).**
3. Once you are on the Computing Account Services page click **"Get your UC Davis Computing Account".** You will use your campus ID # in the email that was sent to you. You should complete your UCD computing account immediately after receiving your email.

4. Complete the following:
    i.   *Create your unique UC Davis email*
    ii. *Create a password*
    iii. *Agree to terms*

    Please make a note of your new email, UC Davis login ID and password. This will be required to enter the CANVAS website to access your course materials.
    Send your new UC Davis email to GSM Executive Education.

While attending this **UC Davis Graduate School of Management Executive Education Program**, you will be able to access all course material from our learning management system (LMS), Canvas.

Getting started on Canvas

Step 1: Log on to **"UC Davis Canvas" website.**

Step 2: Log in as **"UC Davis Faculty, Students, & Staff"**

Step 3: Enter your **username** and **passphrase** that was created for your UC Davis email account.
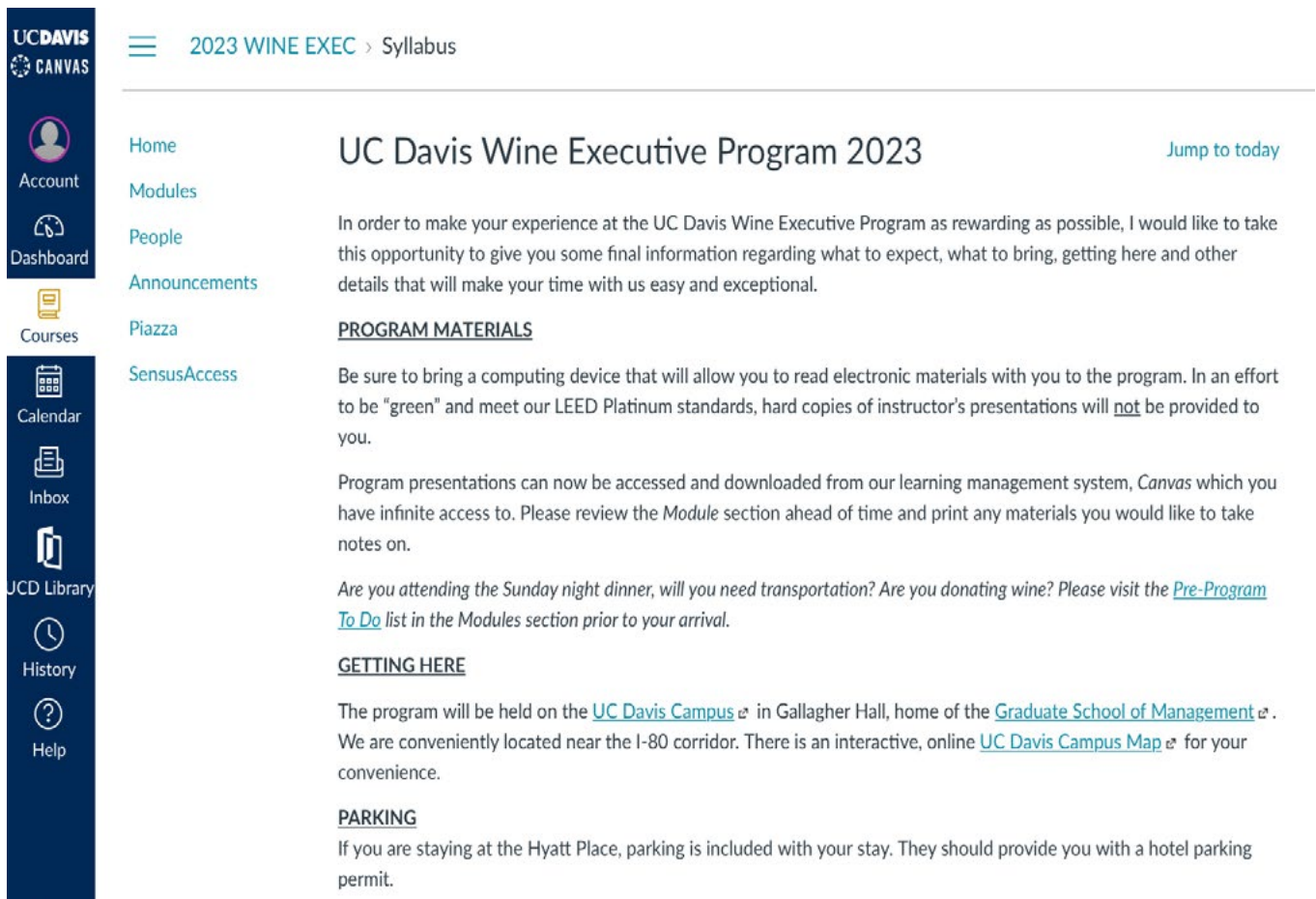
Step 4: Click **"Accept"** to gain access to the program page..

Step 5: You will be directed to the program homepage.

Exploring the Program Homepage

1. Click on the **"Account"** icon in the left, blue ribbon to complete your Canvas profile.

2. Click on the **"Profile"** link.
3. Complete your professional profile by clicking the icon to add a photo and the **"Edit Profile"** button to add your professional information. To edit your profile at any time, just follow the same steps.

4. Click on **"Announcements"** to read messages from the UC Davis Executive Program staff.

5. Click on **"Modules"** to see all program content.
   Explore the different modules prior to starting the program.

Exploring the Far Left Navigation

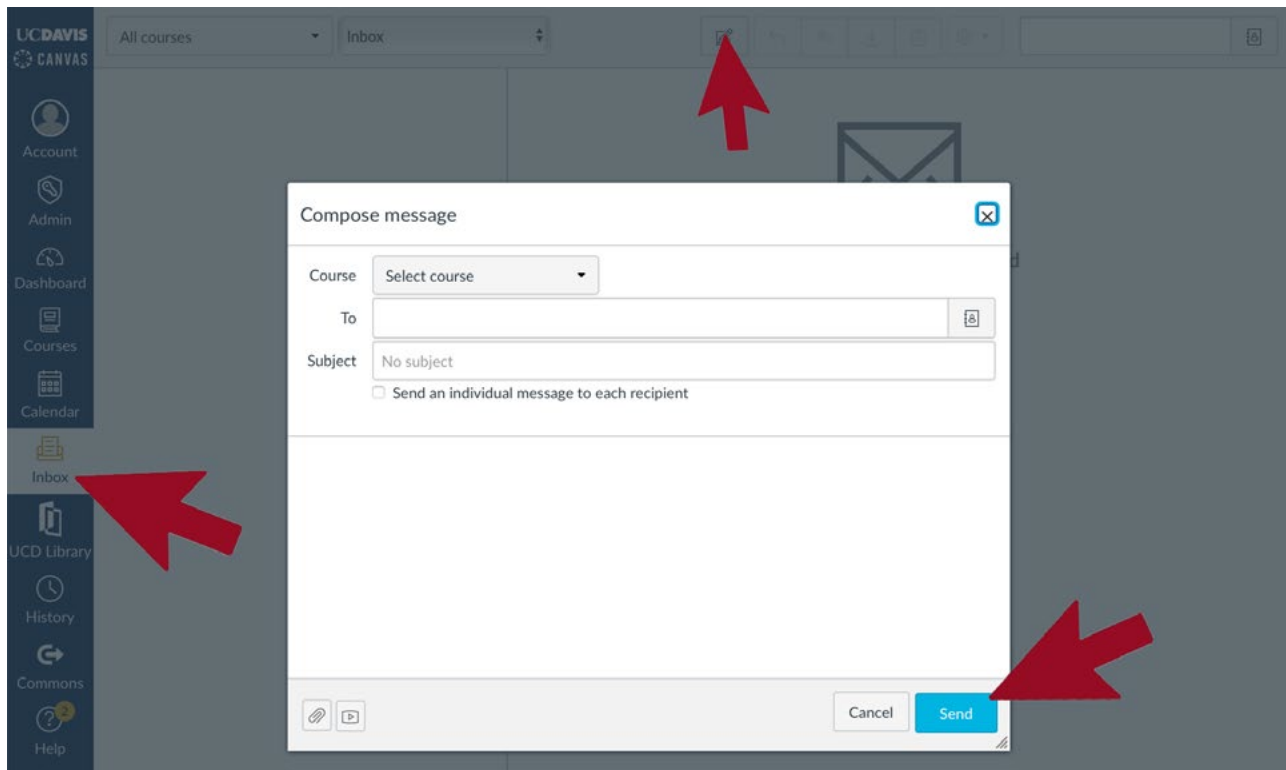   1. Click on **"Dashboard"** to see notifications and help from the Canvas system, as well as the programs for which you are currently registered.
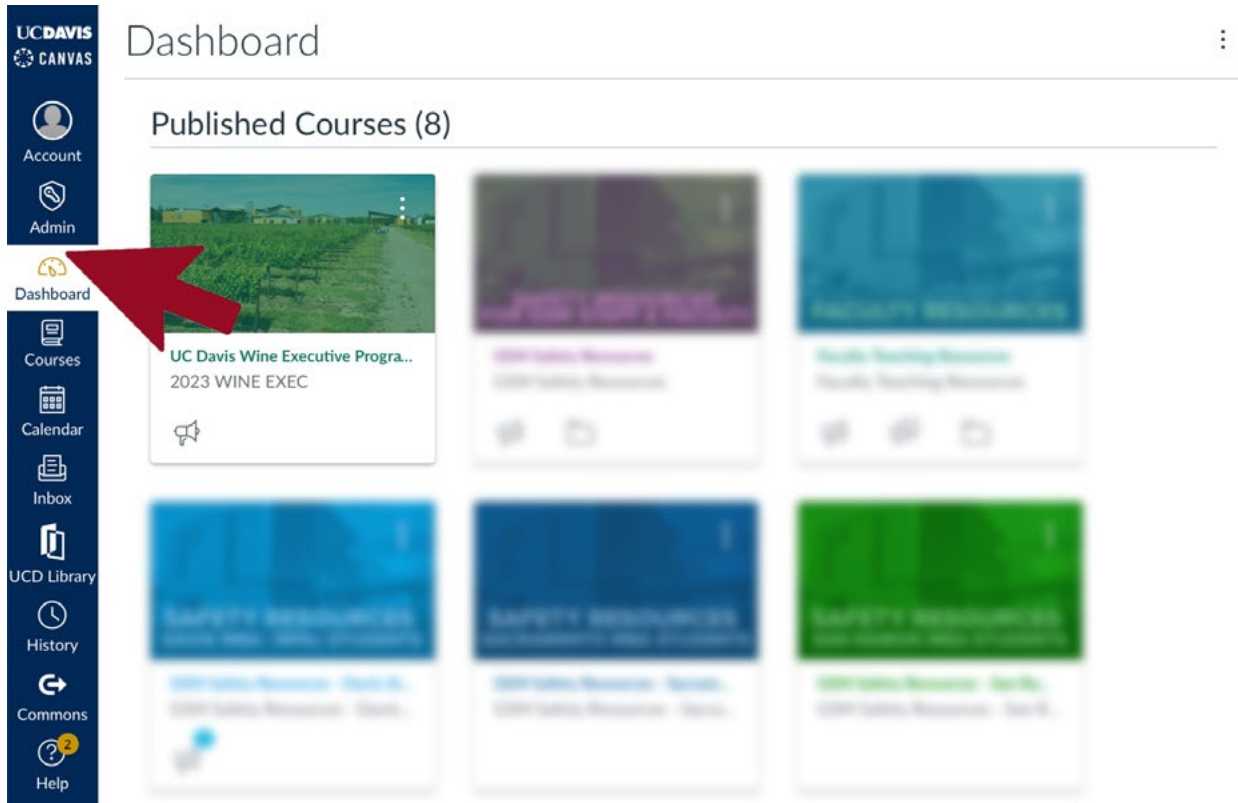
    2. Click on **"Courses"** to see an easy navigation menu of the program(s) for which you are registered.
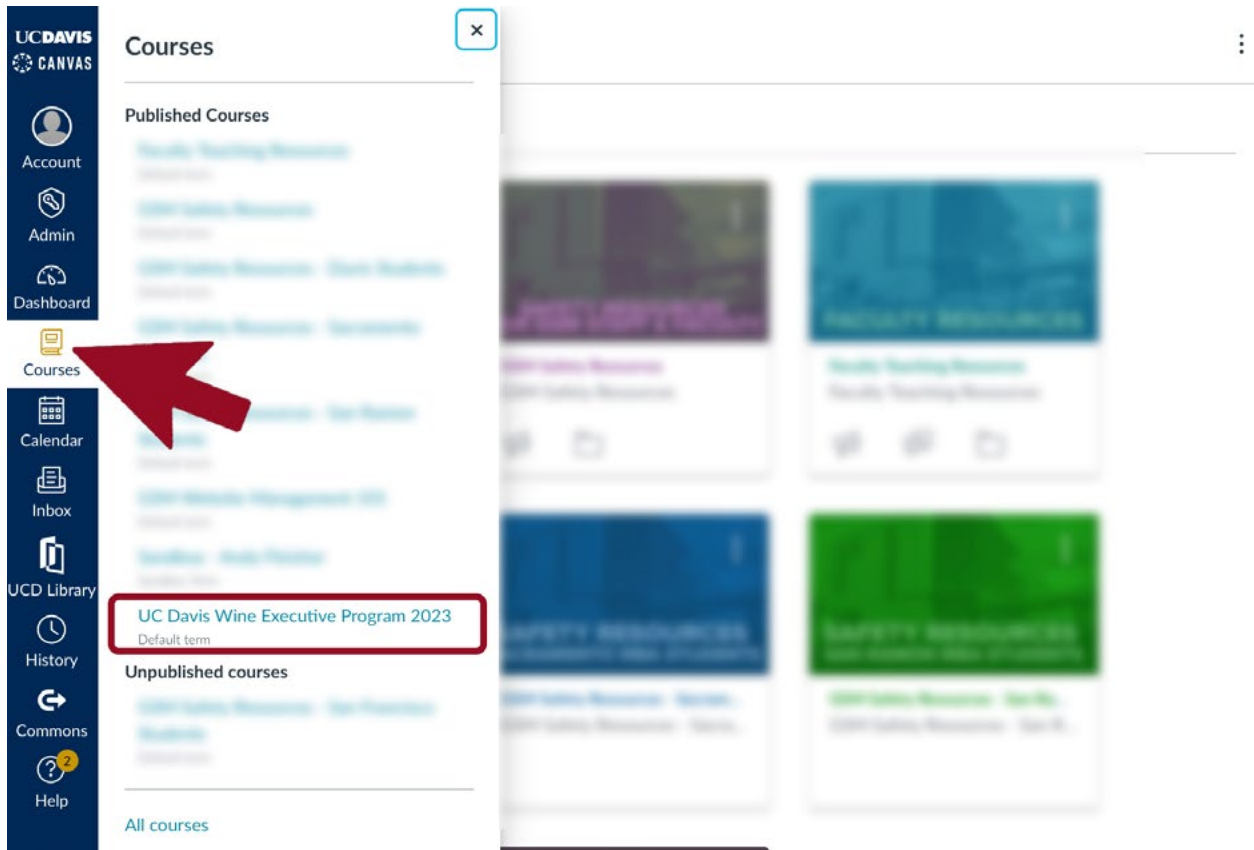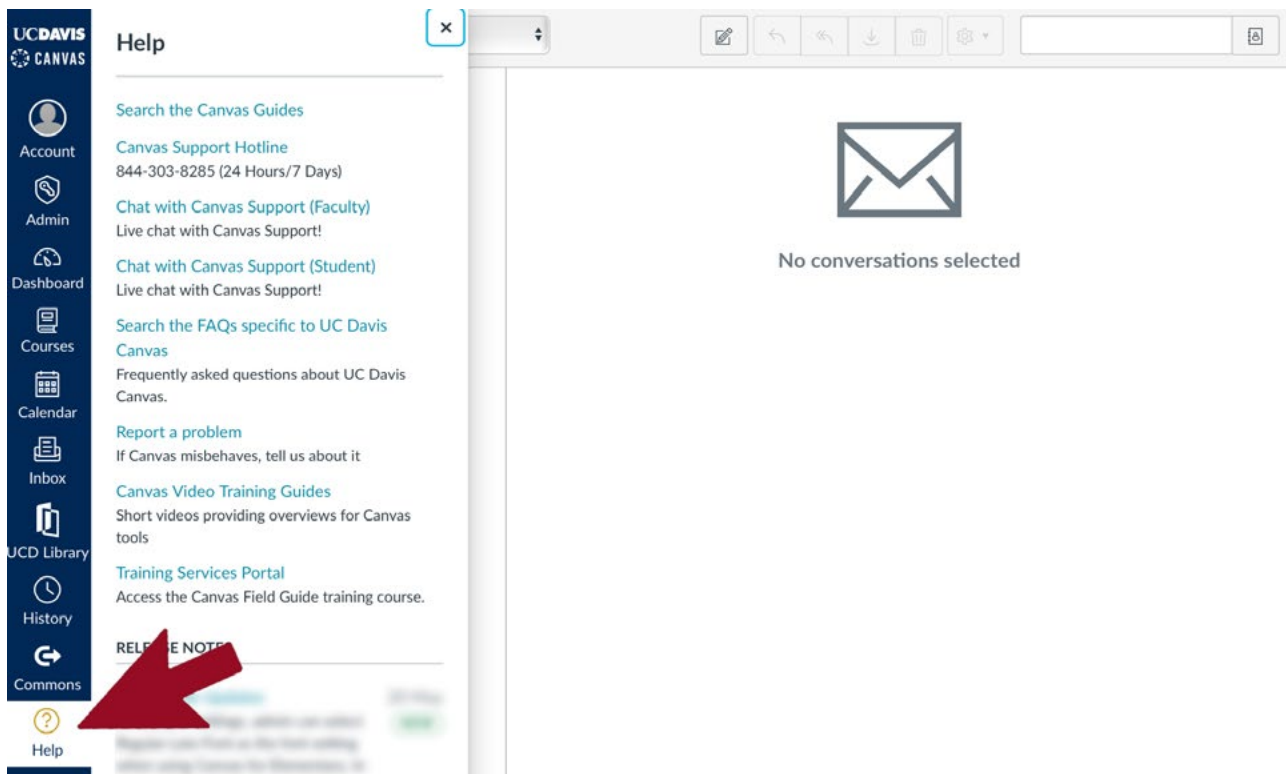
3. You can use the Canvas **"Inbox"** to communicate with everyone in the program.

4. Use the Canvas **"Help"** button to do any of the following listed below.
   Canvas online support is helpful and friendly. Available 24 hours / 7 days.

In the future, log onto your program using the **"UC Davis Faculty, Students, & Staff"** button on the UC Davis sign in page. It would be helpful to bookmark this page.

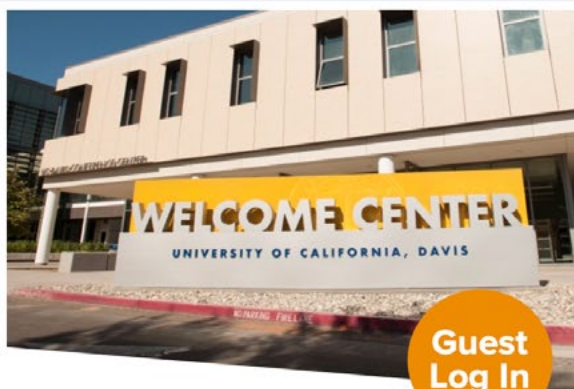*Your Canvas access will be active for one calendar year from the start of your program.*
https://login.canvas.ucdavis.edu/