**Logging onto Canvas and HCC Email**

**How to Log On to Canvas**

This course will be taught in our learning management system called Canvas. On the first day of the semester, you will be able to log on to your course’s Canvas site by going to <https://howardcc.instructure.com/login>.

* **Your Username** = HCCExpress username (the first character of your first name + the first seven characters of your last name + the last four digits of your student ID number, all in lower case). Example: jsmith4567.
* **Your Password** = Your full 7-digit student ID number.

If you have trouble logging on, call the HCC Help Desk. The Help Desk is available by phone from 8:00 AM to 11:00 PM, Monday through Friday, at **443-518-4444**.

**Technical Requirements**

Our Canvas sites require that you have a Windows 98 or above PC or Macintosh, with at least a 56K modem or cable modem, an Internet service provider, and a Web browser.

It is recommended that you use the following Web browsers to access Canvas: Mozilla Firefox or Google Chrome. If you do not have these browsers on your computer, you can download them for free at the following Web sites:

* [Mozilla Firefox](http://www.mozilla.com/en-US/firefox/new/)
* [Google Chrome](http://www.google.com/chrome/intl/en/make/download.html?brand=CHKZ)

**How to access your HCC email (Outlook):**

* Your HCC email address is in the new format of [lastname.firstname@howardcc.edu](mailto:lastname.firstname@howardcc.edu)
* Your HCC student login ID is the first character of your first

name + the first 7 characters of your last name + the last 4 digits of your student ID number.

* ***Example:***  Lucy Van Pelt’s student ID number is "1234567"

Her HCC login ID is:  lvanpelt4567.

Her HCC email address is vanpelt.lucy@howardcc.edu

* Your HCC student email password is set to your birth date in mmddyy format.
* ***Example:*** Lucy Van Pelt’s birth date is March 23, 1985. Her password is 032385