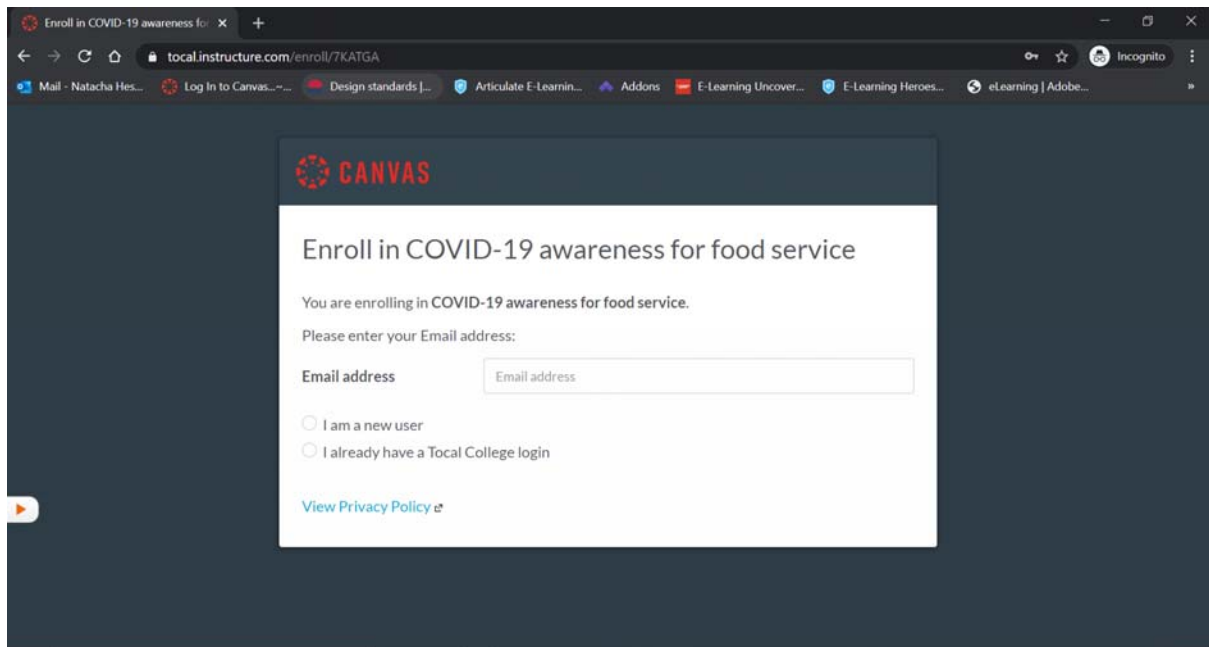


## Self-enrolment instructions for Canvas

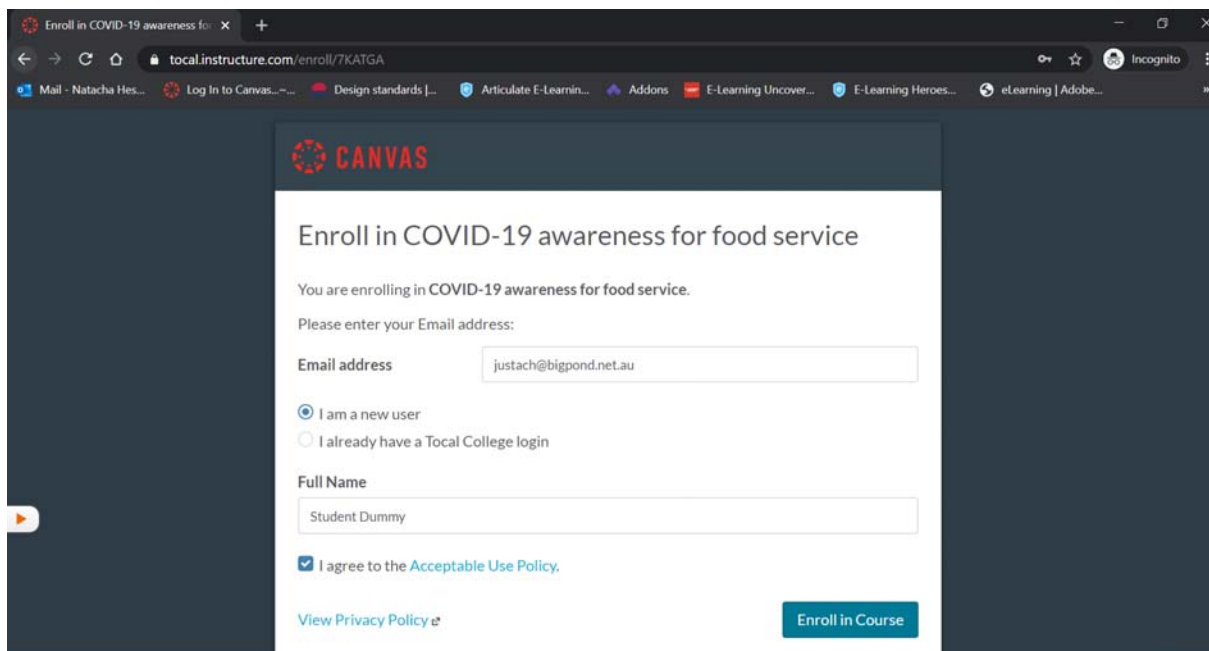
Students provided with a course link - <https://covidaware.instructure.com/enroll/J8BBYH>

When students click on the link they are taken to this screen



The screenshot shows a web browser window with the URL `tocal.instructure.com/enroll/7KATGA`. The page features the Canvas logo at the top left. The main heading is "Enroll in COVID-19 awareness for food service". Below this, it states "You are enrolling in COVID-19 awareness for food service." and asks the user to "Please enter your Email address:". There is a text input field labeled "Email address" with the placeholder text "Email address". Below the input field are two radio button options: "I am a new user" and "I already have a Tocal College login". At the bottom left of the form, there is a link "View Privacy Policy".

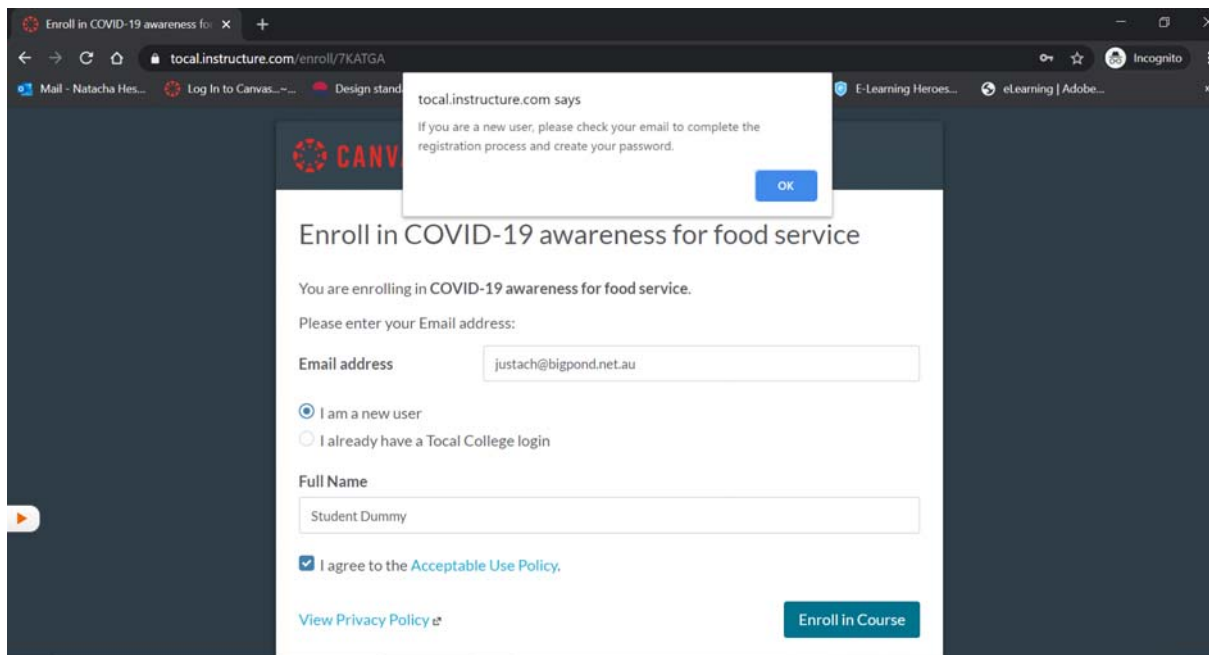
They will need to enter their email address and select whether they are a new or existing user.



This screenshot shows the same enrollment page as the previous one, but with the form fields filled out. The "Email address" field now contains the text "justach@bigpond.net.au". The "I am a new user" radio button is selected. Below the radio buttons, there is a "Full Name" label and a text input field containing "Student Dummy". At the bottom of the form, there is a checked checkbox next to the text "I agree to the Acceptable Use Policy." and a blue button labeled "Enroll in Course". The "View Privacy Policy" link is still present at the bottom left.

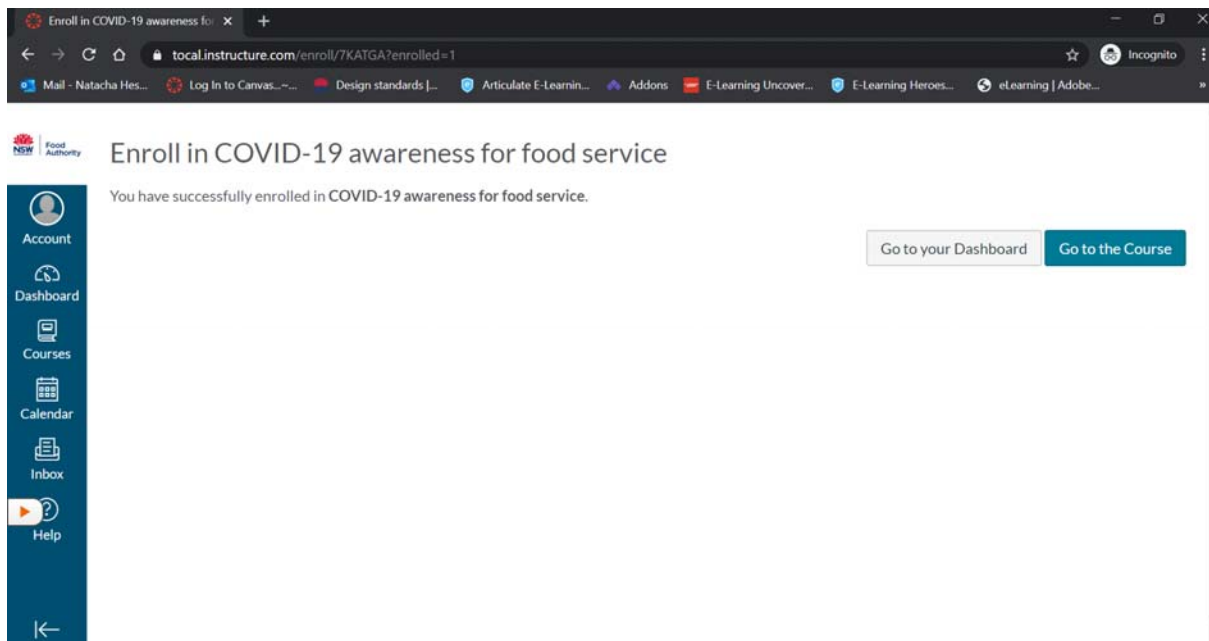
If they select that they are a new user, they need to type in their full name and tick the box next to I agree to the terms of use. Then click Enroll in Course.

A pop-up will appear telling the student to check their email to complete the registration process and create a password.



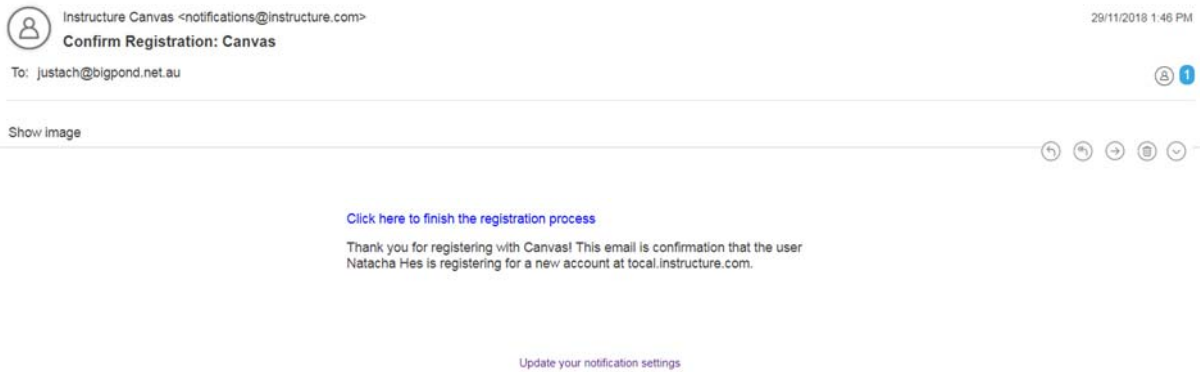
The screenshot shows a web browser window at `tocal.instructure.com/enroll/7KATGA`. A white pop-up box is centered on the screen with the text: "tocal.instructure.com says. If you are a new user, please check your email to complete the registration process and create your password." with an "OK" button. Below the pop-up, the main page content is visible. It features the CANV logo and the heading "Enroll in COVID-19 awareness for food service". The text reads: "You are enrolling in COVID-19 awareness for food service. Please enter your Email address:". There is an input field for "Email address" containing "justach@bigpond.net.au". Below this are two radio buttons: "I am a new user" (selected) and "I already have a Tocal College login". There is also an input field for "Full Name" containing "Student Dummy". A checked checkbox indicates "I agree to the Acceptable Use Policy." with a link to "View Privacy Policy". An "Enroll in Course" button is at the bottom right.

After the student has clicked OK on the pop-up they will be taken into the course. Note they do not have a password to log back in until they have completed the steps in the email.



The screenshot shows the user's dashboard after successful enrollment. The browser address bar is `tocal.instructure.com/enroll/7KATGA?enrolled=1`. The page title is "Enroll in COVID-19 awareness for food service" and the message says "You have successfully enrolled in COVID-19 awareness for food service." On the left is a vertical navigation menu with icons and labels for "Account", "Dashboard", "Courses", "Calendar", "Inbox", and "Help". On the right, there are two buttons: "Go to your Dashboard" and "Go to the Course".

This is the email the student will receive from Canvas – they need to click on the link to complete the registration process



When the student clicks on the link they will be taken to this screen where they will need to create their password and click register – students are then taken into the course and can now login via generic Canvas link @ <https://total.instructure.com>

