FIRST TIME LOG IN

- **Training Services Portal Access** - The “Training Portal” button can be accessed through your institution’s Canvas help menu. The help area is in Canvas is at the bottom of the Global Navigation Menu.

- **Training Services Portal Login** - Login to the Training Portal via the “Login with Canvas” button.

- **Authorize Account** - Select the “Authorize” button to authorize your training account.

- **Authorize Subscription Training for Bridge** - Select the “Authorize” button to access Bridge for Canvas training content. Bridge is a tool built and administered by Instructure.

**Need Help?** Click on your user icon in the top right corner to access the Training Services Portal help panel and select the mail icon to send us a message at Canvas Subscription Training Support.
VIEWING TRAININGS

- **Learning Library** - Library of all trainings available for registration (includes programs, live trainings and asynchronous recordings). These are organized by Learning Pathway, Courses, Videos and Live Trainings (for subscription training clients). Filter using tags.

- **Training Calendar** - Calendar view of all available LIVE webinar trainings. **Webinar trainings are only visible to subscription training clients.** Click on a session title to view details and to register for the session. You have the ability to toggle to list view. After registration you will receive an email notification with the session invite and details.

- **My Learning** - Trainings that you have already registered for or have started. Ability to launch live trainings from the available link.

---

**Need Help?** Click on your user icon in the top right corner to access the Training Services Portal help panel and select the mail icon to send us a message at Canvas Subscription Training Support.
FILTERING OPTIONS

- **Live Trainings** - Live webinars delivered by Canvas Trainers. Offered on a recurring calendar. Users register for date/time that best aligns with their availability. Automated email confirmations with calendar event for Google/Outlook that includes the link to access training. **Available only for clients who have purchased Subscription Trainings.** Badge codes provided upon completion.

- **Programs** - Categorized as Learning Pathways. Tracks of recommended curriculum of live sessions for users based on role (eg. k12 instructor, sub-account admin, faculty support etc.). Some programs include pre-recorded trainings where available. Certificates issued upon completion and 80% competency on interactions.

- **Courses** - Pre-recorded video trainings available at any time. Courses contain one or more videos depending on topic. Badge codes are provided upon completion.

**Need Help?** Click on your user icon in the top right corner to access the Training Services Portal help panel and select the mail icon to send us a message at Canvas Subscription Training Support.