



# Canvas - Single Sign-On Login Guide

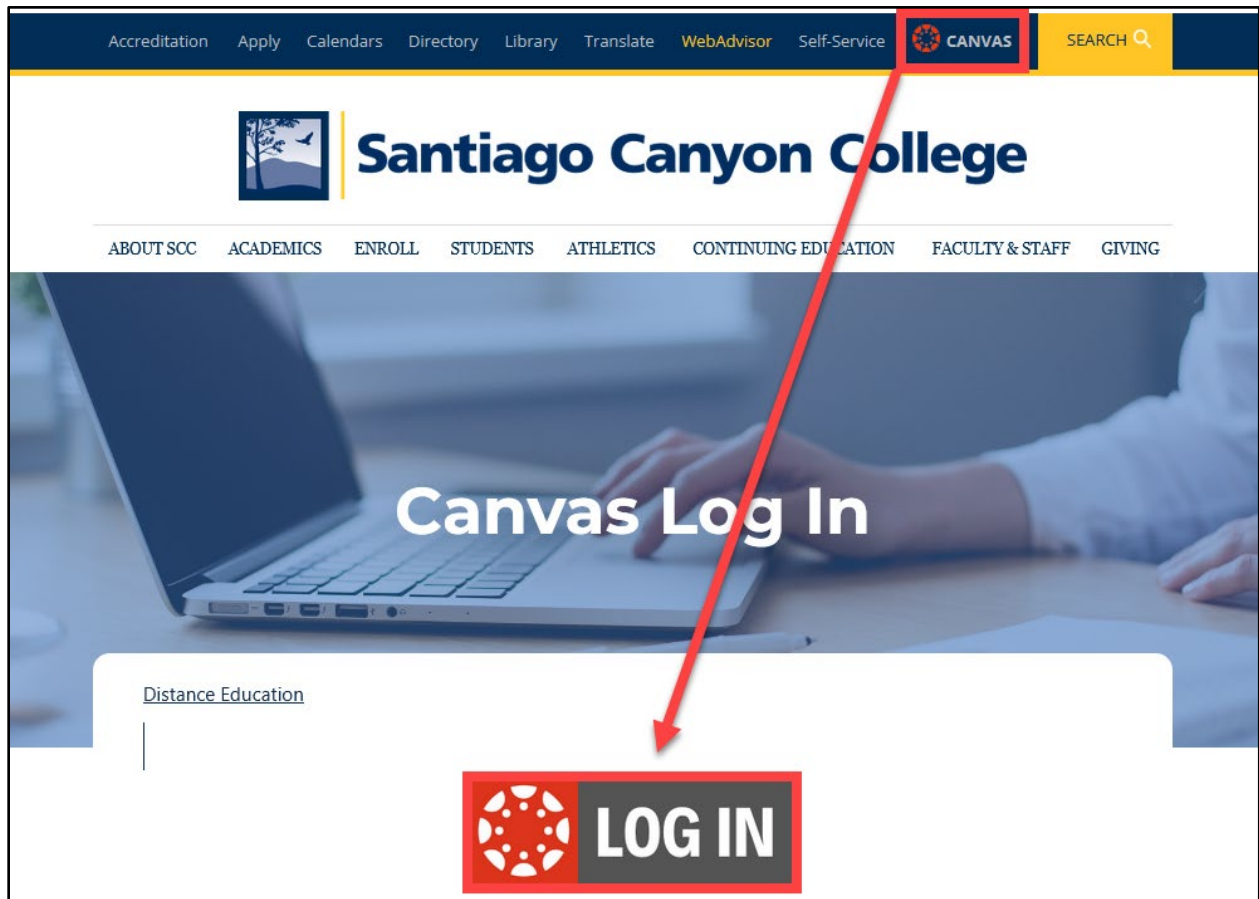
## Step 1 – Navigate to Canvas website

Open a web browser and go to [Canvas](#).

Alternatively, go to the [Santa Ana College Home Page](#) and click the **Canvas** link on the **top menu**. On the next page, click **Log in to Canvas**.

A screenshot of the Santa Ana College website. At the top, the 'SANTA ANA COLLEGE' logo is on the left, and navigation links for 'TRANSLATE', 'CANVAS', 'WEBADVISOR', and 'MENU' are in the center. A search bar with 'Search sac.edu' is on the right. Below the navigation, a red banner reads 'Canvas Login' with a 'Contact Us' link on the right. A sidebar on the left lists various resources like 'DISTANCE EDUCATION OFFICE', 'ONLINE CLASS SCHEDULES', etc. The main content area features the heading 'How to Log in to Canvas' with a red arrow pointing to a yellow 'Log in to Canvas' button. Below the button is the Canvas logo. Text below the logo explains the login requirements, including the use of school email addresses like 'jd12345@student.sac.edu' and 'jd12345@student.scollege.edu'. A note mentions that users who attended Santiago Canyon College prior to SAC should use SCC email log in. At the bottom, it says 'If you need to locate your student email, please login to your Self-Service User Profile page to retrieve your student email.'

You can also go to the [Santiago Canyon College Home Page](#) and click the **Canvas** link on the **top menu**. On the next page, click **LOG IN**.



## Step 2 – Sign in to RSCCD Single Sign-On

You will be redirected to the **Sign In** page for **RSCCD Single-Sign On**. Input your username and password, and click **Sign In**.

**Optional:** Check the box for "Keep me signed in" to stay signed in.

Your Username is your **college issued email address**.

- For Students, the username format can be:
  - **WebAdvisorID@student.scollege.edu** or **WebAdvisorID@student.sac.edu**
  - Example: ab12345@student.sac.edu
- For Employees, the username format can be:
  - **LastName\_FirstName@scollege.edu**,
  - **LastName\_FirstName@sac.edu**, or
  - **LastName\_FirstName@rsccd.edu**
  - Example: Smith\_John@sac.edu

Your Password is the one associated with your school account (e.g., for Canvas and Self-Service).

Sign in with your organizational account

someone@example.com

Password

Keep me signed in

Sign in

**Login authentication screens are changing.**  
[Learn More - Single Sign-On FAQs](#)  
[Retrieve Username or Reset Password](#)

For Students:

- WebAdvisorID@student.scollege.edu
- WebAdvisorID@student.sac.edu
- Example: ab12345@student.sac.edu

For Employees:

- LastName\_FirstName@scollege.edu
- LastName\_FirstName@sac.edu
- LastName\_FirstName@rsccd.edu
- Example: Smith\_John@rsccd.edu

## Step 3 – Agree to the Canvas Acceptable Use Policy

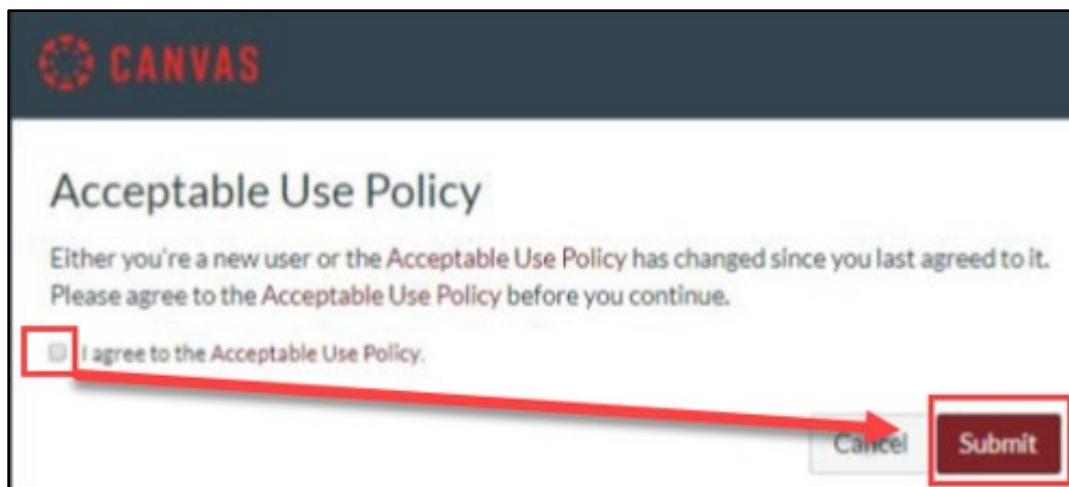
After signing in, you will be redirected to Canvas Instructure.

You may encounter a pop up for “**Acceptable Use Policy**”.

**Check the box** for “**I agree to the Acceptable Use Policy**”.

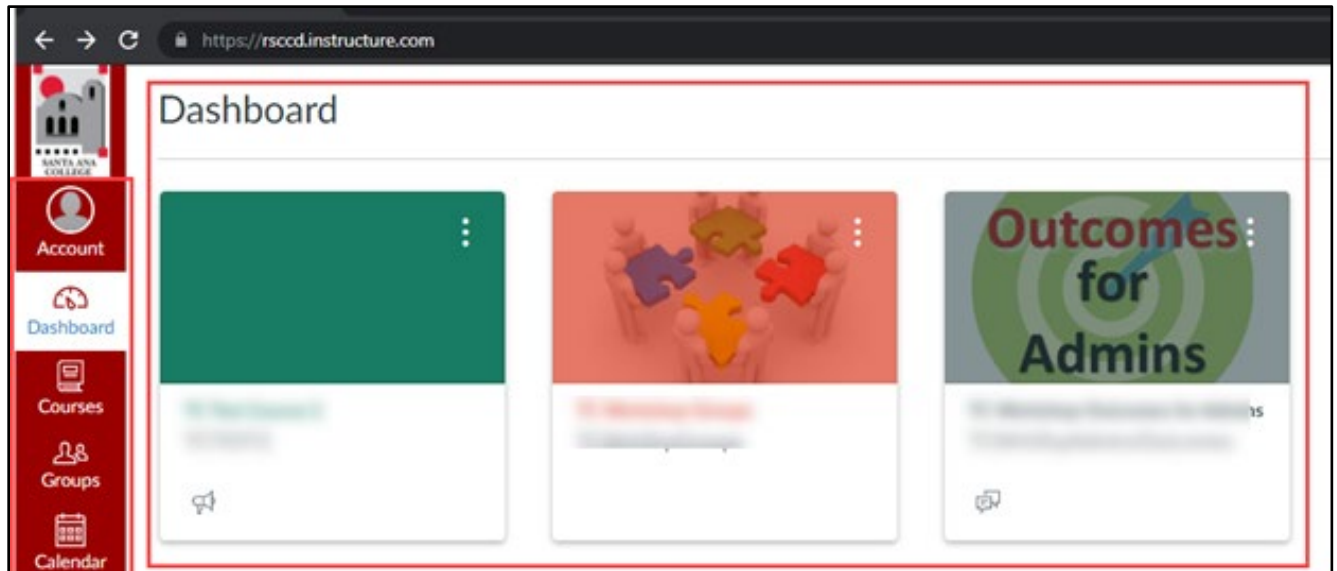
Then click “**Submit**”.

**NOTE:** This screen typically appears if you are logging into Canvas for the first time. If you do not encounter this pop up, skip to [step 4](#).



## Step 4 – Open the Canvas Dashboard

Once you are logged in, you will be taken to your **Canvas Dashboard**, with a list of published courses, and additional menu options on left panel.



## Troubleshooting Sign in problems

- Use the [Password Reset page](#) if you've forgotten your password, or need to retrieve your username.
- Use the [Change Password page](#) to update your password.
- Read the [Single Sign-On FAQs page](#) for troubleshooting other issues.
- **Students** should contact the **Student Help Desk** for further assistance.
  - For Santa Ana College students: [SAC Student Help Desk page](#)
  - For Santiago Canyon College students: [SCC Student Help Desk page](#)
- **Faculty and Staff** may contact the **ITS Help Desk** for further assistance.
  - Employees only: [ITS Help Desk page](#)