



CANVAS ACCESS GUIDE

FOR CONTINUING EDUCATION STUDENTS ENROLLED THROUGH THE CENTER FOR
BUSINESS AND INDUSTRY SERVICES (CBIS) PROGRAM

Center for Business and Industry Services
cbisinfo@bigbend.edu



WHAT IS CANVAS?

CANVAS IS AN ONLINE PLATFORM AND LEARNING TOOL USED AT BIG BEND COMMUNITY COLLEGE. INSTRUCTORS MAY POST SYLLABI, ASSIGNMENTS, OR OTHER IMPORTANT COURSE INFORMATION ON CANVAS.

HOW DO I KNOW IF MY COURSE USES CANVAS?

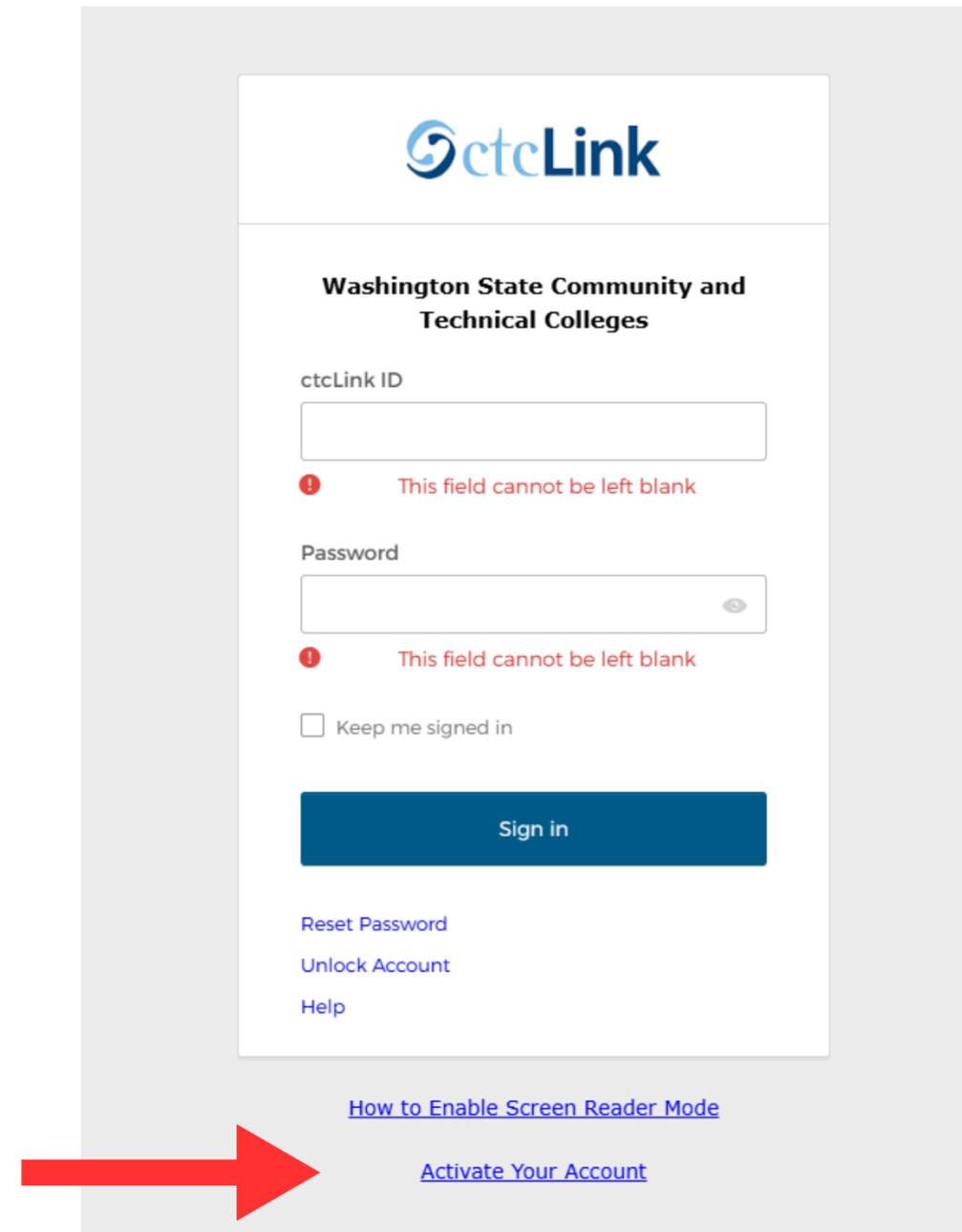
IF YOU ARE REGISTERED IN A CO-ENROLLED COURSE (A COURSE ALSO OFFERED TO FOR-CREDIT STUDENTS OR ANOTHER ONLINE COURSE) THEN YOU WILL NEED ACCESS TO CANVAS. MOST PERSONAL ENRICHMENT COURSES (ART AND MUSIC) ARE CONSIDERED CO-ENROLLED. IF YOU ARE UNSURE, PLEASE CHECK THE COURSE DESCRIPTION OR EMAIL THE CBIS TEAM AT THE ADDRESS LISTED BELOW.

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ARE YOU A NEW STUDENT?

PLEASE FOLLOW THESE INSTRUCTIONS ON HOW TO
ACTIVATE YOUR CTC LINK ACCOUNT.

1. GO TO: [HTTPS://GATEWAY.CTCLINK.US](https://gateway.ctclink.us)
2. CLICK “**ACTIVATE YOUR ACCOUNT**” AT THE
BOTTOM



ctclink

Washington State Community and
Technical Colleges

ctclink ID

! This field cannot be left blank

Password

! This field cannot be left blank

Keep me signed in

Sign in

[Reset Password](#)
[Unlock Account](#)
[Help](#)

[How to Enable Screen Reader Mode](#)
[Activate Your Account](#)

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WASHINGTON COMMUNITY
AND TECHNICAL COLLEGES

Activate Your Account

*First Name

*Last Name

*Date Of Birth (MM/DD/YYYY) 

*ID Type ID

Submit



ARE YOU A NEW STUDENT?

3. FILL IN ALL OF YOUR PERSONAL INFORMATION
4. FIND YOUR STUDENT I.D. IN YOUR REGISTRATION EMAIL OR EMAIL THE CBIS TEAM
5. CLICK “**SUBMIT**”
6. ANSWER SECURITY QUESTIONS
7. WRITE DOWN YOUR CTC LINK ID AND PASSWORD

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HOW TO ACCESS CANVAS USING CTC LINK

1. GO BACK TO CTC LINK LOGIN PAGE:

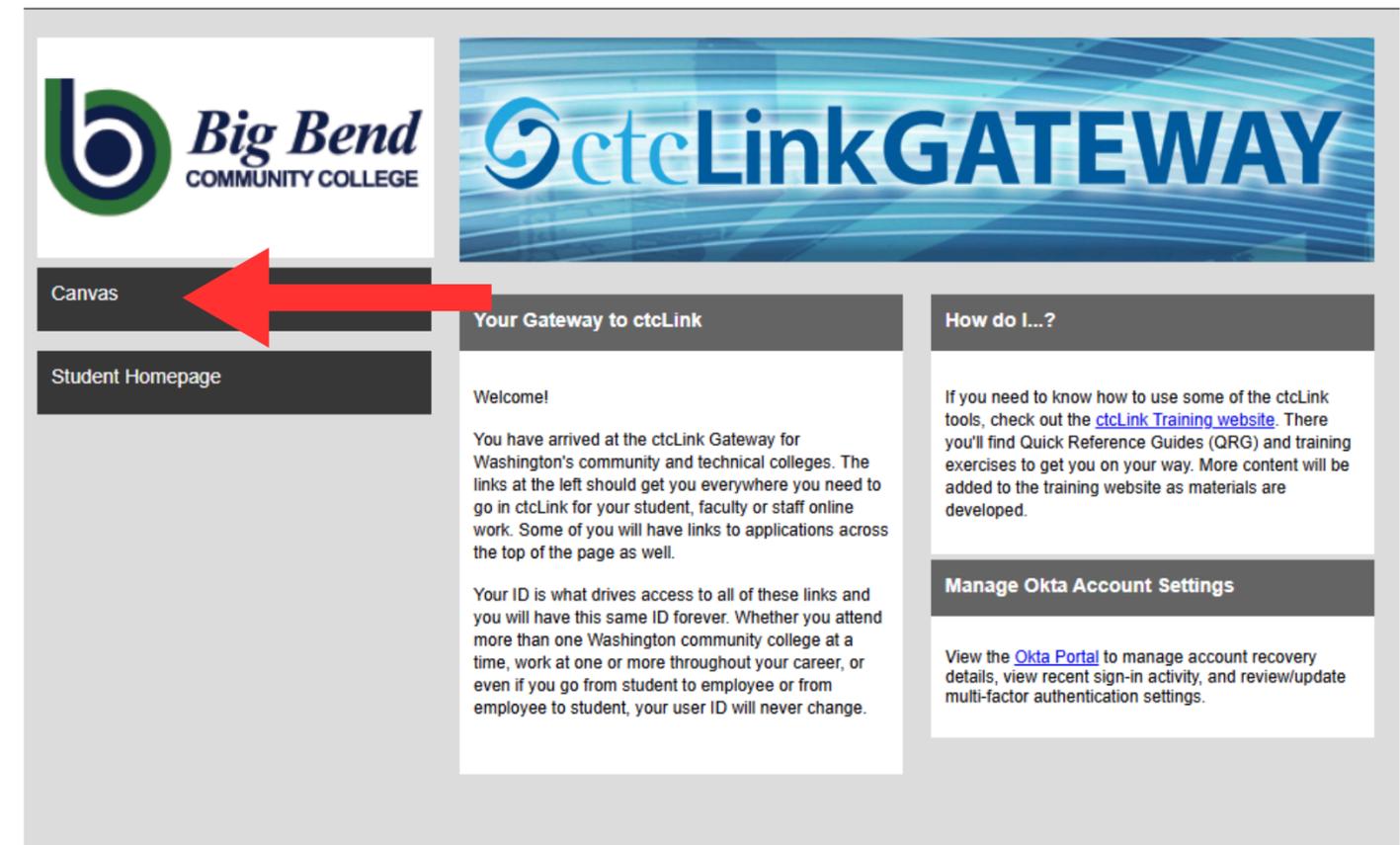
[HTTPS://GATEWAY.CTCLINK.US](https://gateway.ctclink.us)

(WE SUGGEST BOOKMARKING THIS PAGE FOR EASY ACCESS)

2. LOG INTO CTC LINK USING YOUR STUDENT ID AND PASSWORD

3. CLICK ON “**CANVAS**” ON THE LEFT SIDE BAR

4. CLICK ON “**BIG BEND COMMUNITY COLLEGE**”



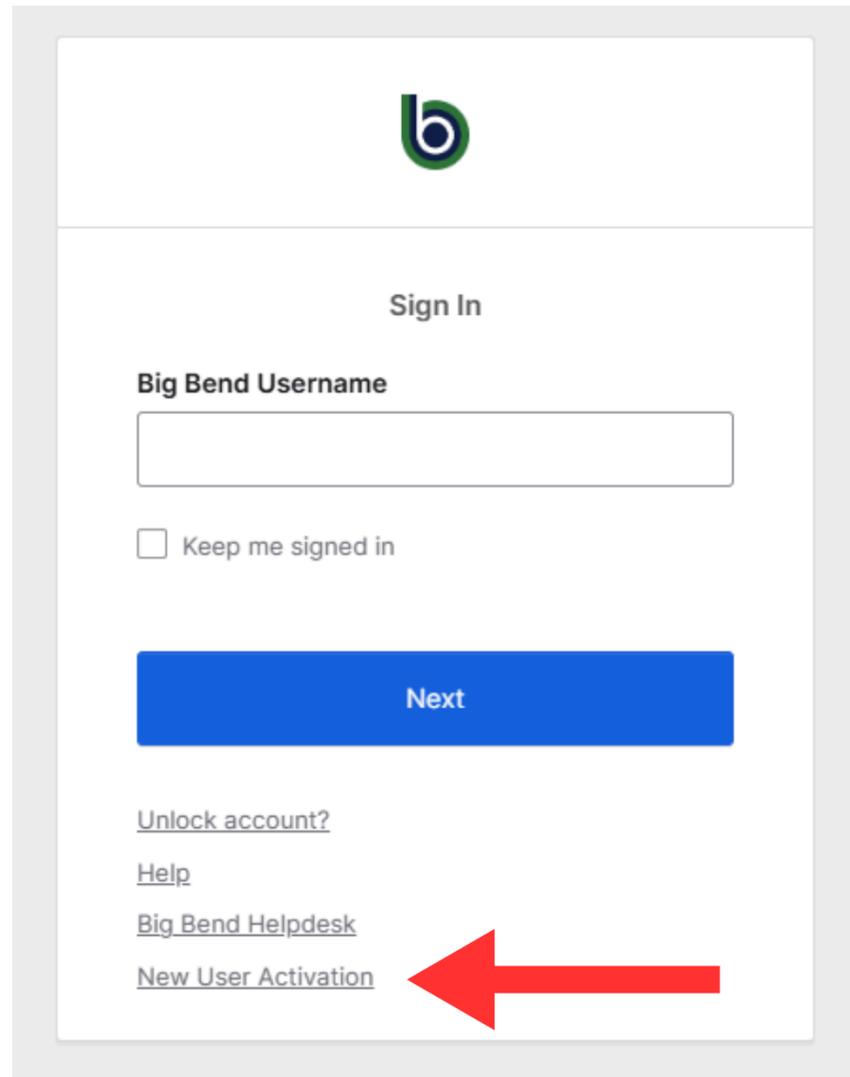
Accessible Canvas Domain List ✕

Select the Canvas Domain from the list below

[Big Bend Community College](#)



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The screenshot shows the Big Bend sign-in page. At the top is the Big Bend logo. Below it is the text "Sign In". There is a text input field labeled "Big Bend Username". Below the input field is a checkbox labeled "Keep me signed in". A blue button labeled "Next" is positioned below the checkbox. At the bottom of the page, there are four links: "Unlock account?", "Help", "Big Bend Helpdesk", and "New User Activation". A red arrow points to the "New User Activation" link.

SET UP YOUR BIG BEND NETWORK ACCOUNT

5. YOU WILL NEED TO ACTIVATE YOUR BIG BEND NETWORK ACCOUNT TO ACCESS CANVAS (**THIS IS DIFFERENT THAN YOUR CTC LINK ACCOUNT AND YOUR CAMPUS CE REGISTRATION ACCOUNT**)

6. CLICK **"NEW USER ACTIVATION"** AT THE BOTTOM

7. CLICK **"START ACTIVATION"**



SET UP YOUR BIG BEND NETWORK ACCOUNT

8. FILL IN YOUR PERSONAL INFO AND YOUR STUDENT (CTCLINK) ID
9. CLICK **"FIND MY ACCOUNT"**

Activate network account

First we need to find your account. Please enter your first and last name, your ctLink ID, and your date of birth:

First Name:

Last Name:

ctLink ID:

Date Of Birth:
(MM/DD/YYYY)



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SET UP YOUR BIG BEND NETWORK ACCOUNT

10. WRITE DOWN YOUR BIG BEND USERNAME

11. **YOU WILL NOT NEED YOUR BIG BEND EMAIL ADDRESS IF YOU WANT TO USE YOUR PERSONAL EMAIL ADDRESS! PLEASE DISREGARD.**

12. ENTER YOUR PHONE NUMBER

13. CREATE A PASSWORD

Activate network account

To complete the activation of your account, please complete the form below:

Your Big Bend Username Is:
example

Your Big Bend Email Is:
example@bigbend.edu

Enter a phone number where you can receive SMS text messages or voice calls. This information is used for self-service password resets and MFA.

Please use the format: 5554567890

Phone Number (SMS): (recommended)

Phone Number (Voice):

Enable Verify Push on a mobile device. You'll set this up on the next page if enabled. (recommended)

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LOG IN TO YOUR BIG BEND NETWORK ACCOUNT

1. GO BACK TO THE CANVAS LOGIN PAGE VIA CTC LINK AND LOG INTO YOUR BIG BEND NETWORK ACCOUNT USING YOUR NEW USERNAME AND PASSWORD
2. CONGRATS, YOU NOW HAVE ACCESS TO CANVAS!

Connecting to CANVAS
Sign in with your account to access Canvas

Sign In

Big Bend Username

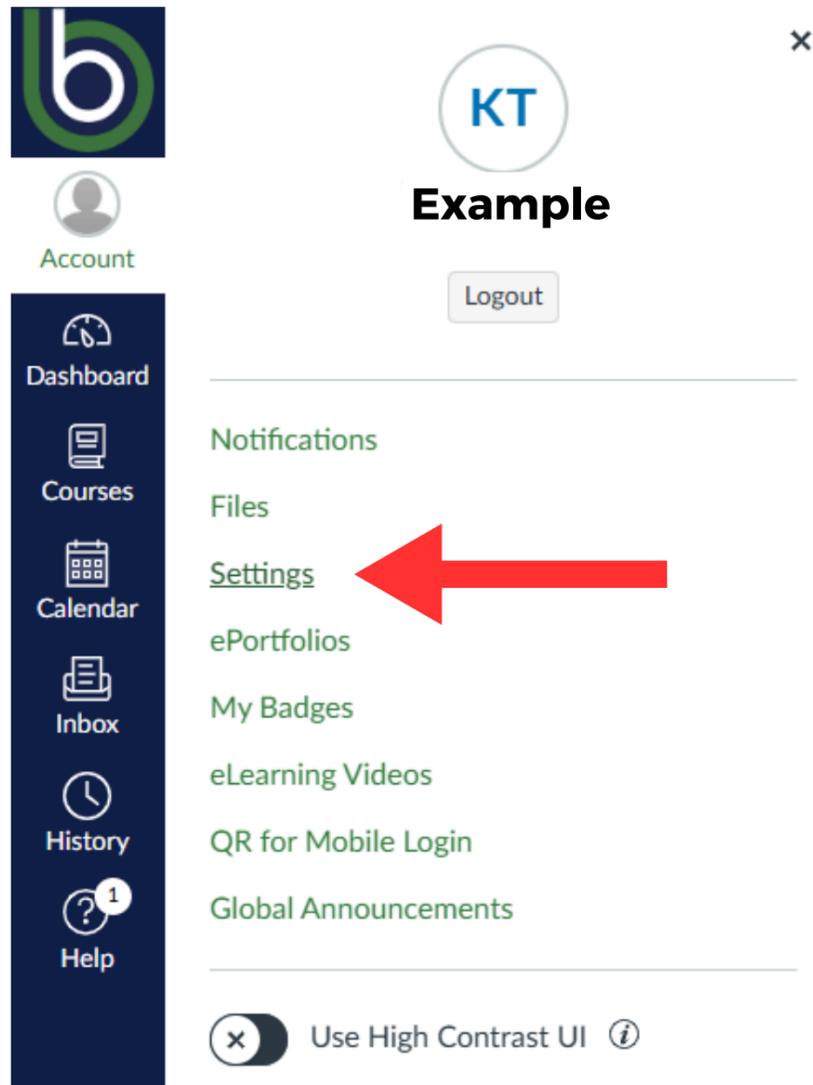
This field cannot be left blank

Keep me signed in

[Next](#)

[Unlock account?](#)
[Help](#)
[Big Bend Helpdesk](#)
[New User Activation](#)

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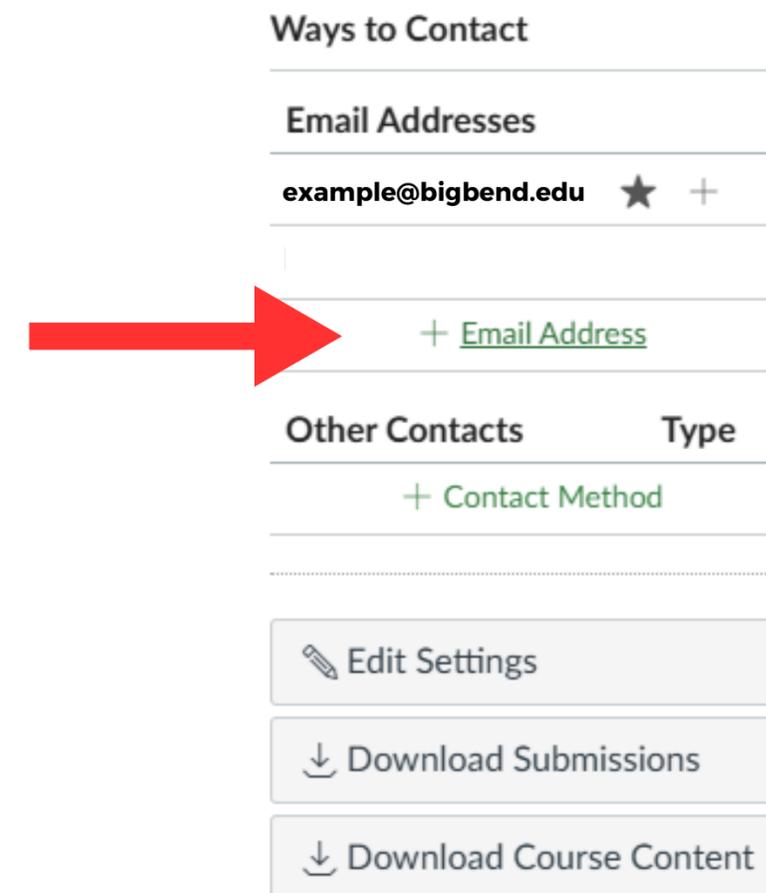
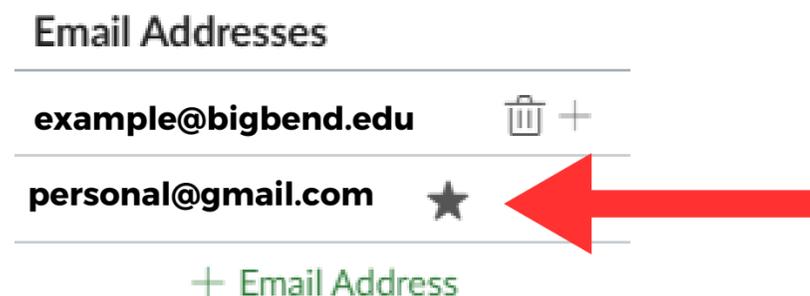


SETUP YOUR PERSONAL EMAIL IN CANVAS

1. FROM YOUR MAIN CANVAS PAGE, CLICK “**ACCOUNT**” AT THE TOP LEFT
2. CLICK ON “**SETTINGS**”

SETUP YOUR PERSONAL EMAIL IN CANVAS

3. ON THE TOP RIGHT UNDER “WAYS TO CONTACT” CLICK ON “+EMAIL ADDRESS”
4. ENTER YOUR PERSONAL EMAIL ADDRESS AND CLICK “REGISTER EMAIL”
5. CLICK ON THE STAR NEXT TO YOUR PERSONAL EMAIL TO MAKE IT THE DEFAULT EMAIL ADDRESS



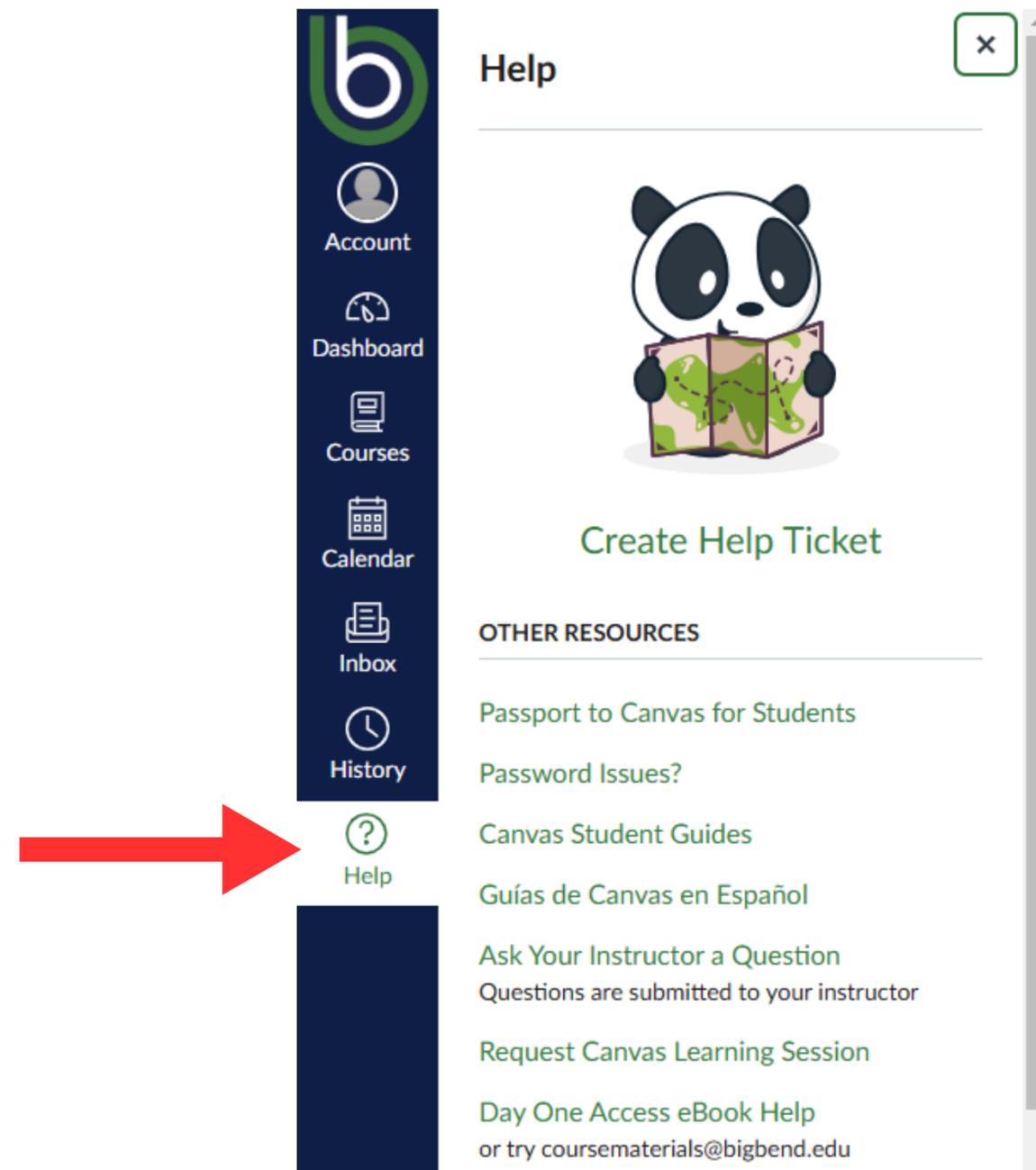
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HOW TO USE CANVAS AND TROUBLESHOOTING

1. FOR A VIDEO TUTORIAL ON HOW TO USE CANVAS VISIT:
[HTTPS://WWW.BIGBEND.EDU/ACADEMICS/DISTANCE-LEARNING-ELEARNING/](https://www.bigbend.edu/academics/distance-learning-elearning/)

2. FOR CANVAS RESOURCES, CLICK ON “**HELP**” TO THE BOTTOM LEFT

3. FOR CTC LINK OR BIG BEND NETWORK ACCOUNT ISSUES, PLEASE CONTACT BIG BEND TECHNOLOGY AT:
BIGBENDTECHNOLOGY@BIGBEND.EDU OR
CALL 509-793-2206



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