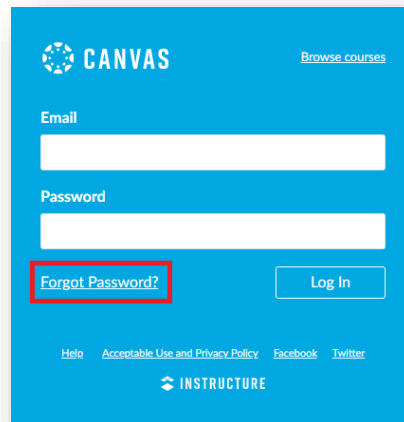


# How to reset your UBCO's Canvas Catalog password

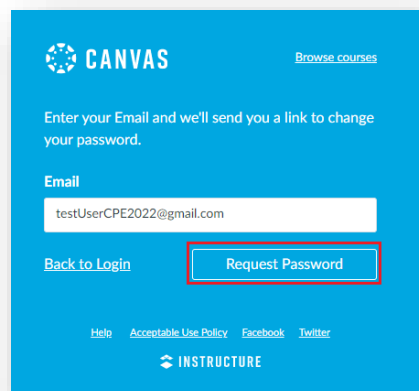
Open UBCO's Canvas Catalog [login page](#) in a new browser window. Click **Forgot Password?**



The screenshot shows the Canvas login interface. At the top left is the Canvas logo and the word "CANVAS". To the right is a link for "Browse courses". Below the logo are two input fields: "Email" and "Password". Below the "Password" field is a red-bordered button labeled "Forgot Password?". To the right of this button is a "Log In" button. At the bottom of the page, there are links for "Help", "Acceptable Use and Privacy Policy", "Facebook", and "Twitter", and the "INSTRUCTURE" logo.

## Request Password

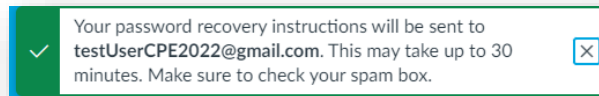
Enter the login information associated with your UBCO's Canvas Catalog account and click the **Request Password** button.



The screenshot shows the "Request Password" page. At the top left is the Canvas logo and the word "CANVAS". To the right is a link for "Browse courses". Below the logo is the text: "Enter your Email and we'll send you a link to change your password." Below this text is an "Email" input field containing the text "testUserCPE2022@gmail.com". Below the input field are two buttons: "Back to Login" and a red-bordered "Request Password" button. At the bottom of the page, there are links for "Help", "Acceptable Use Policy", "Facebook", and "Twitter", and the "INSTRUCTURE" logo.

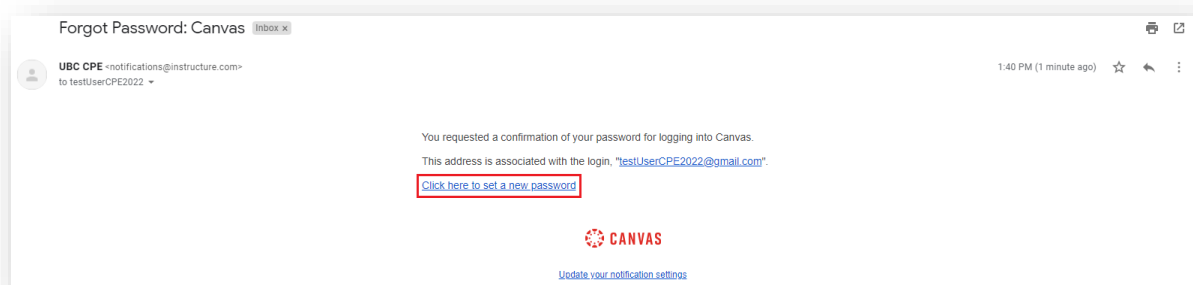
## View Password Recovery Notification

A notification should pop up stating that it may take up to 30 minutes to send password recovery instructions to your email, and you may need to check your spam folder to locate the email.



## Check Email

Return to your email account and sign in. Open the 'Forgot Password: Canvas' email. (If the email is not in your Inbox, check your Spam folder.)



## Change Password

Type in a new password and then confirm that password by typing it again. Click the **Update Password** button.

## Change login password for Test User

testUserCPE2022@gmail.com

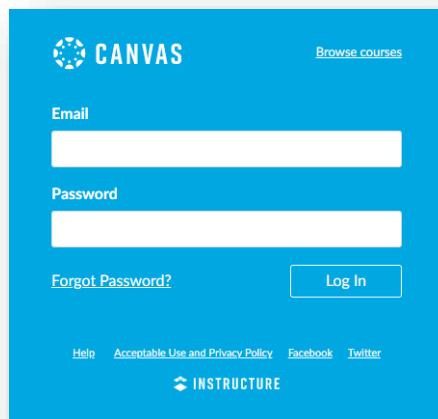
New Password:

Confirm New Password:

Update Password

## Log in to Canvas Catalog

Return to the login page and log in to your account with your new password.



The image shows the Canvas login page. At the top left is the Canvas logo, and at the top right is a link for "Browse courses". Below the logo is a form with two input fields: "Email" and "Password". To the left of the "Log In" button is a link for "Forgot Password?". At the bottom of the page, there are links for "Help", "Acceptable Use and Privacy Policy", "Facebook", and "Twitter", followed by the "INSTRUCTURE" logo.