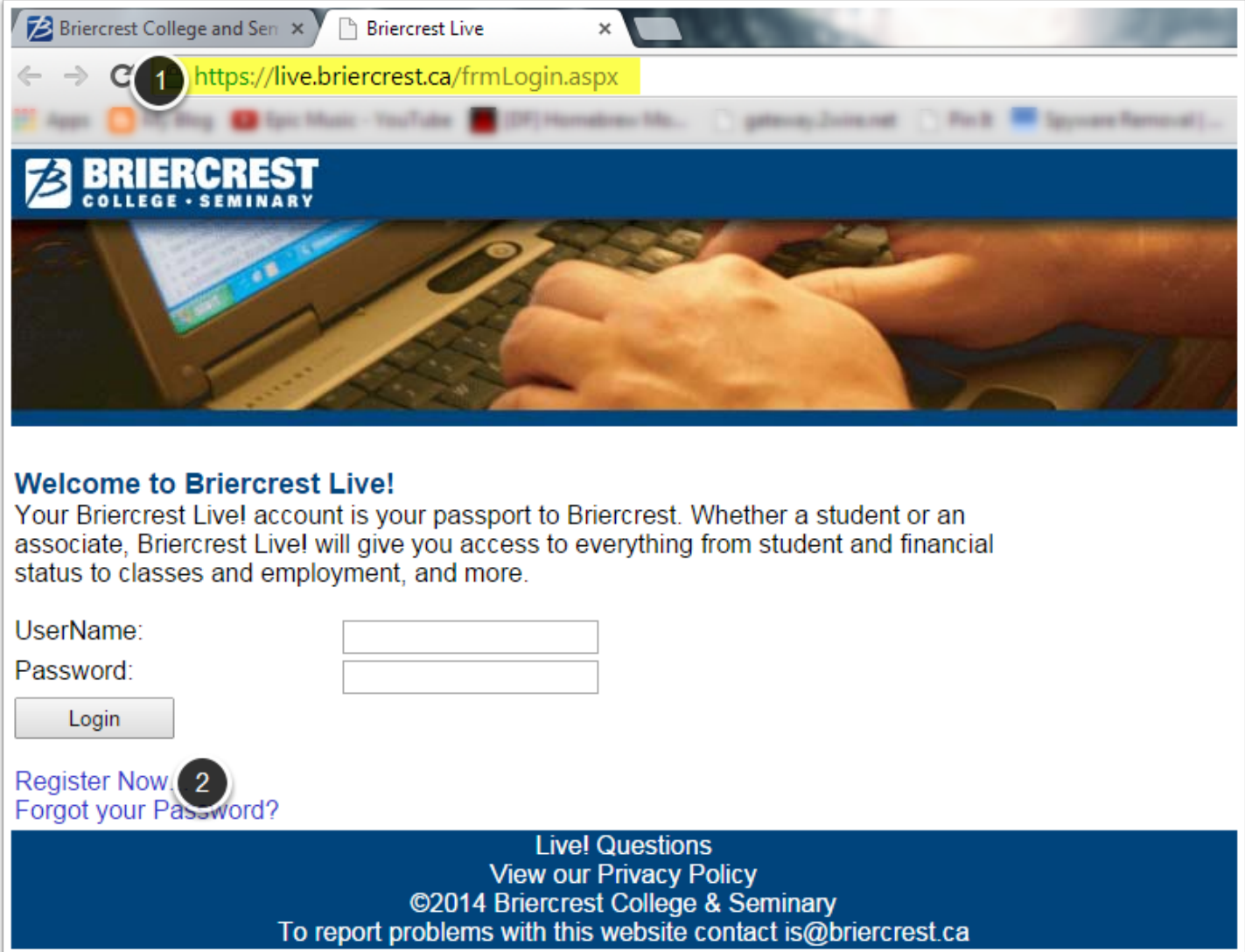


1-1. Go to Briercrest Live

The first step in setting up your myBriercrest / Canvas account for the first time is to register online on Briercrest Live.

1. Go to: <https://live.briercrest.ca/frmLogin.aspx>
2. Click 'Register Now'



BRIERCREST
COLLEGE • SEMINARY

Welcome to Briercrest Live!
Your Briercrest Live! account is your passport to Briercrest. Whether a student or an associate, Briercrest Live! will give you access to everything from student and financial status to classes and employment, and more.

UserName:

Password:

Login

[Register Now](#) **2**

[Forgot your Password?](#)

Live! Questions
View our Privacy Policy
©2014 Briercrest College & Seminary
To report problems with this website contact is@briercrest.ca

1-2. Registering for Briercrest Live

To register for Briercrest Live you will need your student Barcode Number and a One-Time Password, both of which are sent to you via email.

IF YOU HAVE NOT RECIEVED AN EMAIL WITH THESE CREDENTIALS THEN YOU CANNOT REGISTER AND NEED TO REQUEST THIS INFORMATION FROM THE SCHOOL TO CONTINUE.

Highschool Students need to contact Sue Brauer (sbrauer@briercrest.ca)

College / Seminary Students need to contact Shirley Entz (sentz@briercrest.ca)

Once you have Validated your Barcode and One-Time Password you will be able to give yourself a UserName and Password for Briercrest Live. Please pick something that you will remember.

To register for this site, please provide the 14 digit barcode number and one time password you were provided. Once this is validated, you will be able to create your profile and access the features of this site.

Barcode Number: 1

One-Time Password: 2

3

Now that you have validated your account, please enter the following information to set up your account for future access.

UserName: 4

Password: 5

Confirm Password:

6

1-3. View your myBriercrest Account

Congratulations! You have successfully set up Briercrest Live and your myBriercrest Account has been automatically created!


To view your myBriercrest account select 'myBriercrest'

Welcome Test. Please choose from the options below.

[Academics](#)

[Finance](#)

[Edit My Profile](#)

[myBriercrest](#) 

[Log Off...](#)

NOTE: Your password is not very strong and could be easy to hack.
You may want to consider changing it by choosing 'Edit My Profile' Above.

For further privacy, please remember to close your browser when done.

1-4. myBriercrest Username and Password

On this page you can see your myBriercrest email address / username
(firstname.lastname@mybriercrest.ca)

As well as an automatically generated password (which we will change later)

Copy or memorize both of these for now.

The first thing we will need to do is set a Reminder / Security Question and Answer.

Welcome to myBriercrest, your online portal to Canvas and your Briercrest emails.

Your email address: record.test@myBriercrest.ca

Your password: fe3rf83rf

NOTE: Your myBriercrest account was initially set up based in part on your Briercrest Live account. Your security question and answer were initially set to match your Briercrest Live account. To ensure the security of your account, use the link below to update your password.

[Login to myBriercrest Email](#)

[Login to Canvas](#)

[Change Password](#)

[Set Reminder Question/Answer](#) 1

[Return to Briercrest Live](#)

1-5. Setting up your Reminder / Security Question and Answer

Enter a Question and Answer that only you will know. This is your security question that will allow you to change your myBriercrest password and recover your Briercrest Live information if you forget it. Please pick something that you will remember.

Provide a question and its matching answer below. You will be able to use these to reset your password if you forget it in the future. Please ensure that this question/answer pair is not something obvious that could easily be guessed.

Question: 1
What is my mother's maiden name?

Answer: 2
Test

3

2-1. Accessing your myBriercrest Email

So we've set up Briercrest Live, now lets set up your mybriercrest email so that it forwards to an email address that you use on a regular basis. Important announcements and communications are sent to all our students through your mybriercrest account so it is important that we set this up right from the start.

You can access your myBriercrest email through Briercrest Live (see below) or you can go to <https://mail.mybriercrest.ca>.

Welcome to myBriercrest, your online portal to Canvas and your Briercrest emails.

Your email address: record.test@myBriercrest.ca

Your password: fe3rf83rf

NOTE: Your myBriercrest account was initially set up based in part on your Briercrest Live account. Your security question and answer were initially set to match your Briercrest Live account. To ensure the security of your account, use the link below to update your password.

[Login to myBriercrest Email](#) 

[Login to Canvas](#)

[Change Password](#)

[Set Reminder Question/Answer](#)

[Return to Briercrest Live](#)

2-2. Logging into your myBriercrest Email

Enter your mybriercrest email address and password as shown in Briercrest Live and sign in.

Microsoft Corporation [US] <https://login.microsoftonline.com/login.srf?wa=wsignin1.0&rpsnv=3&ct=141089058>

Apps My Blog Epic Music - YouTube [DF] Homebrew Mo... gateway.2wire.net Pin It Spyware Removal | ... Moodle VM

Office 365

Sign in with your organizational account

test.record@mybriercrest.ca 1

..... 2

Keep me signed in

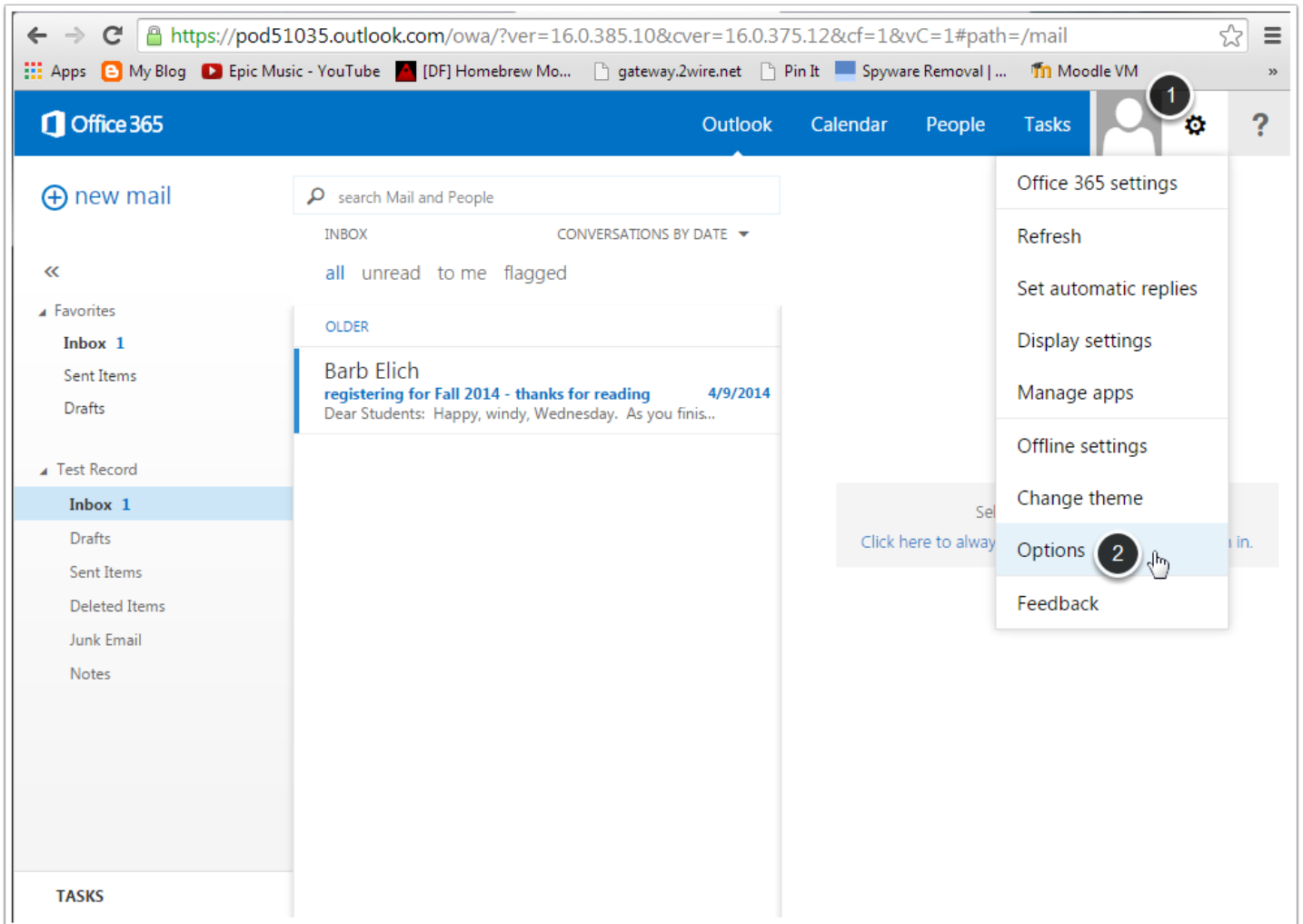
Sign in 3

[Can't access your account?](#)

Organizational accounts that work here can be used anywhere you see this icon. © 2014 Microsoft Legal Privacy Feedback

2-3. Email Options

Click on the 'gear' icon in the top right corner and select 'options' from the dropdown menu.



2-4. Forward your email

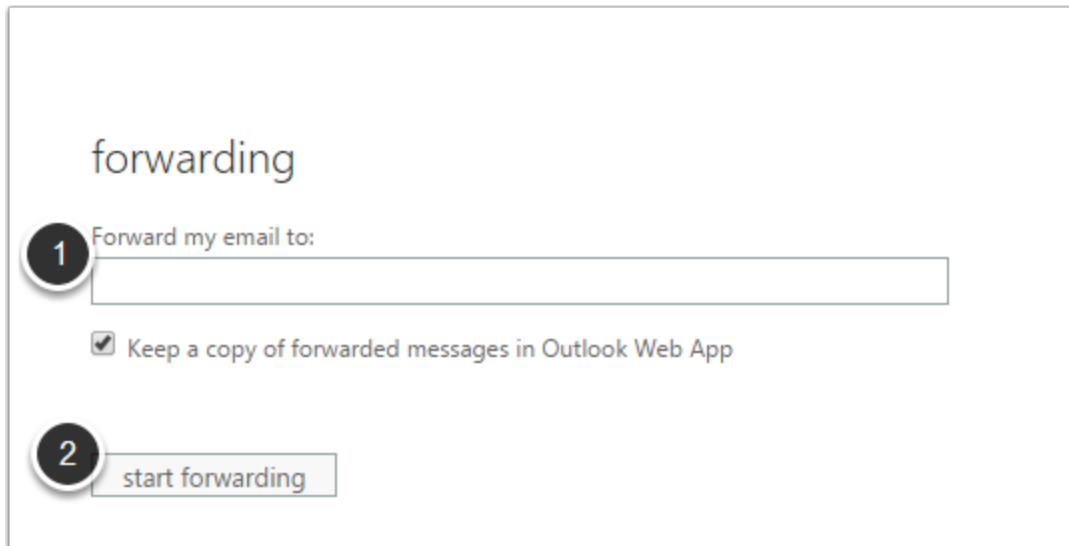
Select 'Forward your email' from the list on the right.

The screenshot shows the Office 365 interface. At the top, there is a blue navigation bar with 'Office 365' on the left and 'Outlook', 'Calendar', 'People', and 'Tasks' in the center. On the right of the bar are icons for a user profile, settings, and help. Below the bar is a left-hand navigation pane with a back arrow icon and the word 'options'. Under 'options', there is a list of menu items: 'account' (highlighted in light blue), 'organize email', 'groups', 'site mailboxes', 'settings', 'phone', 'block or allow', and 'apps'. The main content area is titled 'my account' and 'connected accounts'. It features a 'Photo' section with a placeholder image and a 'General' section with the following details: 'Display name: Test Record' and 'User ID: record.test@myBriercrest'. Below this is a 'Mailbox Usage' section with a progress bar and the text '87.04 KB used. At 49.5 GB you won't be able to send mail.' At the bottom of the main area is a 'contact numbers' section. On the right side, there is a 'shortcuts to other things ...' section with several links: 'See email from all your accounts in one place', 'Set up an automatic reply message', 'Connect your mobile phone or device to your account', 'Connect Outlook to this account', 'Forward your email' (highlighted in yellow with a circled '1' next to it), 'Change your password', and 'Import your contacts from an existing email account'.

2-5. Enter the email address you want things forwarded to

Enter the email address you want your myBriercrest email address to forward to. This will save you the hassle of needing to check your mybriercrest email address every day.

When you are done here let's go back to Briercrest Live.



The screenshot shows the 'forwarding' settings page in Outlook. At the top, the word 'forwarding' is displayed in a large, light grey font. Below this, there is a section labeled '1' with the text 'Forward my email to:' followed by a long, empty text input field. Underneath the input field, there is a checked checkbox with the text 'Keep a copy of forwarded messages in Outlook Web App'. At the bottom of the section, there is a button labeled '2' with the text 'start forwarding'.

3-1. Accessing Canvas

Now that we've set up Briercrest Live and your myBriercrest email, lets set up Canvas. Canvas is the online system you will be using to access course information, upload assignments, and interact with your professor and fellow students. We are going to log into Canvas, set the notifications, and then change the password to something of your choosing.

You can access Canvas either through Briercrest Live (see below) or by going to <https://briercrest.instructure.com>

Welcome to myBriercrest, your online portal to Canvas and your Briercrest emails.

Your email address: `record.test@myBriercrest.ca`

Your password: `fe3rf83rf`

NOTE: Your myBriercrest account was initially set up based in part on your Briercrest Live account. Your security question and answer were initially set to match your Briercrest Live account. To ensure the security of your account, use the link below to update your password.

[Login to myBriercrest Email](#)

[Login to Canvas](#) 

[Change Password](#)

[Set Reminder Question/Answer](#)

[Return to Briercrest Live](#)

3-2. Logging into Canvas

To log into Canvas you will need to enter your mybriercrest email address and password from your mybriercrest account (as seen in Briercrest Live). The two systems use the same login information.

BRIERCREST

 **canvas**
BY INSTRUCTURE

1 test.record@mybriercrest.ca

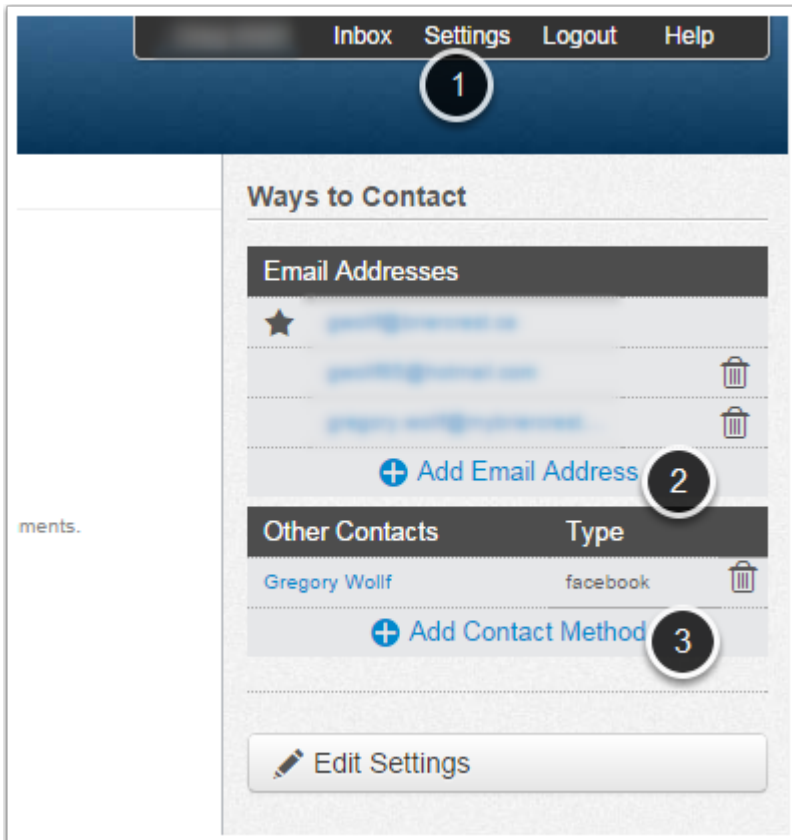
2

Stay signed in
Don't know your password?

3 Log In

3-3. Set up your Contact information in Canvas

Lets make sure that Canvas is sending notifications to where you want it to. Canvas can connect to email as well as cell phone to notify you. To access these options we will be going to 'settings' and then either 'Add Email Address' or 'Add Contact Method'. The information you enter into these locations will be places that Canvas will send notifications. When you are done setting this up we will look at how to customize which notifications get sent to which contact locations and how often they are sent.



3-4. Setting up your Notifications

Click on the 'Notifications' panel on the left. This will bring up a list of all the different types of notifications that Canvas can send as well as each of the contact locations you specified earlier. If you move your mouse into the boxes you will see 4 options appear.

The check mark means that you will be notified ASAP

The clock means you will receive a summary at the end of the day

The calendar means you will receive a summary at the end of the month

The X means you will not receive any notifications

As a default maybe set all notifications to ASAP for now and then come back and change the settings if you need to.

When you are done here we need to go back to Briercrest Live one more time.

Course Activities	Email Address	Email Address	Facebook	Email Address
Due Date	✓ [clock] [calendar] [X]	✓ ASAP		
Grading Policies	✓ ASAP	✓ ASAP		
Course Content	✓ ASAP	✓ ASAP		
Files	✓ ASAP	✓ ASAP		
Announcement	✓ ASAP	✓ ASAP		
Grading <input checked="" type="checkbox"/> Include scores when alerting about grade changes.	✓ ASAP	✓ ASAP		
Invitation	✓ ASAP	✓ ASAP		
All Submissions				
Late Grading	✓ ASAP	✓ ASAP		
Submission Comment	✓ ASAP	✓ ASAP		
Discussions				
Discussion	✓ ASAP	✓ ASAP		
Discussion Post	✓ ASAP	✓ ASAP		

4-1. Changing your Password for Canvas and myBriercrest in Briercrest Live

So we've set up Briercrest Live, your mybriercrest email address, and Canvas. Now let's change your password to something that is not a random jumble of letters and numbers.

You can change your password two ways. The first way is through Briercrest Live under 'Change Password'. Canvas checks Briercrest Live for new information every hour so the new password you choose will not work until the hour has passed.

The most common login problem is that people do not remember their passwords so please pick a password that you will remember.

Welcome to myBriercrest, your online portal to Canvas and your Briercrest emails.


Your email address: record.test@myBriercrest.ca

Your password: fe3rf83rf

NOTE: Your myBriercrest account was initially set up based in part on your Briercrest Live account. Your security question and answer were initially set to match your Briercrest Live account. To ensure the security of your account, use the link below to update your password.

[Login to myBriercrest Email](#)

[Login to Canvas](#)

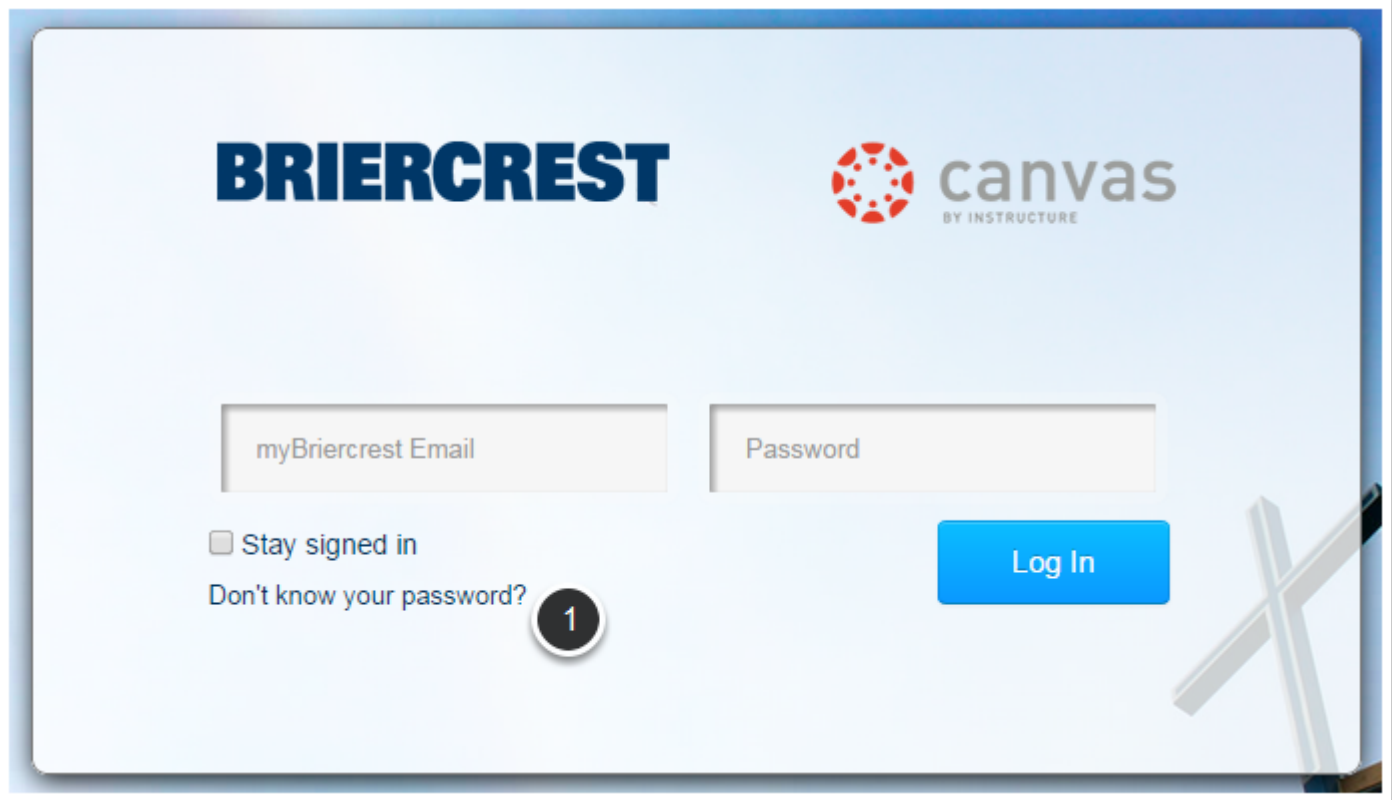
[Change Password](#) 

[Set Reminder Question/Answer](#)


[Return to Briercrest Live](#)

4-2. Changing your Password in Canvas

Alternatively you can change your password from the Canvas Login page by selecting the 'Don't know your password?' option. (you do not have to do this if you've already changed your password from Briercrest Live)



BRIERCREST

 **canvas**
BY INSTRUCTURE

myBriercrest Email

Password

Stay signed in

Don't know your password? **1**

Log In