



## Lifelong Learner Class Visitation & Canvas

Most classes at CSU use the Canvas system as a “virtual classroom” where the instructor can post course materials for you to print out or read online, conduct an online conversation through the discussion board, and post grades. Being registered in the Canvas system will help you get the most out of the class you are attending. Because you’re not registering for the class through our online registration system, your information will not automatically be added into the online content portion of the class. To get registered for the class in Canvas:

- 1. Get set up in CSU’s system as an Associate by the department of the class that you are attending.** The department’s HR staff member must create an Associate account for you.
  - a. If the instructor of the class cannot direct you to the department HR staff, you can contact the main department office and explain what you need.
  - b. To find the phone number for the main department office, you can go to [www.colostate.edu](http://www.colostate.edu). At the top of the page, you will see CSU A-Z. Click on the letter of the department name and scroll down to find the phone number associated with that department.
  - c. Call the department and ask to speak with the HR staff, explaining that you are a Lifelong Learner who needs to be set up with an Associate account to access Canvas.
  - d. Ask the HR staff to give you your CSU ID number (that is a 9-digit number that is assigned to each person at CSU as a way to identify your record).
- 2. After the department’s HR staff has set you up as an associate, you will need to activate your eID.** Your eID is the user name and password that you will use to log in to Canvas.
  - a. In order to activate your eID, go to <https://eid.colostate.edu>.
  - b. Click “Register for your eID.”
  - c. Enter your CSU ID number, your last name, and your date of birth.
  - d. Then follow the instructions to set up your eName and ePassword.
- 3. Once you have set up your eID, you will need to contact the instructor of the course you are attending and have the instructor add you into Canvas as an auditor.** If you have set up your eID and can log in to Canvas but do not see any courses listed in your home screen, the instructor needs to complete the necessary steps to add you in.
  - a. You will need to make sure the instructor knows your eName.
  - b. The instructor will need to log in to Canvas and use follow these steps:  
In the Canvas course > People > + People > enter the ename, select Student role and section > Next > Add Users > Done.
  - c. If the instructor has difficulty, the Canvas Help line for instructors is (970) 491-6293.
- 4. Sign in to Canvas.** You should now be able to view the course content and discussion board.
  - a. Go to [www.colostate.edu](http://www.colostate.edu) and click on “Quicklinks” at the very top.
  - b. Under “Current Student Resources,” click on “Canvas.”
  - c. Click on the green “eID Login” button and sign in with your eName and ePassword.
- 5. At some point after you have finished taking the class, you will receive notices saying your eID is expiring. This is not a problem. The eID is only necessary for Canvas login while you are taking classes.** If you decide to take another class at CSU, the department of the class you are attending will set you up again as an Associate and you will go through the same steps as before.