

Accessing Canvas

Students will be able to access **Canvas** through the **Go To Class** link in the Quick Links Options page.

1. Navigate to the my.carrington.edu. This link will default to the main **Quick Links Options** page.

a. Click **Go To Class**.

[Go To Class](#) - This will take you to log in so you can access your courses

[Student Portal](#) - A Self Service Portal providing students the ability to access their data and resources

- **My Message Center** New Messages from staff regarding your enrollment
- **My Finances** Account Information and Make a Payment
- **My Academics** Grades, Attendance, Degree Audit and Unofficial Transcripts
- **My Documents** See if there are pending documents for your account
- **My Resources** Resource Links for the areas of Student Finance, Financial Awareness, Academic Success Center and Carrington Web Sites

i. If you have not signed into your Microsoft account, this link will default to a Microsoft account page. If your Carrington account is listed, please click it. If it is not listed, click "Use another account" and enter your Carrington Credentials.

1. The **Username** will be S#@Carrington.edu and the **Password** will be your Carrington Network/regular Canvas password.

- ii. If you have signed into your Microsoft account, **Canvas** should automatically sign you into their system. You should not have to enter a Username or Password to access **Canvas**.
- iii. If you are unable to log into **Canvas**, email support@Carrington.edu. A ticket will be created and an Agent will help you shortly.

Accessing Brainshark

Students will be able to access **BrainShark** through **My Apps (SSO Portal)** in the **Student Portal**. The **My Apps (SSO Portal)** will be the central hub for accessing Carrington College applications.

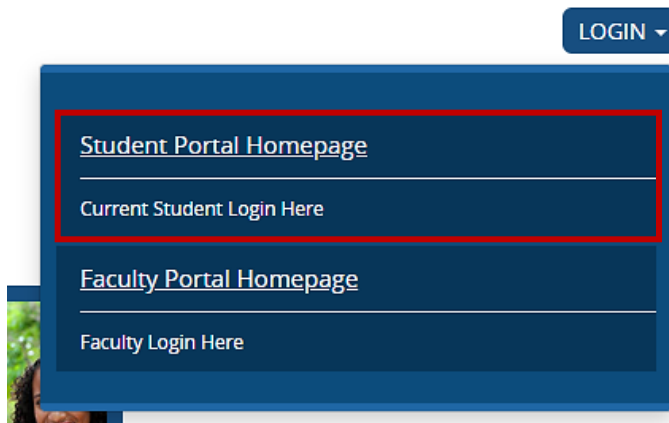
1. Navigate to the my.carrington.edu. This link will default to the main **Quick Links Options** page.
2. Click **Student Portal**. This link will default to the main Portal page.

[Go To Class](#) - This will take you to log in so you can access your courses

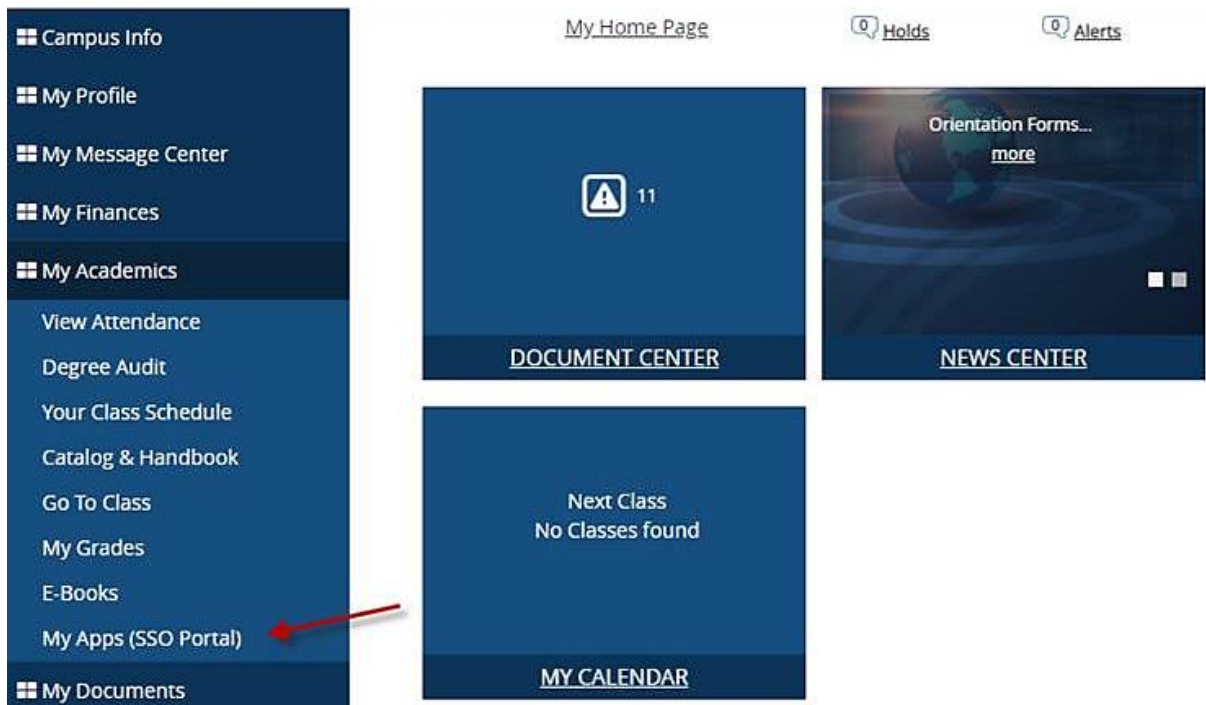
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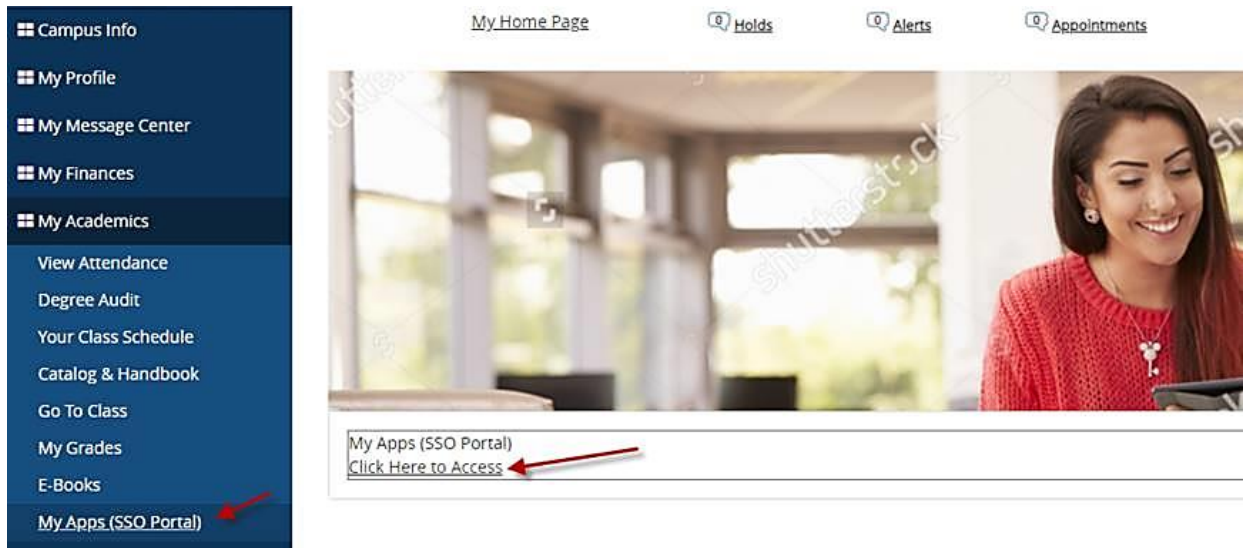
- a. Click **Login** and then **Student Portal Homepage**



- i. Your **Username** will be your S# while the **Password** will be your Carrington Network/regular Canvas password.
- b. The main **Student Portal** page will display. Click **My Academics** and then **My Apps (SSO Portal)**. This is located in the left hand sidebar.



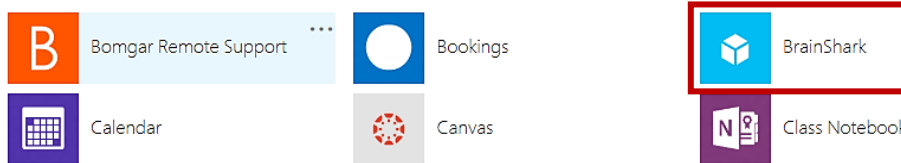
c. Select **Click Here to Access**



d. **My Apps (SSO Portal)** will display with any applications (apps) you have access to.

e. Click **BrainShark**.

Apps



- i. Since you already signed in to access the **Student Portal**, **BrainShark** should automatically sign you into their system. You should not have to enter a Username or Password to access **BrainShark**.
- ii. If you are unable to log into **BrainShark**, email support@Carrington.edu. A ticket will be created and an Agent will help you shortly.