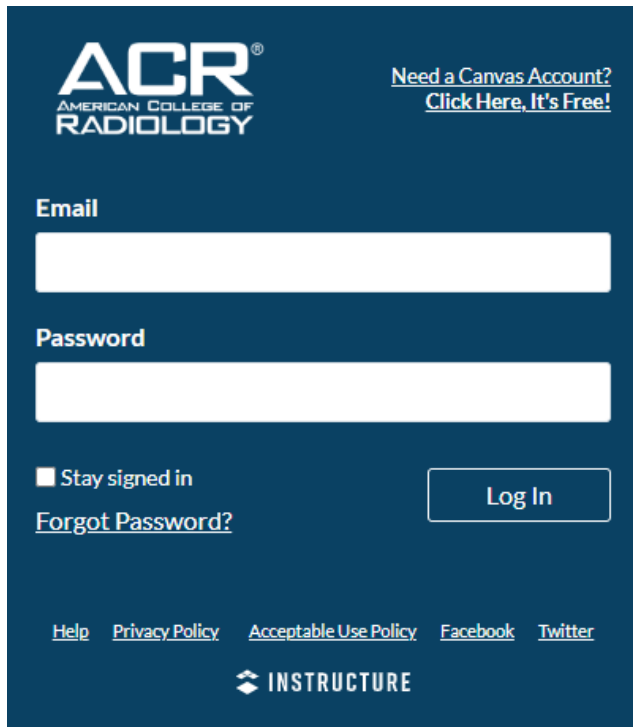


Add Profile and Change Password

Login into Canvas with your email address and the default password you were provided at <https://acr.instructure.com>



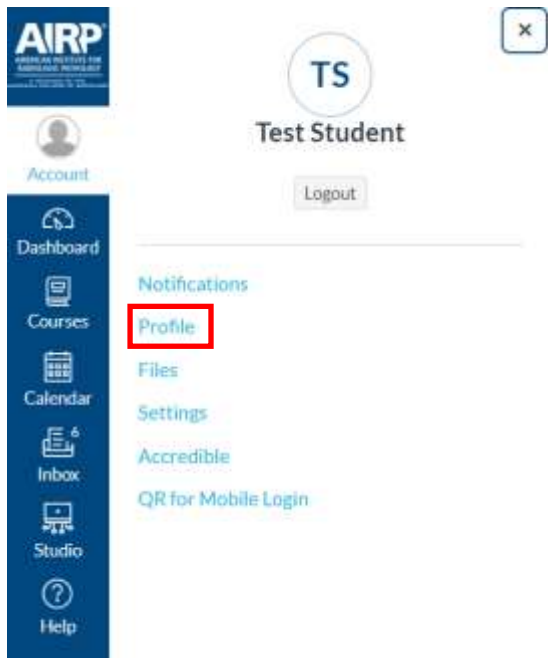
The image shows a dark blue login form for the American College of Radiology (ACR). At the top left is the ACR logo with the text "AMERICAN COLLEGE OF RADIOLOGY". To the right, there is a link: "Need a Canvas Account? Click Here, It's Free!". Below the logo is a white input field labeled "Email". Underneath is another white input field labeled "Password". To the left of the "Log In" button, there is a checkbox labeled "Stay signed in" and a link "Forgot Password?". The "Log In" button is a white rectangle with a dark blue border. At the bottom, there are links for "Help", "Privacy Policy", "Acceptable Use Policy", "Facebook", and "Twitter". The Instructure logo is at the very bottom.

Select the "account" option from the left hand menu

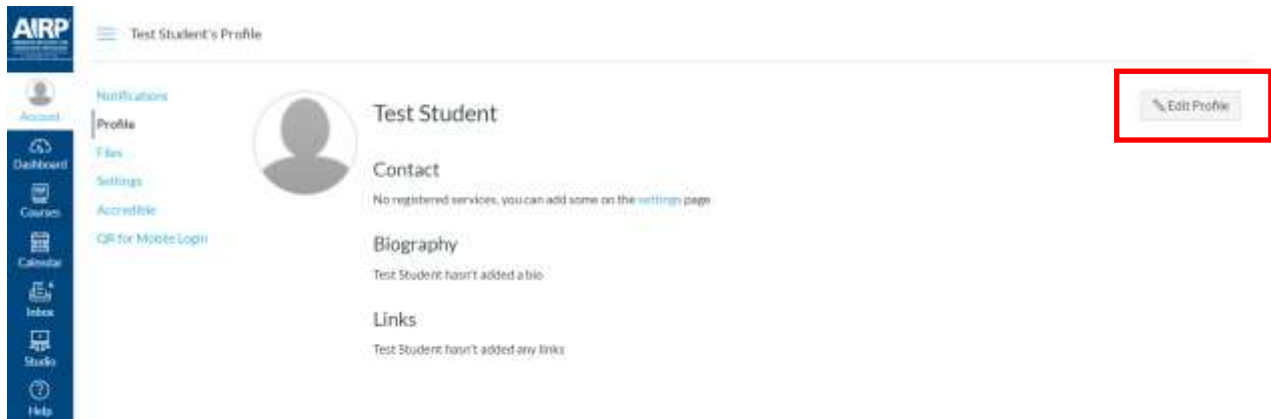


Add Profile and Change Password

Select "Profile"



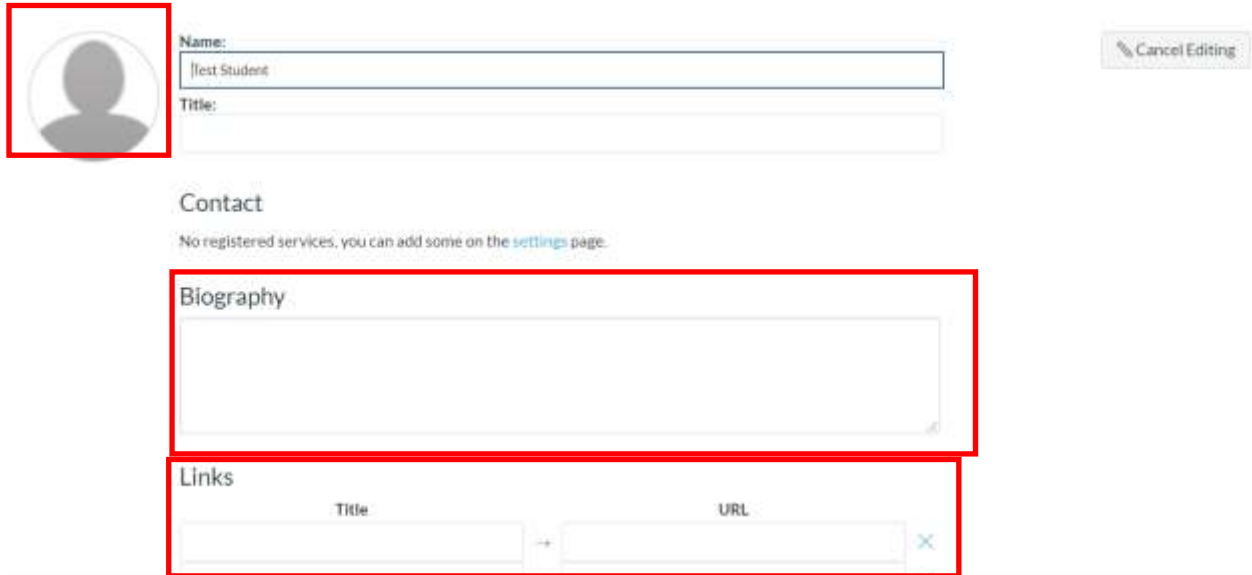
Select "edit Profile on the top right side of the screen"



Add Profile and Change Password

You can begin by selecting the grey silhouette and you will then have the option to upload a profile picture.

Next you can add a bio about yourself followed by adding any social media links such as Facebook, LinkedIn and Twitter.



Name:

Title:

[Cancel Editing](#)

Contact

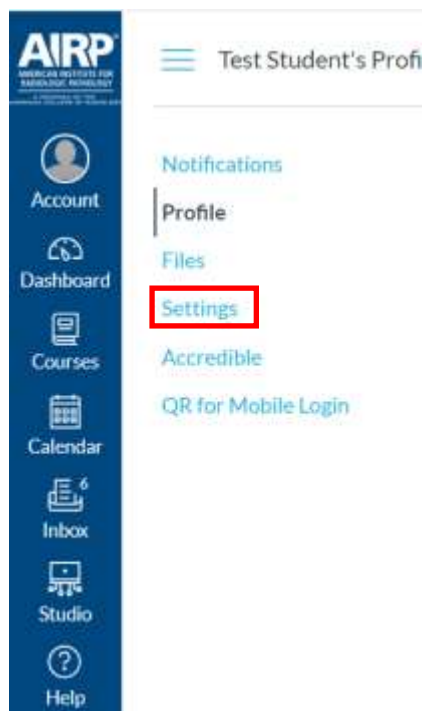
No registered services, you can add some on the [settings](#) page.

Biography

Title	URL
<input type="text"/>	<input type="text"/>

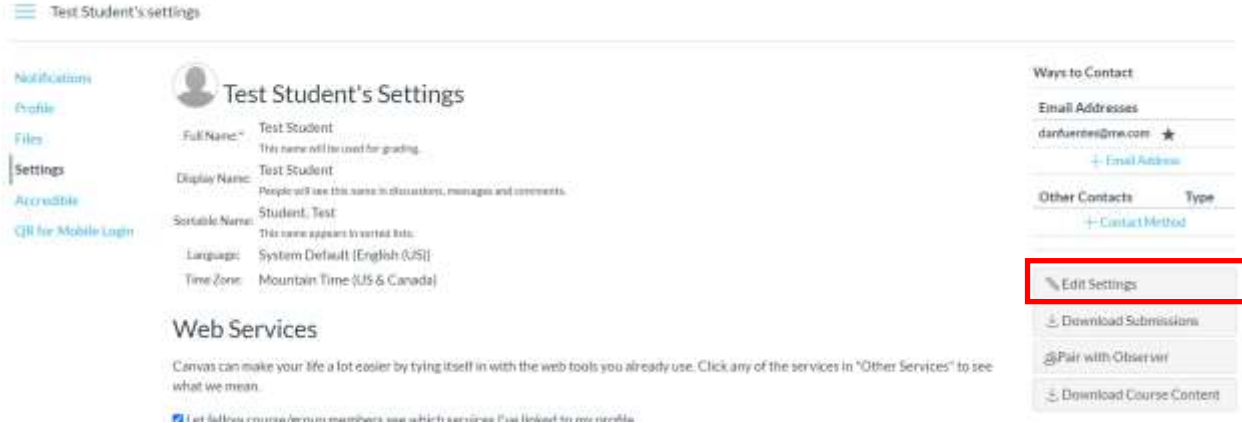
Make sure to select “save profile” once completed.

Next you will want to change your default password. Select settings from the menu



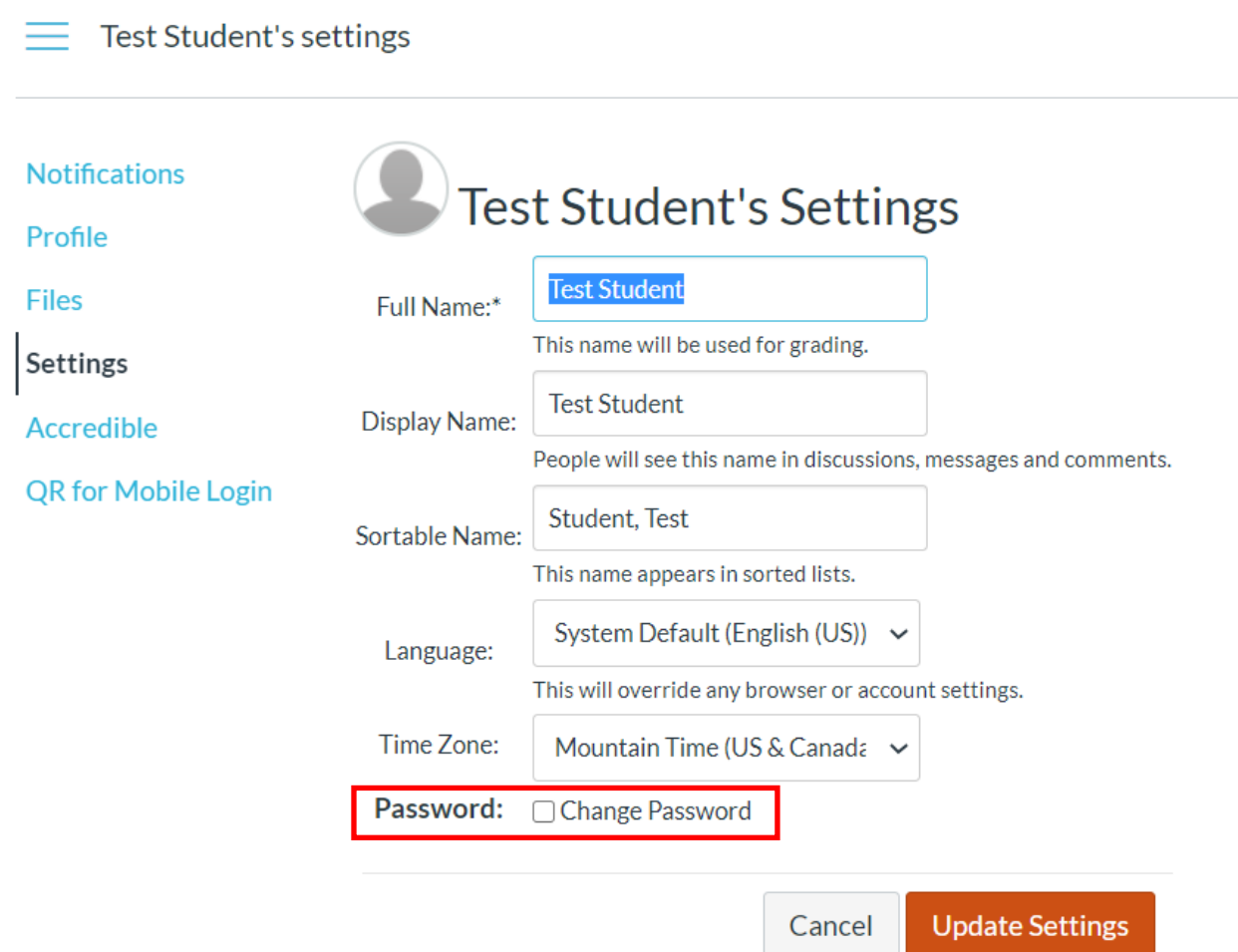
Add Profile and Change Password

Select "edit settings" from the menu on the right side of page



The screenshot shows the 'Test Student's Settings' page. On the right side, there is a 'Ways to Contact' section with an 'Email Addresses' list containing 'danfuerne@me.com' and a '+ Email Address' link. Below this is an 'Other Contacts' section with a '+ Contact Method' link. At the bottom of this section, the 'Edit Settings' button is highlighted with a red box. Other buttons visible are 'Download Submissions', '@Pair with Observer', and 'Download Course Content'. The main settings area on the left includes fields for Full Name, Display Name, Sortable Name, Language, and Time Zone.

Select the box "change password"



The screenshot shows the 'Test Student's Settings' page with the 'Change Password' checkbox highlighted. The page layout includes a left sidebar with navigation links: Notifications, Profile, Files, Settings (selected), Accredible, and QR for Mobile Login. The main content area is titled 'Test Student's Settings' and contains several form fields: Full Name (Test Student), Display Name (Test Student), Sortable Name (Student, Test), Language (System Default (English (US))), and Time Zone (Mountain Time (US & Canada)). At the bottom, the 'Password:' section has a checkbox labeled 'Change Password' which is highlighted with a red box. At the bottom right, there are two buttons: 'Cancel' and 'Update Settings'.

Add Profile and Change Password

Enter the default password you were provided followed by creating your own password. Make sure to select “update settings” as it does not auto save.

Full Name:*	<input type="text" value="Test Student"/>
	<small>This name will be used for grading.</small>
Display Name:	<input type="text" value="Test Student"/>
	<small>People will see this name in discussions, messages and comments.</small>
Sortable Name:	<input type="text" value="Student, Test"/>
	<small>This name appears in sorted lists.</small>
Language:	<input type="text" value="System Default (English (US))"/> ▾
	<small>This will override any browser or account settings.</small>
Time Zone:	<input type="text" value="Mountain Time (US & Canada)"/> ▾
Password:	<input checked="" type="checkbox"/> Change Password
Password For:	<input type="text" value="danfuentes@me.com"/> ▾
Old Password:	<input type="password" value="*****"/>
New Password:	<input type="password"/>
Confirm Password:	<input type="password"/>