

## **Enrolling Participants in OKConnect Paraprofessional or Long-Term Substitute Teacher Modules**

- Create a district email address for the participant
  - No personal email addresses, please
- Superintendent or Human Resource Officer email names and district email addresses to [carolyn.thomas@sde.ok.gov](mailto:carolyn.thomas@sde.ok.gov)
- Participant will receive an email from ([carolyn.thomas@sde.ok.gov](mailto:carolyn.thomas@sde.ok.gov)). The email will be sent to the district assigned email address and will contain instructions how to create an account in Canvas
- Participant will create an account in Canvas
- Participant will receive an invitation “within canvas” to accept the invitation
  - (para module or LTS module)
- Participant will accept the invitation and begin the course

**NOTE: Participants login and passwords in Canvas will not be visible or managed by OSDE.**