Enrollment: Step-by-step Instructions

Enrollment in the MGT489 course includes the introductory, self-paced **prerequisite** course, AWR425W.

To enroll in the **May 29-30 class at King County OEM**, you will be doing two steps:

1. Creating an account in the Univ. of Tennessee's "Canvas" Learning Management System (LMS).
2. Enrolling in the actual class.

To begin, click on this link and then click on the 'Enroll Now' button. (Images below are for an example course.)
https://cafsp-ut.pdx.catalog.canvaslms.com/courses/mgt489-king-county-may-29-30

1. Select the "Enroll Now" button

2. A login page is displayed where a Guest Account can be created. If you have a UTK NetID, please use your UTK credentials.
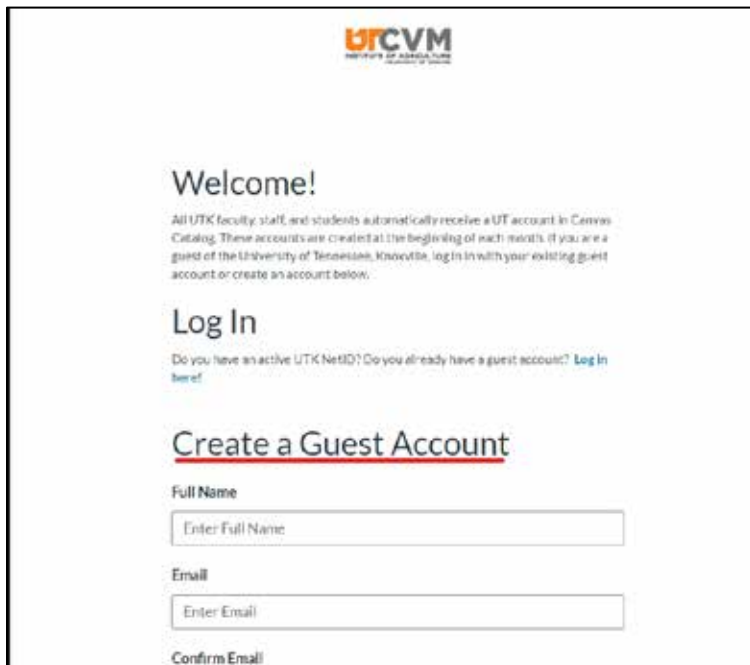
3. Fill out the form and select all the checkboxes (Note: one checkbox does not have a complete statement). Select "I'm not a Robot" and click on the "Register a New Guest Account" button. The system will generate a "Welcome to Catalog" email to your registered email address. The Canvas notification may take a moment to arrive in your inbox - thank you for your patience.

4. You will see a Checkout screen - select Enroll.

5. Wait until the Enrollment in Process message changes to Ready to Begin (only a moment).

6. Next steps:

   a. To complete the Canvas LMS registration: Open the "**Welcome to Catalog**" email message. Select the "Complete Registration" **button**; enter a password for your account. You will be taken to a page that displays the course name. Make a note of the email address and password you used.

   b. To complete the enrollment for *this* particular class: Go back to your email and look for "**Catalog Enrollment Confirmation**" email. It will be sent to your registered address. Select the "Access Your Dashboard" **button** in the message. **Bookmark the page to access the course going forward.**
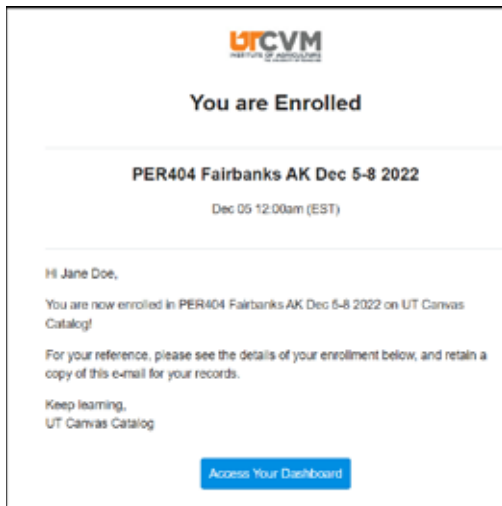
7. You will be directed to the login screen for Canvas. Select the option to Login **without** UTK ID if you have a guest account.

8. Login using your email address and the password you just created. <mark>Multiple attempts to login will lock your account.</mark> **See the troubleshooting section at the bottom of this document.**

9. On your dashboard, select the title to open the course.
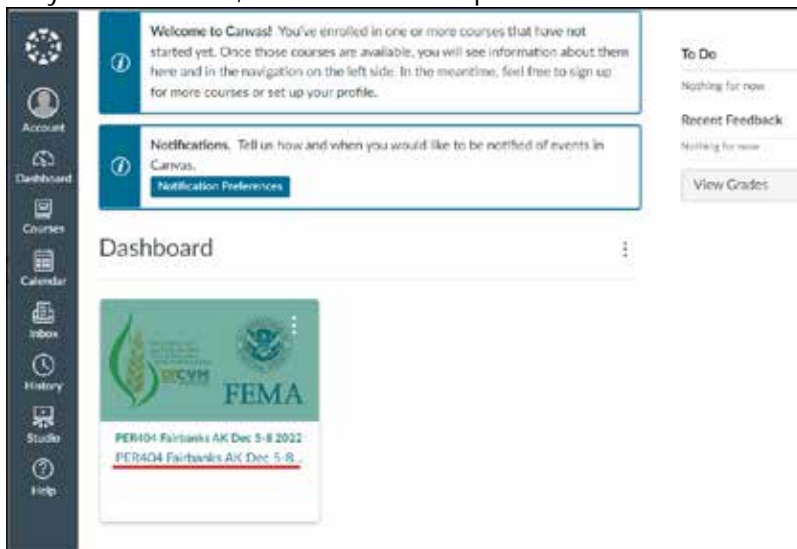
You have now registered to Canvas Catalog and enrolled in your course.

Use this link to login and access your Dashboard: https://ut.pdx.catalog.canvaslms.com/

Once enrolled, please review the instructions in the course on the first page and select the Start button. The course requirements include completing a FEMA registration form. Pretests are not graded. Once the prerequisite steps are completed, your course materials will become available in Canvas for download.

<mark>**Don't forget to complete the online prerequisite course *BEFORE* attending MGT489.**</mark> (Start by accessing the MGT489 course through your Dashboard.) The prerequisite course takes about 2.5 hours to complete online.

Thank you for enrolling in this course. We look forward to meeting you!

Troubleshooting:

Make a note of the email address and password you used to login. If you forget your password, please use the Forgot Password link on the Canvas login page.

<mark>Multiple attempts with a wrong password will lock your account.</mark>

If you have questions about Canvas or need help with navigation,

- Select this link and scroll down to the Help section at the bottom: https://oit.utk.edu/teachingtools/canvas-catalog/

-or-

- Complete this online form https://tiny.utk.edu/tlt

Get back to Canvas course after enrollment: Canvas Catalog: Access Your Course
Enrollment information: Canvas Catalog: Enroll in a Course

Additional Technology Contacts
- UT Canvas Catalog website: https://oit.utk.edu/teachingtools/canvas-catalog/
- Call the OIT HelpDesk at 865-974-9900
- Complete an online form at https://tiny.utk.edu/tlt
- Chat with the OIT HelpDesk at https://oit.utk.edu/chat/

University of Tennessee Knoxville
Center for Agriculture and Food Security and Preparedness (CAFSP)

For course assistance contact us:
Jake Hancock
Training Administrator
jhanco24@utk.edu
cafspoperations@utk.edu