

Accessing Your MyLaurelRidge Account and Canvas

For select classes you will need access to an online classroom instruction program called Canvas. To access that program you need to know your username. Your username is the first part of your VCCS email address that you were issued (and may not be aware of) when you registered for your class. If you do not know your username or your VCCS email, these instructions will help you find them. Please follow these steps carefully.

Step 1 (If you do not know your VCCS email address. If you do, skip to step 2)

How to look up your VCCS email address in your WES Student account

1. Go to <https://laurelridge.augusoft.net/> and log into your **WES Student** account. This is the same information that you used to register for your course (if you registered online).
 - a. If you do not know your username or password, please click on the “forgot username or password” links. Check the email that you used when you set up your student profile for an email about how to reset your password.
2. Once you are logged in, click on **My Profile** tab on the menu bar to the left and view your information.



3. You may need to click on the *top tab (in the middle of the screen)* called **My Profile** again. Once you are on that screen, scroll to the bottom of the information for your “MyVCCS Email”. This is your VCCS Email address. For the next step, you will need all of the information BEFORE @email.vccs.edu to use as your username.
 - For example: If your email is **brsmith321**@email.vccs.edu, your username will be **brsmith321**.

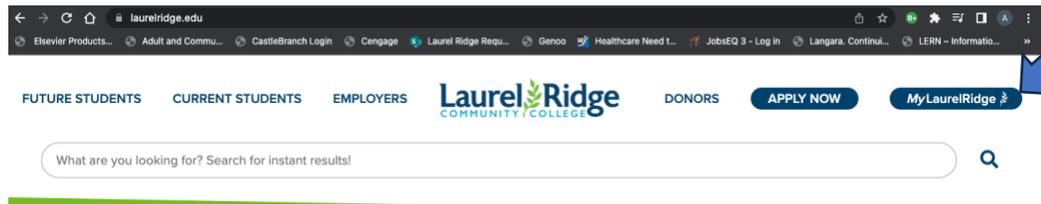
- See the screen shot below:

Mail preference	No May we include you on our mailing lists?	
E-mail Preference	No	
Demographics		
Birthdate	8/22/1997	
Employer's COMPANY NAME	None	
Company Type	Business - Retail	
Job Description	None specified	
Virginia Resident	Yes	
Highest Level of Formal Education?	None specified	
Academic Info		
Parent / Guardian		
Photo/Video Permission OK	Yes	
MyVCCS Email	[redacted]@email.vccs.edu	
Class Registrations:		
Course Number	Class	Dates
9200003	Lightz! Camera! Action! (Ages 11 - 14)	07/19/2010 - 07/23/2010

Step 2

How to Access Your MyLaurel Ridge Account

1. Go to www.laurelridge.edu and click on **MyLaurelRidge** in the right-hand corner of the page.



2. Enter the **Username** (From Step 1)

A screenshot of the Laurel Ridge login page. The page features the Laurel Ridge logo at the top. Below the logo is a "Need Help?" link. The main form contains a "Username" input field, a "GO" button, and two buttons: "FORGOT MY PASSWORD" and "FORGOT MY USERNAME". A blue arrow points to the "FORGOT MY USERNAME" button. At the bottom of the form is a "SETUP MFA" button.

3. Click on **Forgot My Password**

3. Under the **Forgot My Password**, enter your username again.
4. Click on **Continue**

Forgot My Password

Enter your username, personal email or work email address

myusername

START OVER **CONTINUE**

- You will be prompted to select from a list of email addresses on file or Mobile device on file. An email or text message with a claim code, and a link to do password reset will be provided.
- Once you receive the email/TEXT follow the link and enter the claim code when prompted.
- You will be asked to set a new password. Once new password is submitted you will be ready to login.

BACK TO LOGIN SCREEN

5. Select the email address you want to receive your one-time code from the list presented.

Choose Your Preferred **Reset Method**

6. Check your email for a code and link to log into myLaurelRidge and set your new password.
7. After logging in you will need to setup MFA and instructions to setup MFA can be found here: <https://laurelridge.edu/techsupport/multi-factor-authentication-mfa-setup/>

IMPORTANT: Until you setup MFA, your enrollment in CANVAS may not be complete.

Campus Technology Support

If you have any problems accessing your MyLaurelRidge Account **AFTER** following these steps, please reach out to IT for assistance.

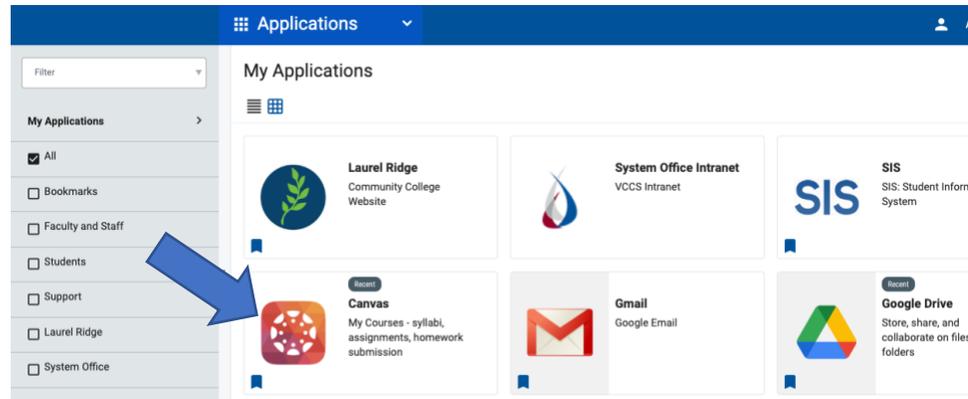
1. Send an email to: ITGroup@laurelridge.edu . Please let them know that you are having challenges getting into your “MyLaurelRidge” account.
2. For more urgent issues, please contact us by phone:
 - Middletown or Luray locations: call **540-868-7223**
 - Fauquier location: call **540-351-1545**

If you have difficulty accessing your My Laurel Ridge or Canvas accounts, it is imperative that you contact the helpdesk **well in advance of the start of the class**. IT is normally available M-F, 8 am – 7 pm when classes are in session, but is not available on weekends.

Step 3

How to Access Canvas (for classes that are using Canvas)

1. Once you have logged in to MyLaurelRidge, a selection of app tiles will appear. Click on the tile for **CANVAS**.



2. You will automatically be logged in to the CANVAS Dashboard. A list of menu icons can be found on the left side of the page. Click on the textbook icon labeled "Courses" to see your courses.



Please note:

- Your course may not appear until the day before the class starts. As soon as the instructor publishes it, this is where it will appear.
- For more CANVAS student resources, go to <https://laurelridge.edu/canvas-resources/>

Congratulations! You are all ready to go!