

Step 1 - How to look up your Laurel Ridge Student ID in MyWorkforce

1. Go to <https://laurelridge.augusoft.net/> and log into your **MyWorkforce** 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.
2. Once you are logged in, click on **My Profile** on the menu bar to the left and view your information.

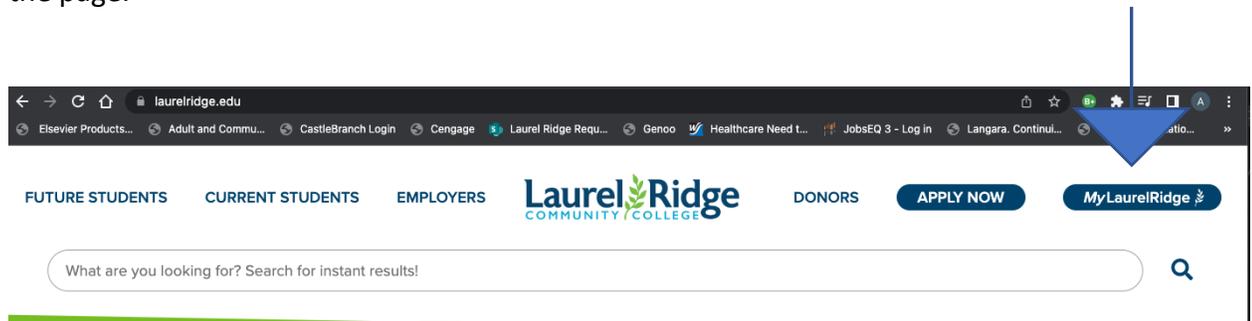


3. You may then need to click on the *top tab (in the middle of the screen)* **My Profile** again.



Step 2 – How to Access MyLaurel Ridge

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



2. Click on **Forgot Username**



Need Help?

Username

>



3. Use your **Laurel Ridge Student ID** (Emplid) number (this is the highlighted number above in step 1) to look up your username; and then click **Forgot password** to set your password.

Password Reset

Enter your name, date of birth, and either Emplid or SSN

FIRST NAME:

LAST NAME:

DATE OF BIRTH:

EMPLID:

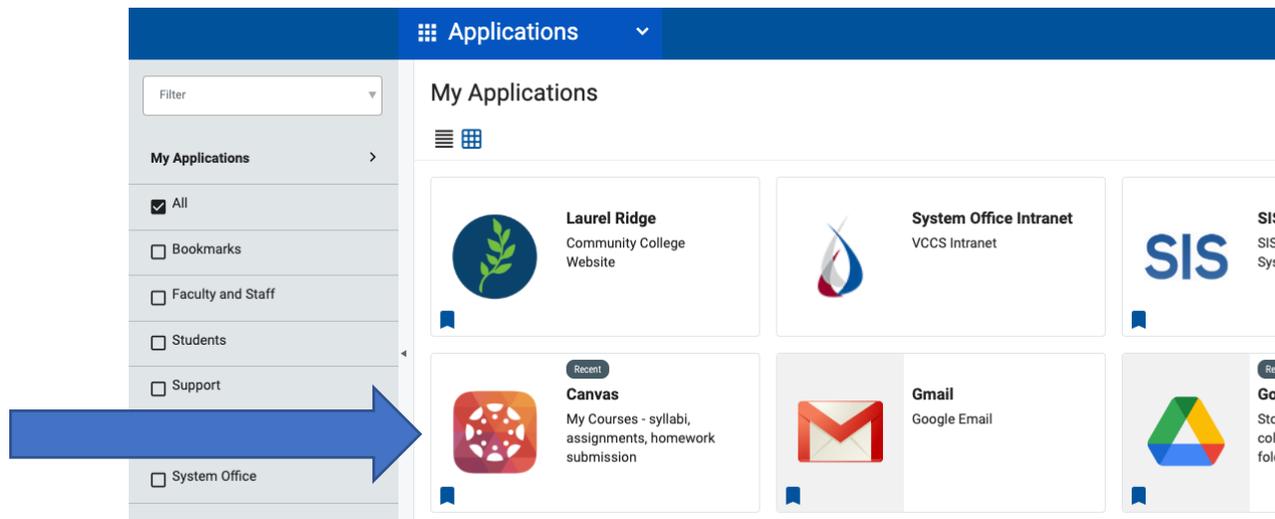
SSN:

*** If you have any problems accessing your MyLaurelRidge Account after following these steps, please contact the help desk at (540)-868-7110 for more assistance. Please explain that you are taking a Workforce class and that you are having problems accessing your MyLaurelRidgeaccount. They can help assist you with resetting the information.

If you have difficulty accessing your My Laurel Ridge or Canvas accounts, it is imperative that you contact the helpdesk at the above phone number **well in advance**. Staffing in the evenings is limited, and your early notice will be helpful. IT is also not regularly available over the weekend.

Step 4 – 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 that 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!