



www.bates.ctc.edu | 253.680.7000

Welcome to Bates Technical College online courses! We are happy you have chosen to pursue your education in this setting. Before you get started in your course, there are a few tasks to complete. It is important to remember that ALL communication between you, Bates, and your instructor will occur through your Bates email address only!

- 1) Go to the Bates Canvas Login Page. It is located at bates.instructure.com. Additionally, it can be accessed through the [Bates home page](#) by selecting "Canvas e-Learning" from the Quick Links dropdown menu on the top of the page.
- 2) Log in to your account. The default login is for your Bates student ID # to serve as both your user name and your password. Student accounts are created one week prior to the start of classes and updated every day through the first week of the quarter.
- 3) If you have difficulties logging in, please click on the "Forgot Password" link on the login page. This will send an email to your Bates email address allowing you to change the password.
- 4) If you still cannot log in, please send an email to olc@bates.ctc.edu. The expected response time is 24 hours. **Note: Please do not call or email your instructor, as they are unable to resolve Canvas login issues.**
- 5) Once you have logged in, you should be on the "Recent Activity Page." If you put your mouse on "Courses" on the top of the page, you should see your course(s) listed there. Click on your course and you can access its material and begin.
- 6) It is strongly recommended to customize certain settings to maximize the effectiveness of Canvas. To access your settings, click on "Settings" in the top right green box. From the setting page, you can do the following:
 - a. Add a personal email address to Canvas by clicking on the "Add Email Address" link in the top right corner.
 - b. Add a cell phone number for text notifications by clicking on the "Add Contact Method" link in the top right corner.
 - c. Change your password from the default password by clicking "Edit Settings" on the right side and checking the "Change Password" box in the center of the page (underneath "Time Zone").

We hope this document makes beginning your online educational journey as simple and problem-free as possible. Please do not hesitate to contact the appropriate departments if we can be of any assistance

Registration

registration@bates.ctc.edu or
(253) 680-7043

Canvas Access and Login Difficulties

olc@bates.ctc.edu or (253) 680-7233 or
Downtown, Room M123 (across from the Library)

Course Content

Please contact your instructor