


## Instructions for UCanWeb Usage

1. Go to [www.canton.edu/enroll](http://www.canton.edu/enroll) and click on the UCanWeb square icon in the middle of the page, as seen below and choose the first selection, “ENTER SECURE AREA”.



2. You will then be prompted to input your Canton email, which was provided to you on your acceptance letter. To arrive at your password:

 The default password formula for Email, Network & the Brightspace Course Management System is:

- the two digit day of birth
- the first three letters (first letter capitalized) of the month of birth
- the last four digits of the Banner ID (Student ID).

Example.....If one's birthday is February 1, and the Banner ID is 800006789, then the default password would be 01Feb6789.

3. Next you will need to Authenticate yourself for security purposes. You can download the Authentication App, or you can use your cell phone number to receive the code. Please do not use another's number, as this process periodically happens every two weeks. If you wish to use your cell phone, choose “I want to set up a different method” and you will be texted the code.

### More information required

Your organization needs more information to keep your account secure

[Use a different account](#)


[Learn more](#)

[Next](#)

For assistance, contact the Help Desk:

phone: 315-386-7448, email:  
helpdesk@canton.edu

### Microsoft Authenticator

 Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

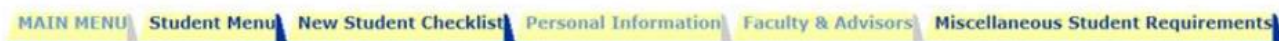
After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

[Next](#)

[I want to set up a different method](#)

\*\*\*Once in UCanWeb, you will see the main page. Take note of the tabs at the top of the page, example below.



4. Set up your one-time Security Question by going to the STUDENT MENU tab and then choosing the last option, “UCanWeb 9-Student Profile” and put in your PIN. Your PIN is your date of birth in this format: ‘MMDDYY’. Example, if you were born on March 24, 2005, then your PIN is 032405. You will then choose a security question. You can use a pre-set question, or elect to create your own question.



5. You will then click STUDENT CHECKLIST and hit submit. Make sure SPRING 2024 is in the box and hit submit a final time.



6. Once at your checklist, you will notice the headers for each department.
  - Financial Aid** – After filling out and submitting the [FAFSA](#), accept or decline Loans and filling out Promissory Notes and Entrance Interview
  - Housing** – Filling out on/off campus housing form  
Placement Testing, Orientation, Interest Survey, Photo ID – Sign up to take [ACCUPlacer](#) exam or [Orientation](#)
  - Your Class Schedule** – Go to the [Advising](#) webpage and select “Schedule an Appointment” to create a fall schedule
  - Health Requirements** - Need a physical before you go to college
  - Billing and Payment** - Putting your loans towards your bill

### **Under Financial Aid**

Accepting/Declining Loans (*you must complete your FAFSA beforehand*)

1. Go to the STUDENT MENU tab at the top of the page.
2. Select Financial Aid ->Award ->Award for Aid Year -> Choose 23-24 -> View the General Information tab.
3. You can see what loans are being offered and decide to accept or decline them. You will need to do a Promissory Note and Entrance Interview for any loans that you take.

### **Housing**

1. You will need to do the “On-campus housing form” if you wish to live in the dorms.
2. If you want to commute and live at home with your parents/guardians, or be online, you’ll do the “Off-campus form”.
3. To access the meal plans, you will need to go to the Student Menu tab at top and select “meal plan application.”

### **Placement Testing, Orientation, Interest Survey, Photo ID**

1. If you need to take the ACCUPlacer exam, it will be indicated to you here under this section.
4. You will need to pick a date for [Orientation](#).
5. You can upload a photo for your Canton ID by going to [GET.CBORD.com](#)

### **Your Class Schedule**

1. You can call the Advising office beginning the first week of June at 315-379-3954 to set up a schedule. Be sure to submit your final high school transcript at the end of June.

### **Health Requirements**

1. Copies of these can be printed out off from [www.canton.edu/enroll](#) on the right hand side of the page under FORMS. Choose the first option, “[Health History and Physical Exam](#)”.

### **Billing and Payment**

1. When bills come out in July, you will log in and apply your loans to your bill. This is the point where you say whether you want the school’s insurance or fill out the waiver indicating you are remaining on your family’s plan. You will also be asked if you want a parking pass.