


Instructions for UCanWeb

1. Go to the website: www.canton.edu/enroll
2. Click on the UCanWeb square icon in the middle of the page, as seen below.



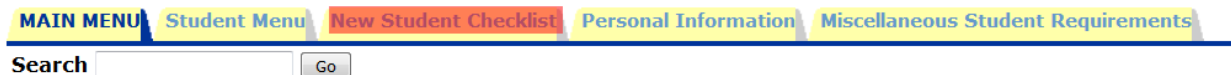
3. Once at the UCanWeb page, click, "ENTER SECURE AREA".
4. You will then be prompted to input your Canton email, which was provided to you on your acceptance letter. Your password is:

 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.

5. You will then see the main page of UCanWeb. Take note of the tabs at the top of the page and go to NEW STUDENT CHECKLIST.



6. You will then click STUDENT CHECKLIST again and hit submit. You will then make sure FALL 2023 is in the box and hit submit a final time.
7. Once here, 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** – Call [Advising](#) 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 sign up for the ACCUPlacer exam, it will be indicated to you under this section. Or click [here](#) to sign up for the ACCUPlacer, if you need it.
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, or set up a scheduling appointment yourself by clicking [here](#).
2. 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.