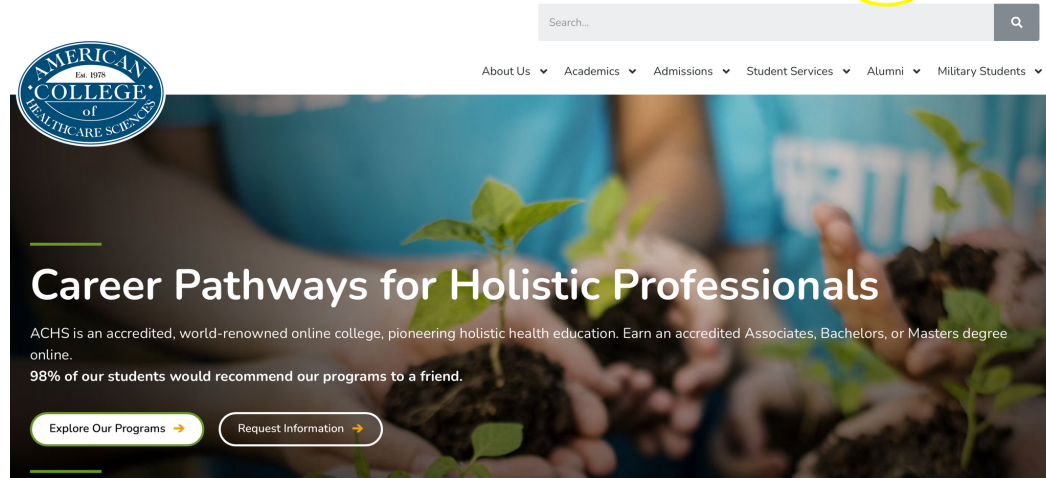# HOW TO RESET YOUR PASSWORD
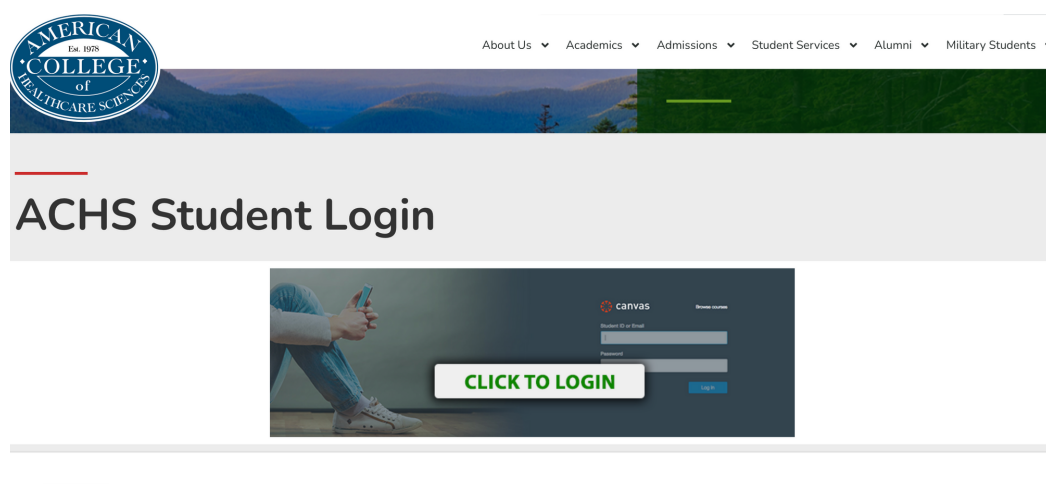**for your Canvas Instructure online classes**

Whether it's your first time logging into Canvas or you need to reset your current password, this helpful guide will walk you through the process. Please take a moment to read through these steps before attempting your password reset. We're here to help if you need any additional support.

1 Navigate to **www.achs.edu**.

2 Click the **LOGIN** button in the upper right of the page (see the example above).

ACHS Student Login

CLICK TO LOGIN

If your course is in Canvas, click here or the button below to login:

Log in at achs.instructure.com

3 Click the **Log in at achs.instructure.com** link on the next page.
- Canvas Support is available at the same URL if you need assistance or support.

> Need help with Canvas?
> Give the 24 hour support line a call. A live human will answer quickly.
> - **Phone:** (844) 889-5681

4 On the next page, note the **If you have any difficulty, try resetting your password here** text in the bottom right-hand corner.

American College of Healthcare Sciences

canvas

Online Course Login

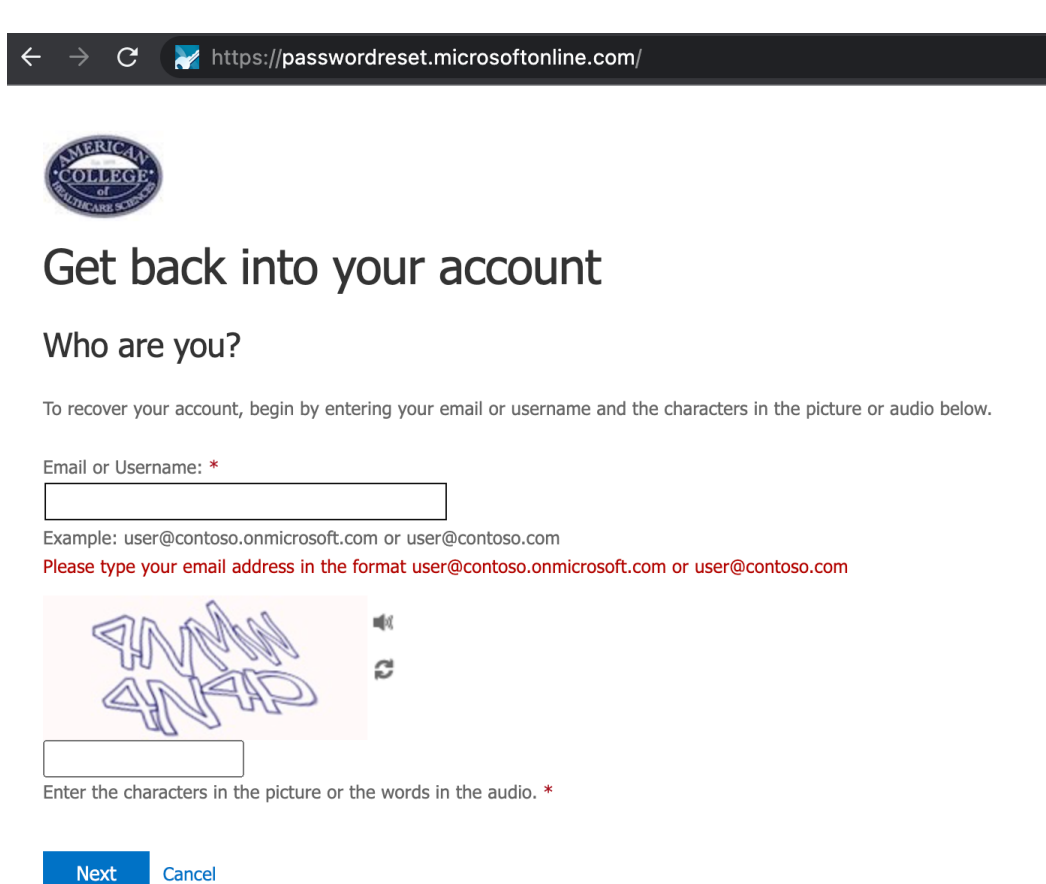| Continuing Education Login	ACHS Students and Staff
Click the button above to login with your personal email address	Click the button above to login with your @achs.edu email address
Use this for our Continuing Education courses, Micro-credentials, Webinars, and Hawthorn Courses.	If you have any difficulty, try *resetting your password here*

contact support@achs.edu for assistance

5A If you know your password, you can click the **ACHS Students** box and enter your ACHS student email and password.

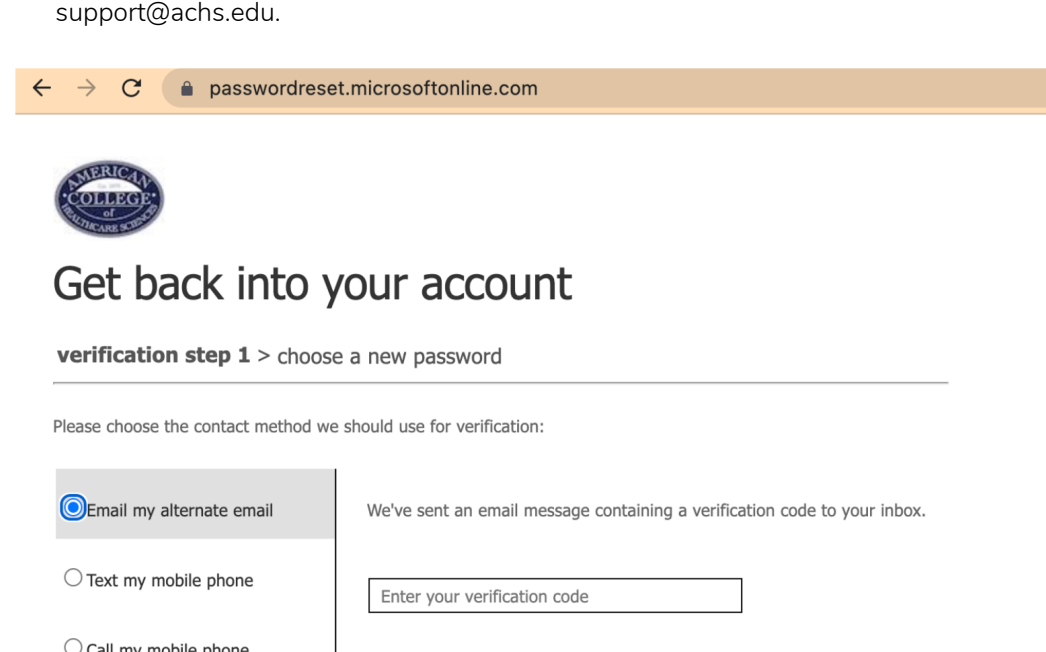**5B** If needing to reset, click the **Reset your password here** text.

6 The next page will be a Microsoft page. That is okay and correct. On that page, enter your student email address (for example: test.student@achs.edu or jon.smith@achs.edu).
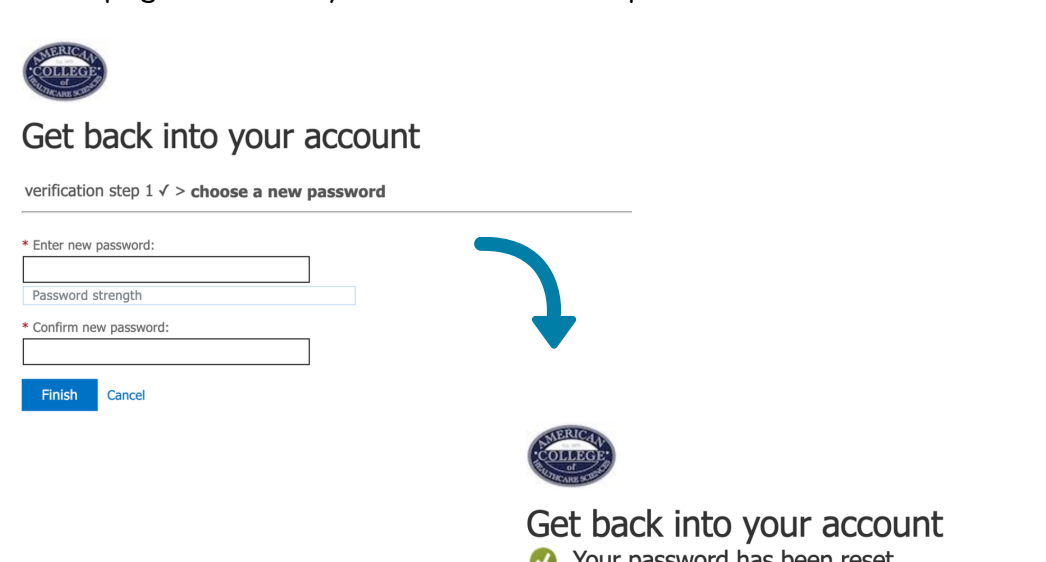

Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: *

Example: user@contoso.onmicrosoft.com or user@contoso.com
Please type your email address in the format user@contoso.onmicrosoft.com or user@contoso.com

Enter the characters in the picture or the words in the audio. *

Next | Cancel

Enter your ACHS Canvas Username and the Captcha characters displayed in the picture right under it. Then, click **Next**.

7 That will prompt a verification code to be sent to your student email. Enter that code on the following page.
- If you need help accessing your student email, please reach out to support@achs.edu.

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

- ○ Email my alternate email — We've sent an email message containing a verification code to your inbox.
- ○ Text my mobile phone — Enter your verification code
- ○ Call my mobile phone

Next | Are you having a problem?

8 The next page will allow you to choose a new password.

Get back into your account

verification step 1 ✓ > **choose a new password**

* Enter new password:
Password strength:
* Confirm new password:

Finish | Cancel

Get back into your account
✓ Your password has been reset

9 Start the login process for Canvas again by clicking the **Current ACHS Student** button and using your student email and password you just created.

If you're experiencing any issues throughout this process, don't hesitate to email support@achs.edu.