Canvas Catalog How-To

Please use this document as a guide when enrolling in, and managing Canvas Catalog courses.

This guide includes instructions for:
1. Logging into UBC's Canvas Catalog with CWL
2. Logging into UBC's Canvas Catalog with Canvas account
3. Creating a Canvas Catalog account
4. Accessing enrolled courses
5. Downloading Statements of Completion

1. Logging into UBC's Canvas Catalog with CWL

Whenever possible, use your existing CWL to enroll in Canvas Catalog courses. This simplifies the number of logins you will need to manage when finding course content and Statements of Completion.
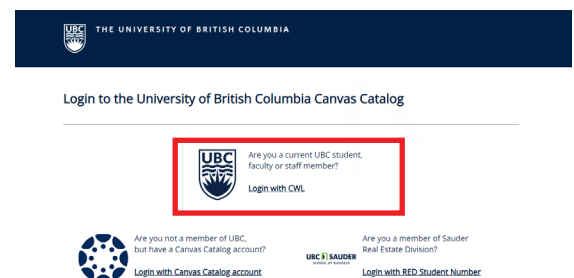

- Use a web browser to navigate to a UBC Canvas Catalog listing
- Click "Enroll Now"
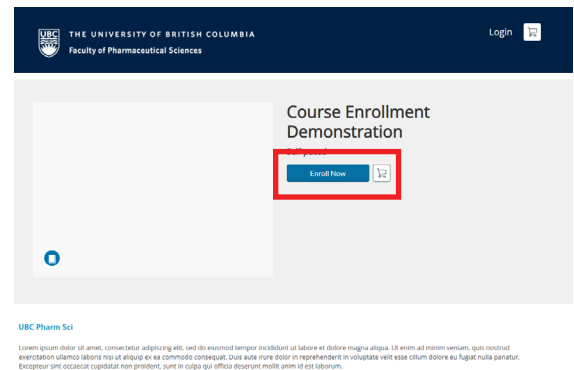
- A page will load with a "Create an Account" form
- Click "Already have an account? Sign in here"
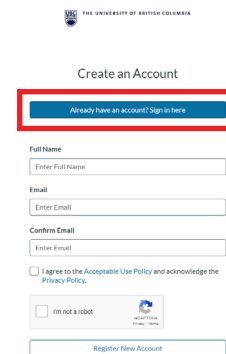
- A page will load with three login options for UBC
- Click "Login with CWL"

• Complete the CWL login process

Forgot your CWL password?
Navigate to myaccount.ubc.ca to reset your CWL password using an email notification or the security questions set when you first created your CWL.

2. Logging into UBC's Canvas Catalog with Canvas account

If you have no CWL account but already have a Canvas Catalog account for enrolling in Canvas Catalog courses, please use that account to enroll.

• Use a web browser to navigate to a UBC Canvas Catalog listing
• Click "Enroll Now"
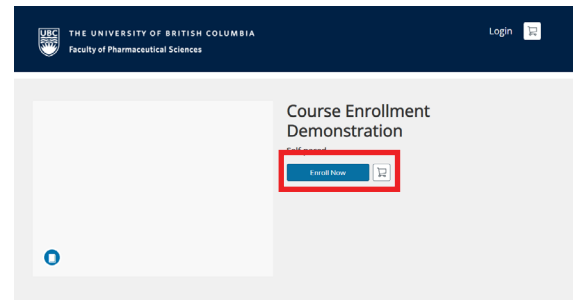
• A page will load with a "Create an Account" form
• Click "Already have an account? Sign in here"

• A page will load with three login options for UBC
• Click "Login with Canvas Catalog account"
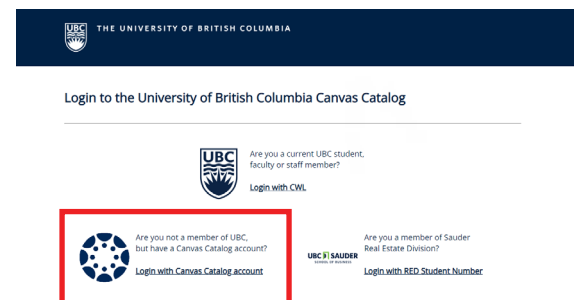
- Log in with your email and Canvas Catalog password
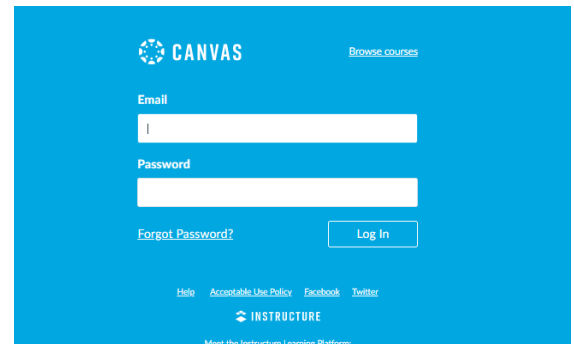
Forgot your Canvas Catalog account password?
Click "Forgot Password?" on the Canvas login screen and then enter your email to prompt Canvas to email you a password reset link.
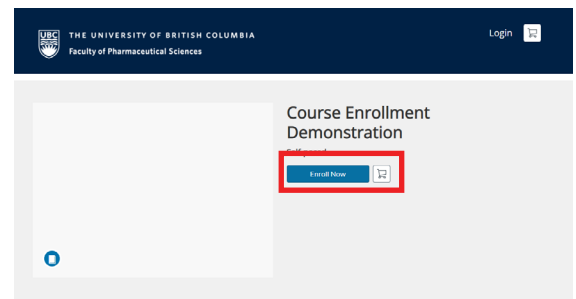
3. Creating a new Canvas Catalog account

If you do not have a CWL account, or an existing Canvas Catalog account, you will need to create a Canvas Catalog account to enroll.

- Use a web browser to navigate to a UBC Canvas Catalog listing
- Click "Enroll Now"

- A page will load with a "Create an Account" form
- Complete this form with your full name and email in order to create a Canvas Catalog account

Input your full name
Please ensure the name you use on this form **matches your Pharmacist's License**, as it will be used on Statements of Completion you earn.

4. Accessing enrolled courses

After logging into, or creating, your account and enrolling in a course, the course can be accessed from your "Student Dashboard".

- Click your name in the blue header
- In the sub-menu that appears, click "Student Dashboard"
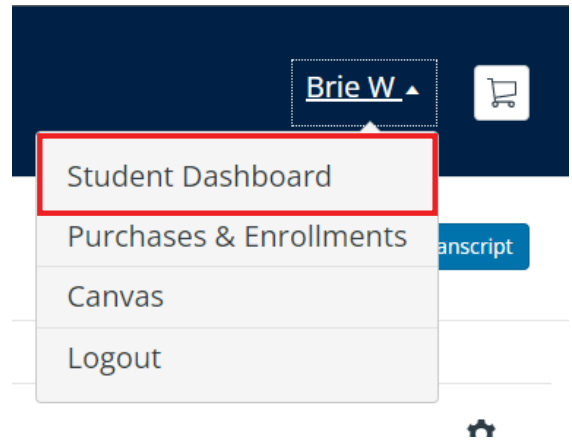
Visit your Canvas Catalog Student Dashboard.

- The "Student Dashboard" page lists all of your In Progress, Completed, or Not Completed course enrollments
- From the In Progress tab of your Student Dashboard, click the "Begin Course", "Resume Course", or "Go to Course" button on the course you want to access
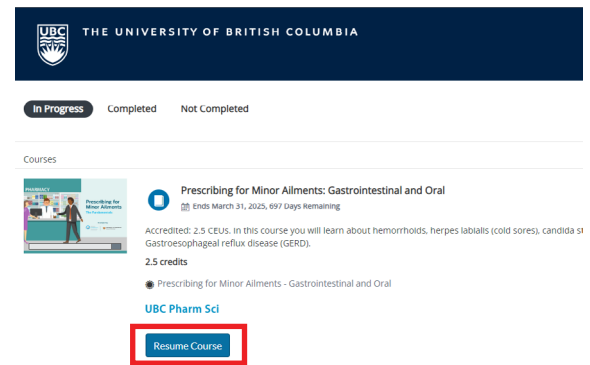
💡 **Missing Courses**
If a course appears to be missing, please check all three status tabs (In Progress, Completed, Not Completed) and confirm that you are logged into the same account you enrolled with by logging out and back in again.

5. Downloading Statements of Completion

We strongly recommend that you download your Statements of Completion for your own records as soon as they are earned.

- Navigate to the "Completed" tab of the "Student Dashboard" and locate the course
- Click "Download" to download a PDF of your Statement of Completion
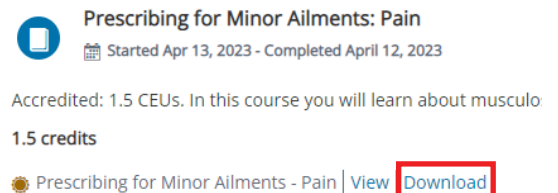
View your Completed Canvas Catalog courses