

Log In/Profile/Notifications

Logging in:

1. Log into Canvas at <https://www.mtu.instructure.com> with your MTU ISO userID and password.



Accessing your Profile:

1. Click on Profile link in the top right corner of the screen.

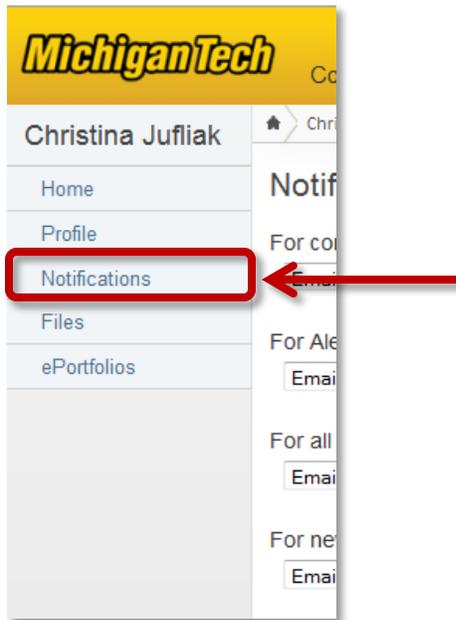


Here you will be able to:

- change your display name
- adjust Notification Preferences
- adjust user settings

Updating your Notification Preferences:

1. In your Profile area, Click on Notifications tab.



2. Select Notification Frequency and Save Preferences.

A screenshot of the 'Notification Preferences' form. The title 'Notification Preferences' is at the top. Below it, there are two sections. The first section is for 'For conversations to which you're added'. It has a dropdown menu for 'Email Me at' and a dropdown for 'New Email Address'. To the right, there are four radio button options: 'Right Away', 'Daily', 'Weekly', and 'Never'. The 'Right Away' option is selected, indicated by a green checkmark. The 'Right Away' option is also highlighted with a red rectangular box. Below this section is a '+ And Also...' link. The second section is for 'For any other notifications'. It has a dropdown menu for 'Email Me at' and a dropdown for 'New Email Address'. To the right, there are four radio button options: 'Right Away', 'Daily', 'Weekly', and 'Never'. The 'Never' option is selected, indicated by a green checkmark. Below this section is a '+ And Also...' link. At the bottom of the form, there is a 'Save Preferences' button, which is highlighted with a red rectangular box.

Additional Resources:

[How Do I Change Notification Preferences?](#)

[How Do I Know What Each Of The Notification Options Means?](#)