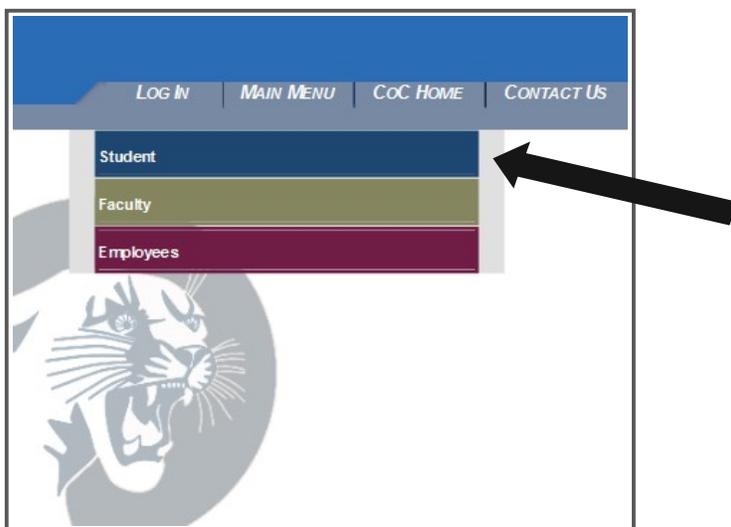


Create your My Canyons Account:

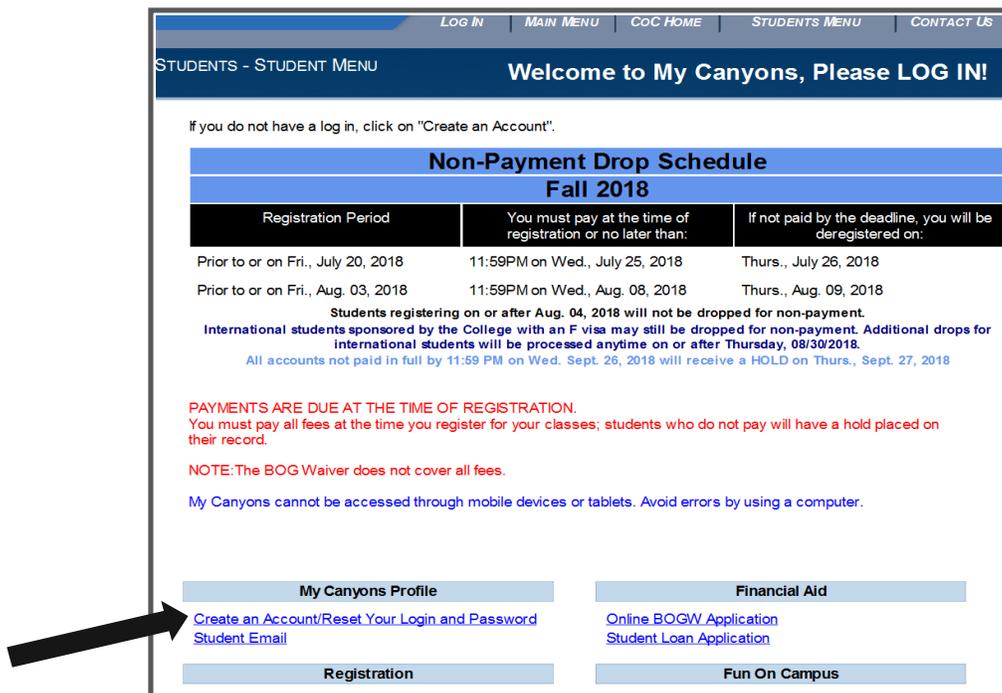
1. Go to **canyons.edu** and click on **MY CANYONS**.



2. Click on the **Student** tab.



3. Click on **Create an Account/Reset Your Login and Password**.



4. Fill out the information on the form and click **SUBMIT**.

The screenshot shows a web form for creating a My Canyons account. At the top, there is a navigation bar with links for LOG IN, MAIN MENU, CoC HOME, STUDENTS MENU, HELP, and CONTACT US. Below this is a header that says "STUDENTS" and "Welcome to My Canyons, Please LOG IN!". The main heading is "Create an Account/Reset Your Login and Password". A note states: "The information you provide below must be exactly as you entered it on your admissions application. NOTE: Your My Canyons password is the same as your student email password. Once you have created your My Canyons account, you may access your COC student email by logging into your My Canyons account and clicking on 'What's My Student Email?'". A legend indicates that an asterisk (*) denotes required fields. The form includes input boxes for Last Name*, First Name*, Middle Name, SSN(XXX-XX-XXXX), Student ID, and Birth Date (MM/DD/YYYY)*. There is an "OR" option between SSN and Student ID. Below these fields is a section for password creation with instructions: "Please choose a new password between 8 and 16 characters. Be sure to include at least one alpha, one numeric character, and mixed case in your password. For example: fireFly14". An input box is labeled "Enter a new password*". A "SUBMIT" button is located at the bottom of the form. The footer navigation bar is identical to the top one.

5. Print the confirmation page for your records. It has your **My Canyons** account information and your **Student Email** account information.

Confirmation print out example:

You will need this information to proceed, print this out or write it down.

Student Id: 0123456

Your Username and Password for My Canyons are:

Username: jdoe
Password: cougar1

Your Username and Password for your COC student email account are:

Username: jdoe@my.canyons.edu
Password: cougar1



PLEASE FOLLOW THE INSTRUCTIONS BELOW:

- Your student email account may take up to 15 minutes to activate.
- You may use My Canyons anytime on or after your assigned registration date and time. To check your registration date, log into My Canyons and click on "My Registration Time".
- If you do not have a registration date and time, contact Admissions & Records at admissions@canyons.edu or call (661) 362-3280.

OK