

## ACCESSING YOUR STILLMAN COLLEGE ONLINE ACCOUNTS

### Canvas and Email Credentials

Canvas and Email credentials are created upon the completion of registration. Therefore, you should be able to log into Canvas and Email 24hrs. after you have completed the registration process.

If you follow the directions below and cannot successfully log in, please contact the IT Department at [helpdesk@stillman.edu](mailto:helpdesk@stillman.edu).

### How Your Canvas and Email credentials are Created

Example:

**Student Name:** Jane Doe | **Entry Term and Year:** Spring 2019

**Username:** First Name.Lastname (e.g. Jane.Doe)

**Password:** First Name Initial, Last Name Initial, Entry Term and Year (e.g. JDSpring2019)

### Accessing Email

- Open any browser (Firefox, Chrome, Safari, etc.).
- Type in the following URL: <https://accounts.google.com>
- Enter your **Username** (Stillman email address; e.g., [jane.doe@stillman.edu](mailto:jane.doe@stillman.edu)) and **click Next**.
- Enter your **Password** and **click Sign In**.

**NOTE:** You will be able to reset your password when you log in. You must also enter an alternative email address when prompted to establish a recovery method for your email username and password should you forget it.

### Accessing Canvas

**Note:** You must be logged in to your Stillman Email Account before access Canvas

- Click on the **Canvas** link (or type in the URL: [stillman.instructure.com](http://stillman.instructure.com)) under **MyStillman** on Stillman's home page ([www.stillman.edu](http://www.stillman.edu))
- Enter your **Username** and **Password** and **Click Log In**.
- You should see the courses for which you are registered. If all courses are not shown, please contact the instructor(s), as shown on your schedule, via Stillman's email and ask to be enrolled.

### Accessing Self-Service

- Navigate to the **Self-Service** URL: <https://scssprod.iceschools.org/Student/Account/Login?ReturnUrl=%2fstudent>
- Enter your **Username** (ex: **jane.doe**) and the **Password/PIN** below.
- You will be able to access your class schedule, student account, grades (midterm and final), and unofficial transcripts
- Your Self Service PIN is: \_\_\_\_\_ Email [Helpdesk@stillman.edu](mailto:Helpdesk@stillman.edu) for your unique pin \_\_\_\_\_

**NOTE:** You will be asked to reset your password when you log in.