# *Course access: Self-registering*

## Contents

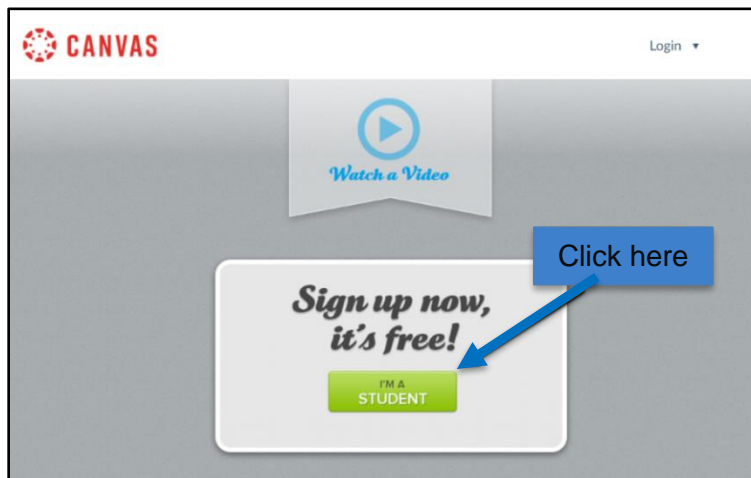## Participants with an existing account in FHS LMS

If you have an existing account in the learning management system (Canvas) at the Swedish Defence University, we recommend that you follow these steps.

1. Go to https://fhs.instructure.com/ and choose to log in as an external user ("Extern användare").
2. Once you are logged in use this enrollment link: https://fhs.instructure.com/enroll/F97YN8 and follow the instructions.

# New participants without an existing account

In this is the first time you are logging in to the learning management system (Canvas) at the Swedish Defence University you will need to create an account. Follow these steps:

1. Go to: https://fhs.instructure.com/register/
2. Click "I'M A STUDENT"



3. Fill in the form. Useful descriptions and translations on the next page.



4. Click "Starta inlärning" (Start learning) to create your account.

# Description of the form

- **Join Code ("Anslutningskod")**
  You should have received a code consisting of six characters together with this instruction, probably in an email sent from [webbutbilningar@fhs.se](mailto:webbutbilningar@fhs.se).

- **Full Name ("Fullständigt namn")**
  Provide your full name or use a pseudonym.

- **Username ("Användarnamn")**
  This must be unique. In order to remember what your username is, we recommend using your email address as your username. When choosing your email address as your username this will result in that the email will be prefilled and easy to register. An email will be sent to the address with a link. To complete the registration of your email, simply follow the link.

  You may also choose any other username.

- **Password ("Lösenord")**
  Must consist of at least 8 characters.

# Change your language

As a default setting for all users the language is set to Swedish. To change to your preferred language, you'll need to follow these steps. Each course will have its own language setting which will be in Swedish or English depending on the course.
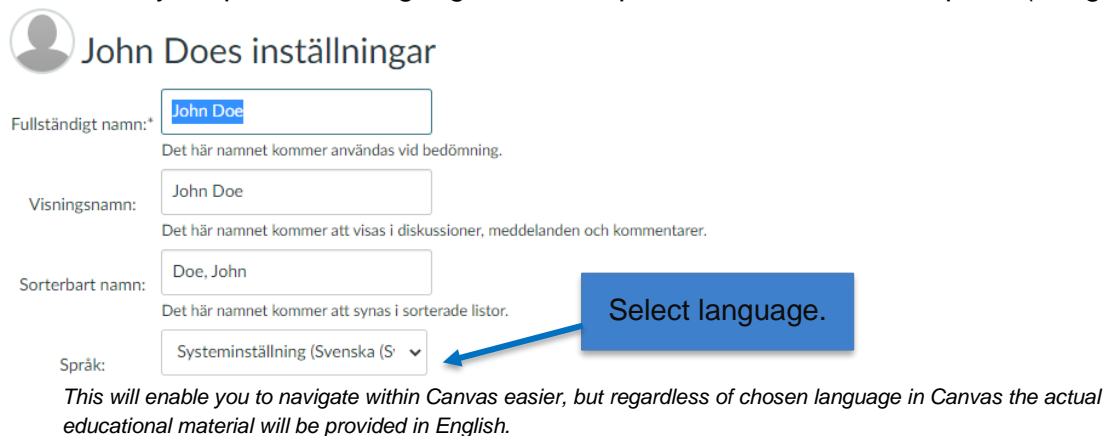
1. Go to "Konto" (Account).
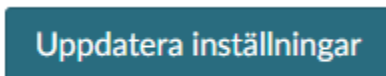2. And chose "Inställningar" (Settings).



3. Click "Redigera inställningar" (Edit Settings), which is found on the right-hand side of your screen.



4. Select your preferred language in the drop-down menu next to "Språk" (Language).



*This will enable you to navigate within Canvas easier, but regardless of chosen language in Canvas the actual educational material will be provided in English.*
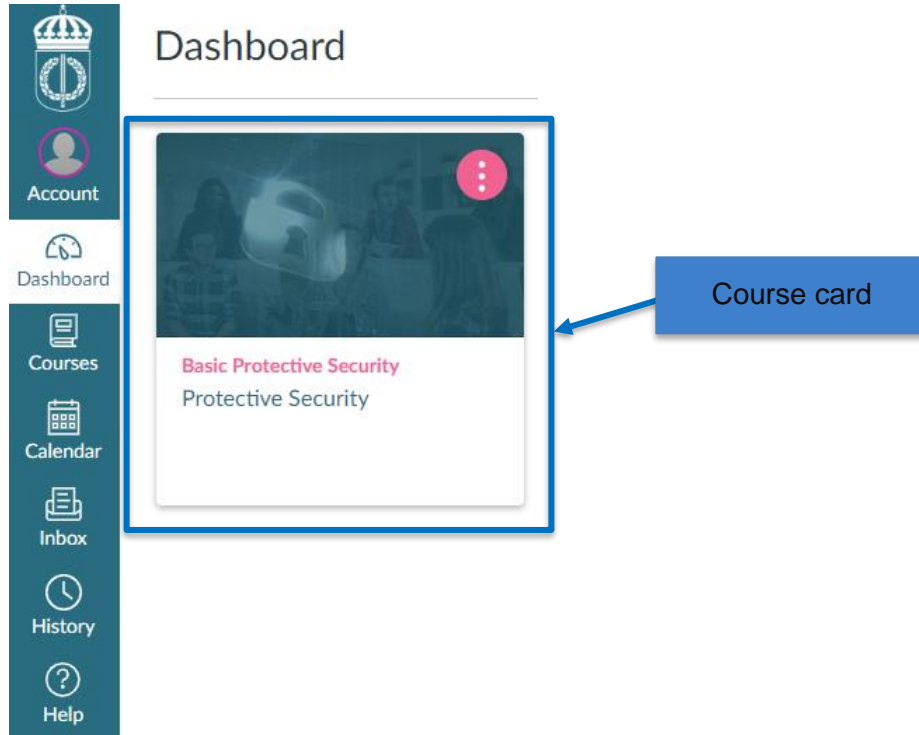
5. To save your changes click on the blue button called "Uppdatera inställningar" (Update Settings).

# The Dashboard

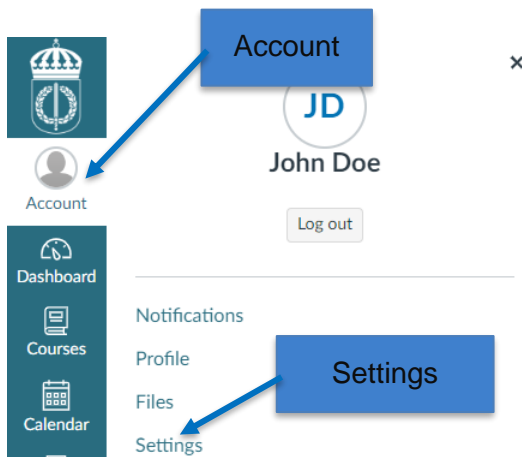To navigate to your course, simply click on the course card shown on the dashboard.

# Note! Register your email in Canvas

**Why necessary?**
Registering your email address is voluntary, but necessary if you wish to be able to restore your login details in the future. Without a registered email address, user support cannot be guaranteed either.
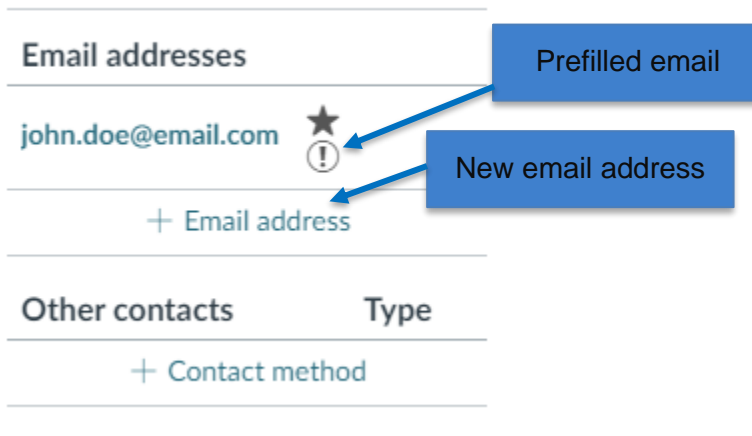
How to register an email address: Account -> Settings -> +email address.

Go to Account then Settings.



On the right-hand side of your screen, participants who chose their email address as their username will find the email address prefilled and ready to be registered. If you chose not to, this is where you provide and register your email.

# Next time you log in to Canvas/Forgot your password?

1. Go to https://fhs.instructure.com/.
2. Choose to log in as an external user.



3. Use your login credentials.



**Note!** Here you can also change your password if you have forgotten it. Click "Glömt lösenordet?" (Forgot password?). Further instructions on the next page.

# Request Password

If you forget your password you can request a new one. A link will be sent to you to change your password.



**Användarnamn (Username)**
In this field you can either enter your username or your email. **Note!** To receive a link to reset your password your email must have been registered (see above).

# Support
webbutbildningar@fhs.se.