

Briercrest Live, myBriercrest, and Canvas Set-up Guide

Updated July 2016

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1-1. Go to Briercrest Live

To set up your myBriercrest / Canvas account for the first time, register online through Briercrest Live.

1. Go to <https://live.briercrest.ca/frmLogin.aspx>
2. Click "Register Now"



Welcome to Briercrest Live!

Your Briercrest Live! account is your passport to Briercrest. Whether a student or an associate, Briercrest Live! will give you access to everything from student and financial status to classes and employment, and more.

UserName:

Password:

Login

[Register Now...](#) 2

[Forgot your Password?](#)

Live! Questions
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1-2. Registering for Briercrest Live

To register for Briercrest Live, you will need your student Barcode Number and a One-Time Password, which you will have received via email.

IF YOU HAVE NOT RECEIVED AN EMAIL WITH THIS INFORMATION, YOU WILL NEED TO REQUEST THEM FROM THE SCHOOL IN ORDER TO CONTINUE.

- Contact your Admissions Adviser at enrolnow@briercrest.ca.

Once you have “Validated” your Barcode and One-Time Password, you will be able to create a UserName and Password for Briercrest Live. **Please pick something that you will remember.** Then click “Save”.

To register for this site, please provide the 14 digit barcode number and one time password you were provided. Once this is validated, you will be able to create your profile and access the features of this site.

Barcode Number:

One-Time Password:

Now that you have validated your account, please enter the following information to set up your account for future access.

UserName:

Password:

Confirm Password:


The form is annotated with numbered circles: 1 points to the Barcode Number input field, 2 points to the One-Time Password input field, 3 points to the Validate button, 4 points to the UserName input field, 5 points to the Password input field, and 6 points to the Save button.

1-3. View your myBriercrest account

Congratulations! You have successfully set up Briercrest Live and your myBriercrest account has been automatically created!

To view your myBriercrest account, select “myBriercrest”.

Welcome Test . Please choose from the options below.

[Academics](#)
[Consent for Release of Information \(Finance and Media\)](#)
[Employment](#)
[Finance](#)
[myBriercrest](#) 
[Log Off...](#)
[Edit My Profile](#)

For further privacy, please remember to close your browser when done.

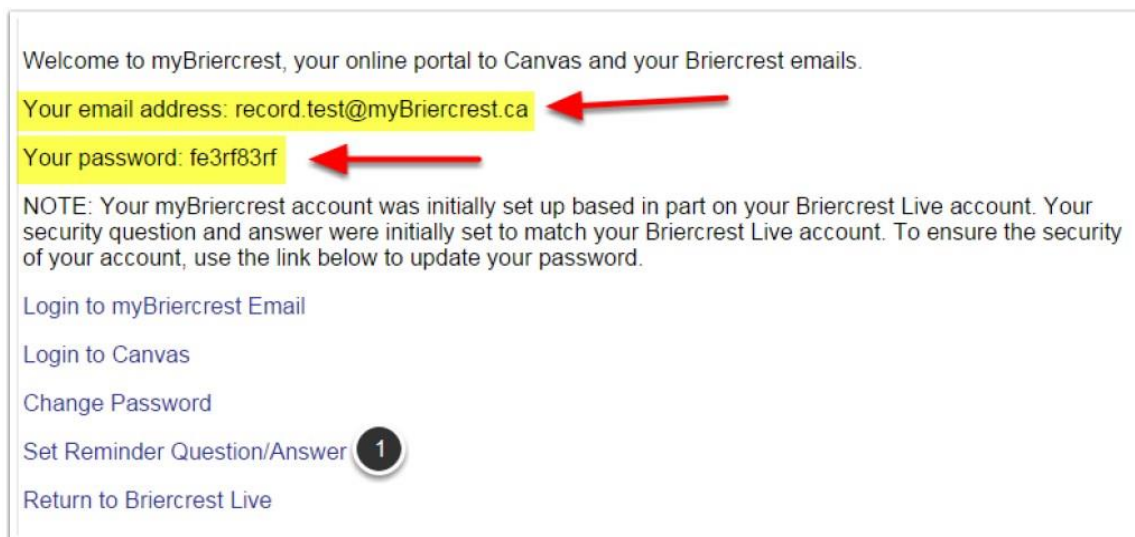
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1-4. myBriercrest Username and Password

On this page, you can see your myBriercrest email address / username (firstname.lastname@mybriercrest.ca) and an automatically generated password.

Copy or memorize both of these for now. (You will change your password at a later step.)

The first thing we need to do is set a Reminder / Security Question and Answer.



Welcome to myBriercrest, your online portal to Canvas and your Briercrest emails.

Your email address: record.test@myBriercrest.ca

Your password: fe3rf83rf

NOTE: Your myBriercrest account was initially set up based in part on your Briercrest Live account. Your security question and answer were initially set to match your Briercrest Live account. To ensure the security of your account, use the link below to update your password.

[Login to myBriercrest Email](#)

[Login to Canvas](#)

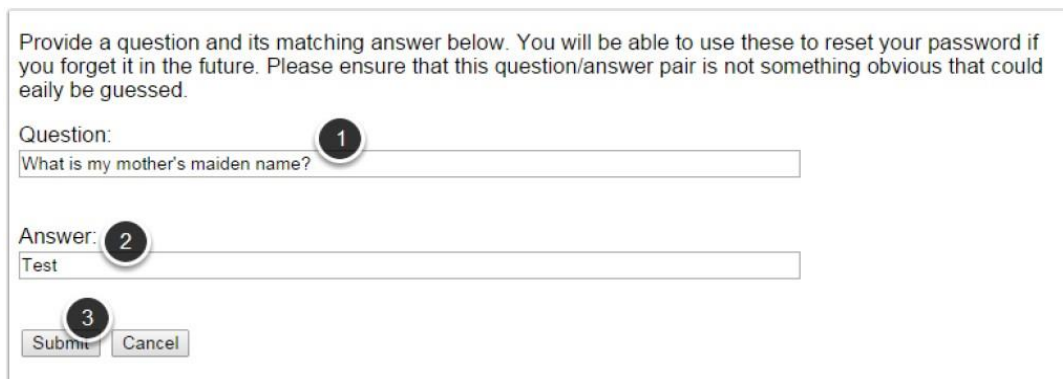
[Change Password](#)

[Set Reminder Question/Answer](#) 1

[Return to Briercrest Live](#)

1-5. Setting up your Reminder / Security Question and Answer

Your security question will allow you to change your myBriercrest password and recover your Briercrest Live information if you forget it. Enter a Question and Answer that only you will know. **Please pick something that you will remember.**



Provide a question and its matching answer below. You will be able to use these to reset your password if you forget it in the future. Please ensure that this question/answer pair is not something obvious that could easily be guessed.

Question: 1
What is my mother's maiden name?

Answer: 2
Test

3

2-1. View your myBriercrest account

Now that your Briercrest Live is set up, let's go to your myBriercrest email account.

Important communication is sent to your myBriercrest account. **If you do not want to check this email account regularly, be sure to set up your forwarding options** (see 2-3. below).

You can access your myBriercrest email through Briercrest Live or you can go to: mail.mybriercrest.ca.

Welcome to myBriercrest, your online portal to Canvas and your Briercrest emails.

Your email address: record.test@myBriercrest.ca

Your password: fe3rf83rf

NOTE: Your myBriercrest account was initially set up based in part on your Briercrest Live account. Your security question and answer were initially set to match your Briercrest Live account. To ensure the security of your account, use the link below to update your password.

Login to myBriercrest Email 

Login to Canvas

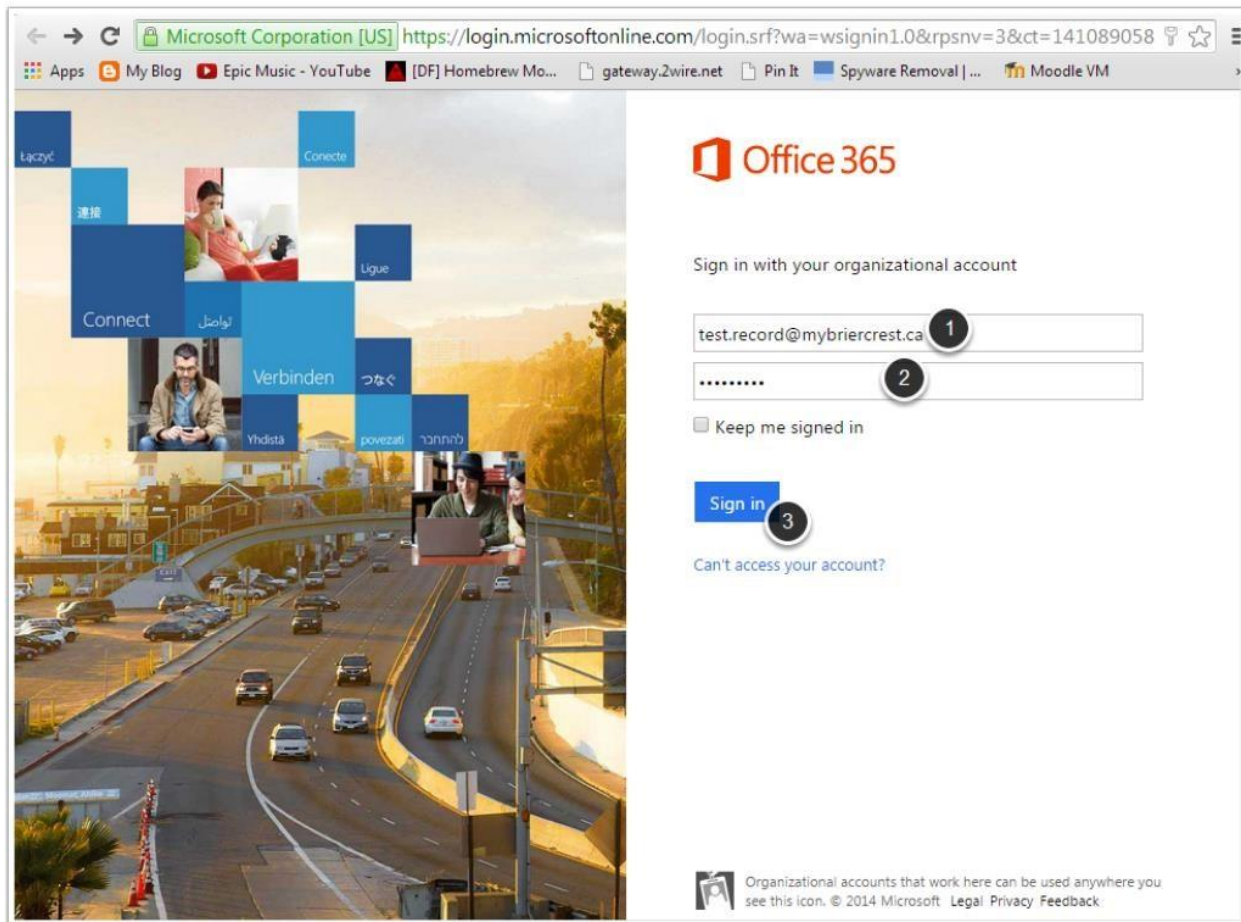
Change Password

[Set Reminder Question/Answer](#)

[Return to Briercrest Live](#)

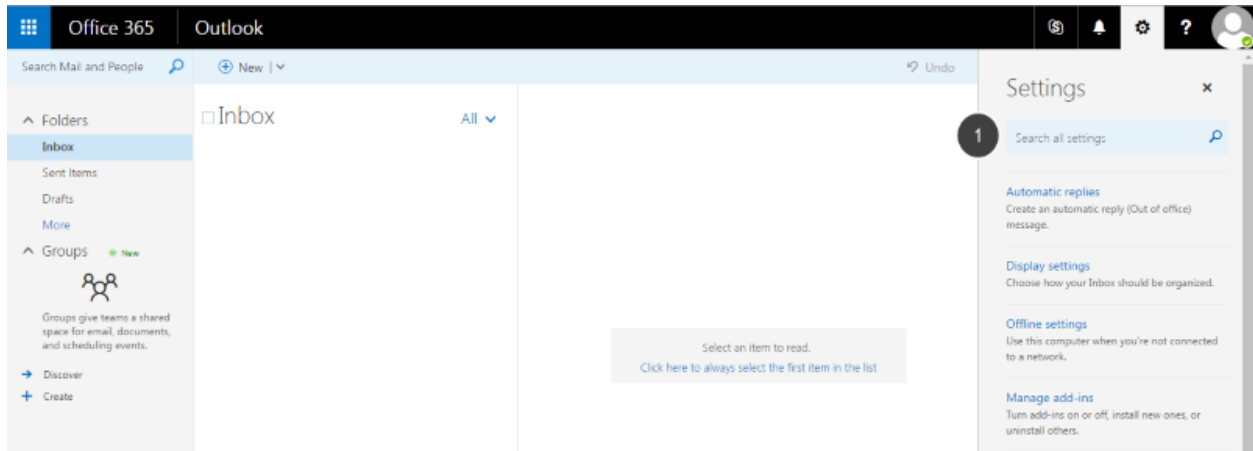
2-2. Logging into your myBriercrest email

Sign in with your myBriercrest email address and password as it appears in Briercrest Live.



2-3. Forwarding Email

Click on the “gear” icon at the top right corner and search for “Forwarding”. Select the “Forwarding” result.



2-4. Enter the email address you check most often

This step can save you the hassle of checking your myBriercrest email account every day.

When you are done, let's go back to Briercrest Live.

 Save  Discard

Forwarding

☒ Start forwarding

Forward my email to:

myfavouriteemail@hotmail.com

☐ Keep a copy of forwarded messages

☐ Stop forwarding

3-1. Accessing Canvas

Now that your Briercrest Live and myBriercrest email are set up, let's set up Canvas.

Canvas is the online system you will be using to access course information, submit assignments, and interact with professors and classmates.

We are going to...

- log into Canvas
- personalize your settings
- **THEN change the password (do this last to avoid delays)**

You can access Canvas either through Briercrest Live or by going to <https://briercrest.instructure.com>.

Welcome to myBriercrest, your online portal to Canvas and your Briercrest emails.

Your email address: record.test@myBriercrest.ca

Your password: fe3rf83rf

NOTE: Your myBriercrest account was initially set up based in part on your Briercrest Live account. Your security question and answer were initially set to match your Briercrest Live account. To ensure the security of your account, use the link below to update your password.

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[Login to Canvas](#) 

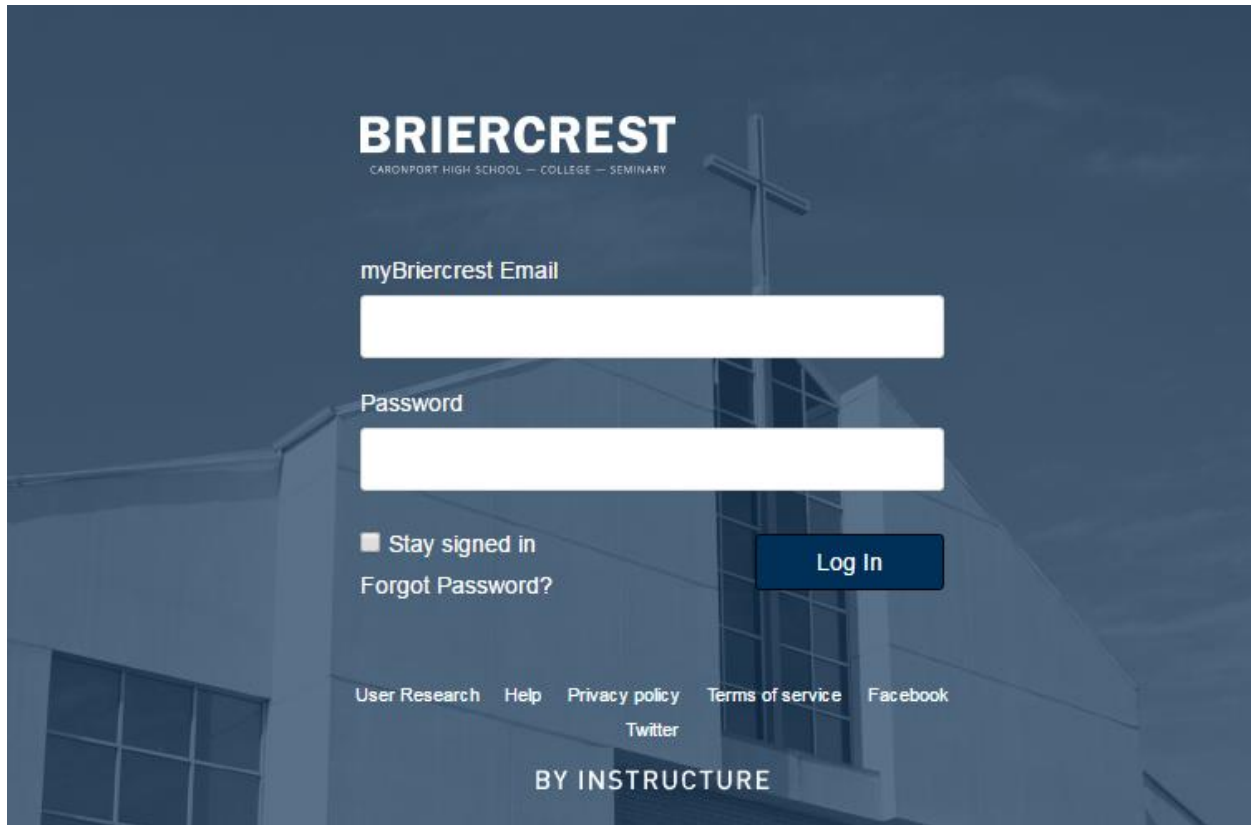
[Change Password](#)

[Set Reminder Question/Answer](#)

[Return to Briercrest Live](#)

3-2. Logging into Canvas

To log into Canvas, you will need to enter your myBriercrest email address. The two systems use the same login information.

A screenshot of the myBriercrest login interface. The background is a dark blue image of a building with a large cross on its roof. At the top center, the word "BRIERCREST" is written in white, with "CARONPORT HIGH SCHOOL — COLLEGE — SEMINARY" in smaller text below it. Below the header, there are two white input fields. The first is labeled "myBriercrest Email" and the second is labeled "Password". Below the password field, there is a checkbox labeled "Stay signed in" and a link "Forgot Password?". To the right of these is a dark blue "Log In" button. At the bottom, there is a horizontal menu with links: "User Research", "Help", "Privacy policy", "Terms of service", "Facebook", and "Twitter". Below this menu, the text "BY INSTRUCTURE" is displayed.

3-3. Personalizing Your Settings on Canvas

Due to frequent updates, it's best to look to Canvas' guides available online, here are a few common changes we recommend you make:

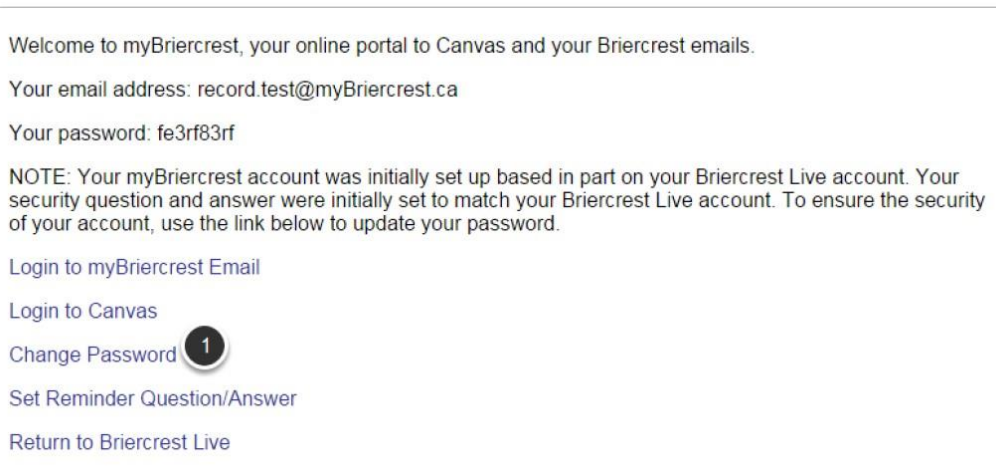
- Set up notifications: <https://community.canvaslms.com/docs/DOC-1286>
- Change default email: <https://community.canvaslms.com/docs/DOC-2866>

3-4. Changing your Password for Canvas and myBriercrest

The most common login problem is forgetting the password, so let's change your password to something easy for you to remember.

Choose ONE of the two ways to change your password:

1. Go to Briercrest Live. Select "myBriercrest" then "Change Password".
(Please note that your new password will not work until an hour later since Canvas only checks Briercrest Live for new information once every hour).**



2. Go to Canvas. Select "Don't know your password?" and follow the instructions from there.

You're finished!

Now that you have set up your Briercrest Live, myBriercrest email account, and Canvas with an easy-to-remember password, you are ready to go! Remember to check these portals often and if you have any questions, please feel free to contact us:

Canvas / myBriercrest account issues

Information Systems

(is@briercrest.ca)

Briercrest Live questions

Academic Services

(academicservices@briercrest.ca)