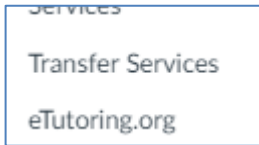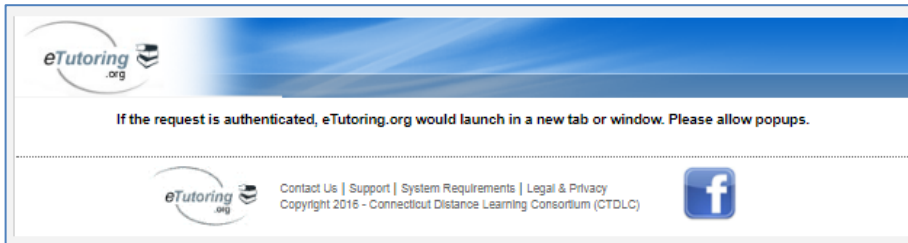# Logging Into eTutoring for the First Time

Welcome to eTutoring. This tutoring tools is integrated with Canvas, so you will be able to access it through Canvas, and use the same login information.

The first time you access eTutoring you will need to login and follow a short set up process, but after that you will be able to just follow the link in your Canvas course. Follow the instructions below to get your account set up.
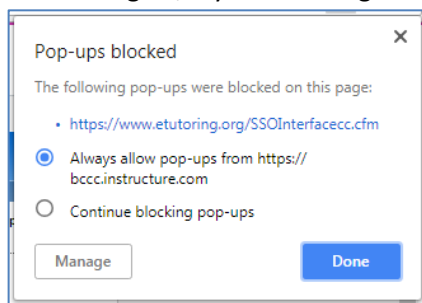
1. First **log into Canvas**, and **navigate to one of your courses**. **Click on eTutoring.org** in the Course Navigation Menu. It will likely be at or near the bottom.

2. The eTutoring page will load. If you see the message below, your web browser is probably blocking pop-ups that are needed for eTutoring to function. **If you do not see this, skip to step 3.**

   a. **If so, you'll need to allow pop-ups.** In Chrome, **find the** **icon** near the far right of the URL bar and **click it.** If you are using another browser, this option might be somewhere else.

   b. In the options menu that appears, **select "Always allow pop-ups from …" and click the Done button**. Again, if you are using another browser, this option may be set up differently.

   c. **Refresh the page**, either by pressing Ctrl + R (Command + R on Mac) on your keyboard or clicking the refresh button in your web browser.

3. A second tab will load and will ask you to confirm your eTutoring account. The account should list your name and BCCC email address. **Select your account with the button on the left, then click the Select Account button.**

Select Account	Last Name	First Name	Email Address	Institution
⦿	Smith	Richard	bcccfakestudent@gmail.com	Baltimore City Community College
If your account is not listed, please contact your coordinator.				
Select Account				

IF YOU DO NOT SEE YOUR NAME AND EMAIL ADDRESS CONTACT THE E-LEARNING DEPARTMENT AT online@bccc.edu.

4. You will be asked to **enter your username and password**. Your username will be the same as your Canvas username, and your password will be the same as the **default** password. Even if you have changed you Canvas password since first logging into Canvas, the eTutoring password will still be the default one. Make sure to enter your password twice for confirmation.

As a reminder, your default password is based on a formula:

a. It starts with the be the same four numbers at the end of your username, followed by your year of birth in four digits, your month of birth in two digits, and your day of birth in two digits.

   i. For example: Richard Smith was born July 20th, 1990. His username is jsmith5032. His default password will be "503219900720".

5. You will be taken to a profile page. Here you can change your password if desired, and add a cell phone number to receive text updates about your online tutoring. In order to proceed, **you must read and accept the Terms & Conditions, then click the Update Profile button at the bottom of the page**.

6. You will be taken the the eTutoring Dashboard. **You're ready to start using the online tutoring!**

7. If you need help navigating the eTutoring platform, click on support in the top-right, then select a guide from the Student Tutorials drop-down menu.