Search Committee Training Instructions for Canvas
1. To self-enroll in the Search Committee Training course, navigate to the following link: https://umsystem-humanresources.catalog.instructure.com.

2. Select the course in the UM System HR Catalog.

3. Select the Enroll button.

4. Select the “Alternative Login” button for external users.

5. Create an account. Select to use an existing Google (gmail) or Microsoft (hotmail, live.com, microsoft.com, etc.) account OR select Other Login to create a new account.
6. **Activate your account.** After you have created your account, you will see a message to check your email to complete the account activation process. (If you do not see the New Account Activation Email in your inbox, be sure to check your Junk or Spam folders).

   The email will display an activation link. Select the activation link.

   Go to: https://apps.cirrusidentity.com/cirrusid/umdsystem.edu/act/TnNXNFBNtVz2FoVJmdraDd7dnlyWTItzMGkQdi4V28?id

   Set a password for your account and select **Activate Account**.

   You will receive a message indicating the account was successfully activated.

   Select **Continue**.
Enter your username and password. Select Login.

7. Verify your account. Enter your email address and select Submit.

Check your email for the verification code and enter it in the box. Then select Submit.

8. Navigate to the “Enroll in Course” button.
9. You have successfully enrolled in the course. Select “Go To Courses” link to begin the course.

10. Select the “Go To Course” button to begin the training.

11. Select the box to acknowledge the Acceptable Use Policy. Then select Submit.

12. You will be directed to the training course in Canvas. Select the University of Missouri System Search Committee Training heading to begin the course.
13. The training course will appear. Select the “Next” button to advance to the next slide.