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.

University of Missouri System Search Committee Training

This module is designed to provide strategic and tactical advice to search committees of academic/faculty, academic administrator, or executive searches when it comes to recruiting colleagues to the university. The...

University of Missouri System
COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

Self-paced

3. Select the **Enroll** button.

University of Missouri System Search Committee Training

Self-paced

Enroll

4. Select the "**Alternative Login**" button for external users.

University of Missouri System
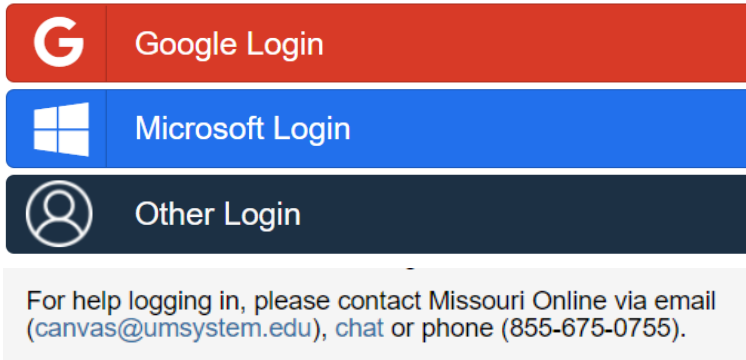COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

CANVAS

UMSYSTEM
LOGIN →
Use this log in with your UMSystem credentials.

ALTERNATIVE
LOGIN →
Use this log in if you do not have University credentials and have not received an invitation.

Get help choosing a log in method.

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.

Select Login Method

G   Google Login

■■   Microsoft Login

   Other Login

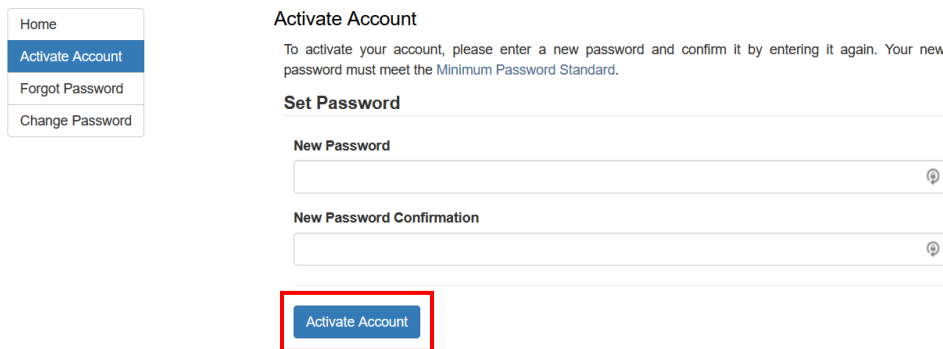For help logging in, please contact Missouri Online via email (canvas@umsystem.edu), chat or phone (855-675-0755).

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/umsystem.edu/act/TnNXNFBlVzVzZFovUmdraDdTdnIyWTIzMGJQdHo4V28?id:

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

Account Management

| Home |
| Activate Account |
| Forgot Password |
| Change Password |

Activate Account

To activate your account, please enter a new password and confirm it by entering it again. Your new password must meet the Minimum Password Standard.

Set Password

New Password

New Password Confirmation

[Activate Account]

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

Activate Account

You have successfully activated your account. You may now access the original web site using your Email address and password. ✕

Select **Continue**.

Press *Continue* when you are ready.

Continue

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

Login

Email address

Password

Login

Forgot Password?

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

FIND YOUR EXISTING ACCOUNT

Email Address *

* Indicates required fields.

Submit

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

@gmail.com

An email has been sent to ███████@gmail.com containing a verification code.

Email Verification Code

Please enter the verification code in the field above.

Please enter the verification code in the field above.

* Indicates required fields.

Submit

8. Navigate to the "**Enroll in Course**" button.

University of Missouri System
Search Committee Training

Self-paced Course

> Enroll in Course

9. You have successfully enrolled in the course. Select "**Go To Courses**" link to begin the course.

University of Missouri System Search
Committee Training

Self-paced Course

Congratulations! You have successfully enrolled in University of Missouri System Search Committee Training!

Go To Courses | Return to Catalog

10. Select the "**Go To Course**" button to begin the training.

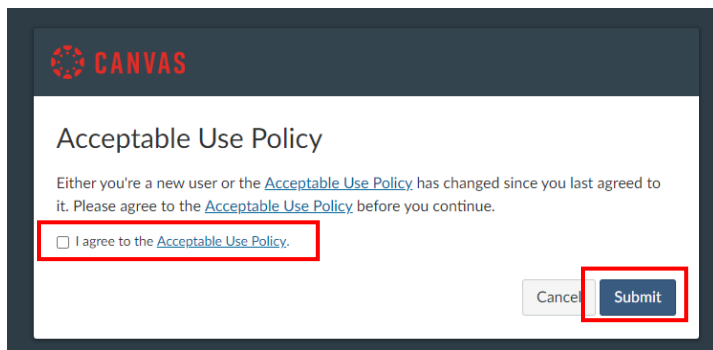**University of Missouri System Search Committee Training**
📅 Self-paced

This module is designed to provide strategic and tactical advice to search committees of academic/faculty, academic administrator, or executive searches when it comes to recruiting colleagues to the university. The module focuses on best and common practices in recruiting broadly, while ensuring compliance with university rules and regulations and bias mitigation.

University of Missouri System
COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

> Go To Course

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

CANVAS

Acceptable Use Policy

Either you're a new user or the Acceptable Use Policy has changed since you last agreed to it. Please agree to the Acceptable Use Policy before you continue.

☐ I agree to the Acceptable Use Policy.

Cancel | 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.

University of Missouri System Search Committee Training