

Using Passport to Access Canvas

• Dual Students •

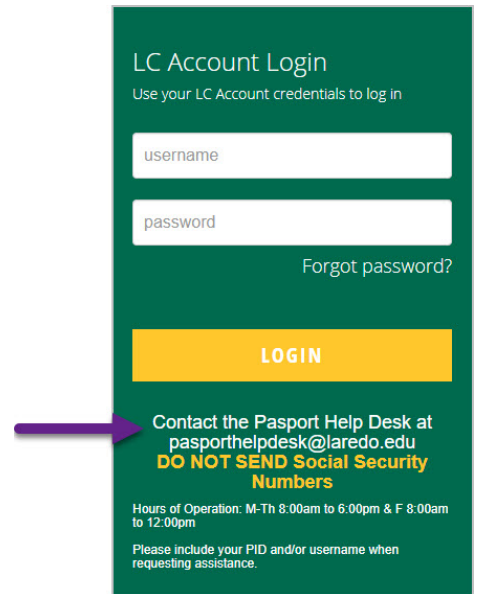
To access Canvas, all students must log in to their Passport student account. Passport is a secure website that connects students to their student email account, personal data, school records, and other important information, and is managed by the IT Department of Laredo College.

Step 1. Go to <https://passport.laredo.edu>.

Step 2. USERNAME: To log in, use the username that was provided to you by Laredo College. The username consists of the first letter of your first name, your last name, and 4 random numbers. You may have received a letter with the username. You may also get the username from your teacher.

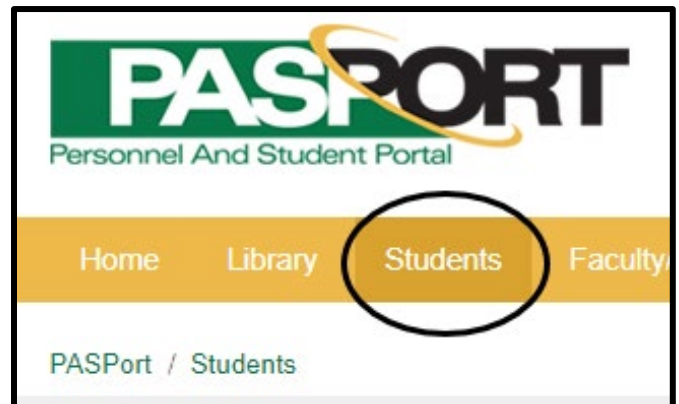
PASSWORD: The first time you log in, your password will be your date of birth in 6-digit format: for example, October 12, 1996, would be 101296. You can also try your date of birth with a lowercase "p" at the beginning: October 12, 1996, would be p101296.

For assistance with Passport, contact the Passport Help Desk at pasporthelpdesk@laredo.edu, or (956) 721-5312.

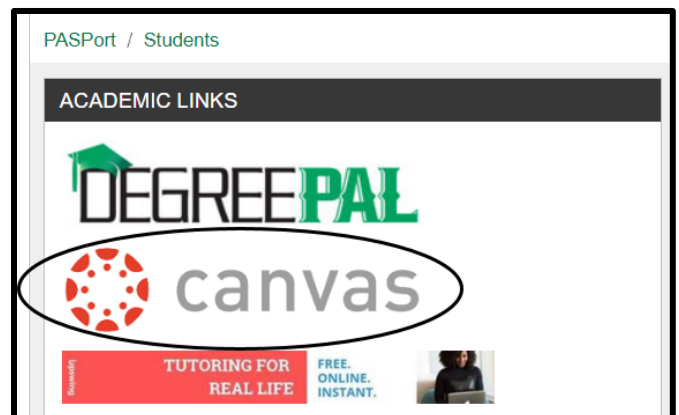


Step 3. You will be asked to set up a new password. This password must be created by you. Please do not give your password to anyone!

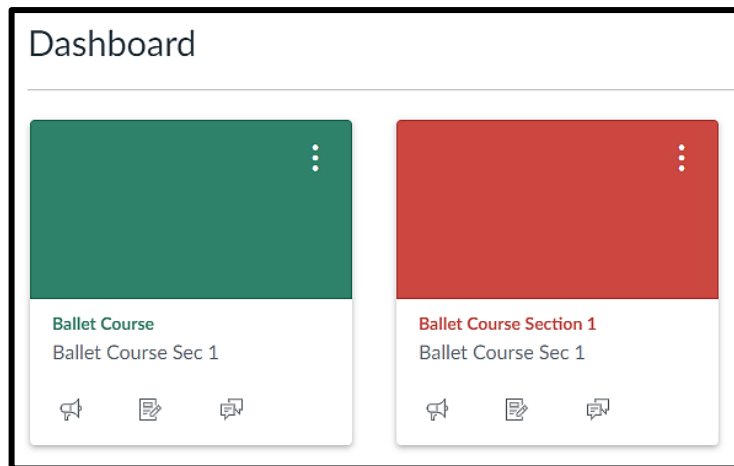
Step 4: Once you set up your password, you will be able to login to your student portal. Click on the Students tab.



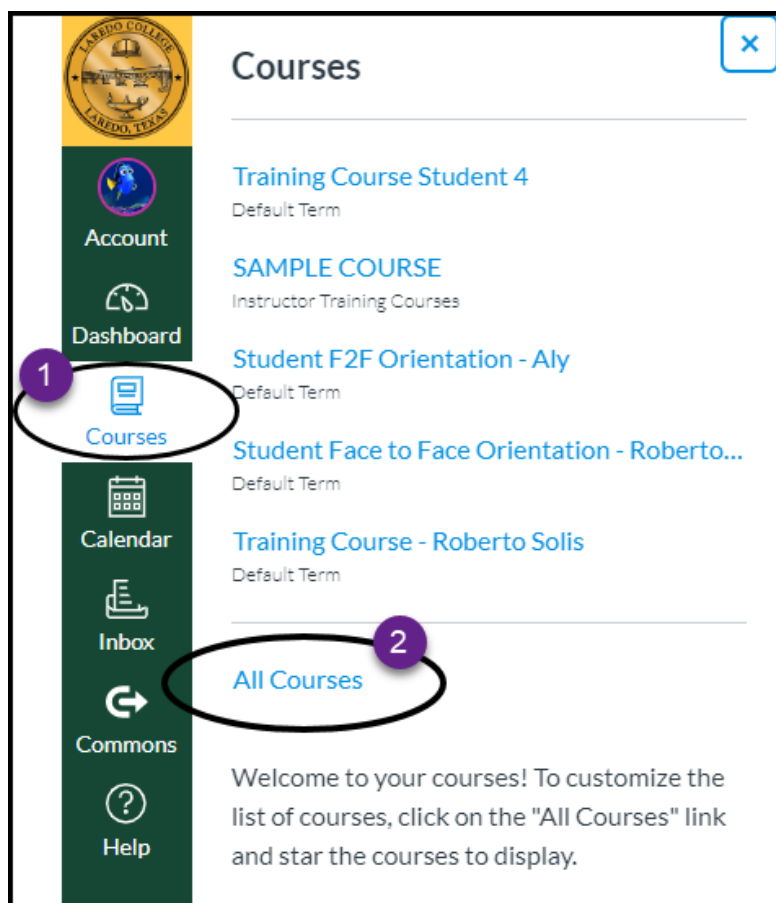
Step 5: Click on the Canvas Logo to access your courses:



Step 6: Your courses will be displayed on the Dashboard. Click on the course to access your course content.



Step 7: If there are no courses on your Dashboard or a course does not appear, click the Courses icon on the global navigation bar. Click the All Courses link. You will see a complete list of your courses here.



If you are unable to log in to PASPort,

Contact the I.T. Helpdesk

Submit a ticket: pasporthelpdesk@laredo.edu

Phone: (956) 721-5312

If you have questions about your courses in Canvas,

Contact the Canvas eHelpdesk

Submit a ticket: <https://ehelpdesk.laredo.edu>

Phone: (956) 721-5211