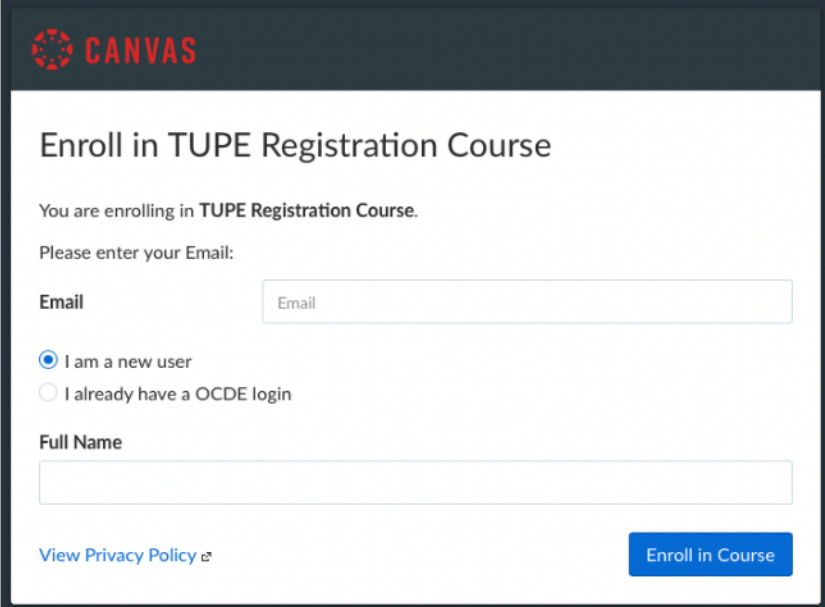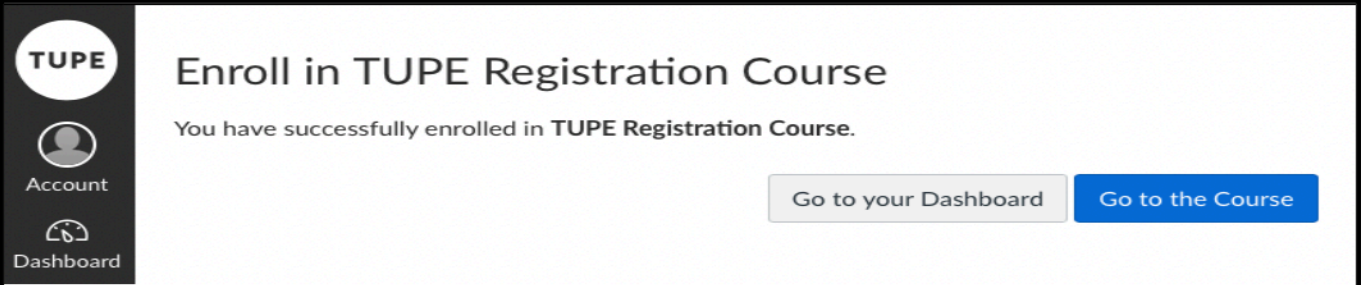# TUPE Professional Development Enrollment Instructions

Welcome to the Tobacco-Use Prevention Education (TUPE) Course Catalog! In collaboration with the California Department of Education, the Orange County Department of Education's TUPE Capacity Building Project has developed a variety of courses focused on effective TUPE program implementation and informative tobacco prevention resources.

In order to access Canvas follow these steps:

1. [Click here](#) to enroll in the *TUPE Registration Course*.

2. Click **'I am a new user'.** Even if you already have a Canvas account in your own school district, you are still a new user to TUPE's Canvas.

3. Enter your preferred email address and full name. Click the blue **'Enroll in Course'** button.
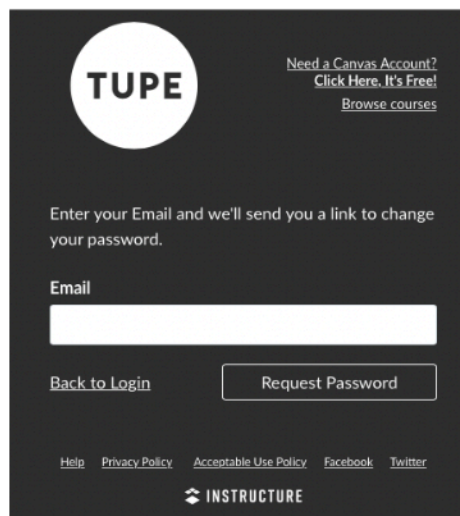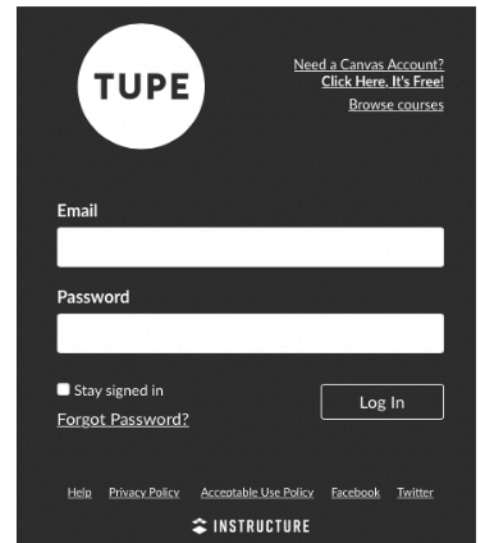

4. Click the blue **'Go to the Course'** button.

5. This will take you to the *TUPE Registration Course*. This course will be used as a course catalog for the TUPE library of courses.

6. In order to return to the *TUPE Registration Course*, or any of the TUPE courses, bookmark this website **http://tupeca.instructure.com/login/canvas**.

7. Since you did not already select a password, the first time you log in you will need to click '**Forgot Password?**'

8. Enter the same email address that you used when enrolling in the course initially. Then click **'Request Password.'** Password recovery instructions will be sent to your email address. Be sure to check your spam folder if you do not see the email.

9. Select a password and enter it twice. Then click **'Update Password.'**

10. To login, enter your email address and the password that you chose. You may wish to click '**Stay signed in**.' Then click the '**Log In**' button.

Accessing the TUPE Library of Courses

Now that you have created your account and enrolled in the *TUPE Registration Course,* you have access to all available courses in the TUPE library! We recommend starting with the TUPE 101 course for all participants, and also enrolling in the CDE corner course for all coordinators. Then check out the various other courses to see the innovative ways to share the message with students.

1. Login to your TUPE Canvas account by going to the site you previously bookmarked: http://tupeca.instructure.com/login/canvas. You'll use your email address and the password you chose when you set up your account. (If you can't remember your password, no problem. Simply click the 'forgot password' button and follow the instructions.)
2. Once you are logged into Canvas, you will have the *TUPE Registration Course* tile on your Dashboard. Click on the tile to continue.
3. Be sure to read the text at the top of the page to learn the details of TUPE Course Catalog and Registration.
4. Scroll down to the bar that says **'Start Here!'**
5. Click the **'Enroll'** button to enroll in the TUPE 101 and/or TUPE CDE Corner Course(s).
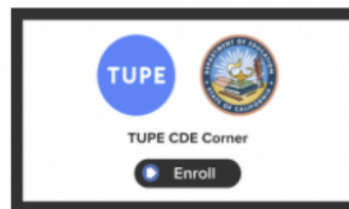
TUPE
Course Catalog and Registration

TUPE Registration Course
TUPE Registration Course

Start Here!

TUPE 101
▶ Enroll

TUPE CDE Corner
▶ Enroll
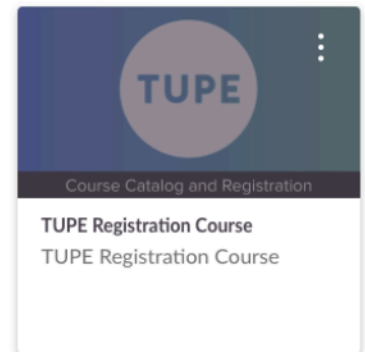
About This Course

This course is designed to provide participants with an overview of the TUPE Program and serve as a resource for understanding TUPE program components. After completion of the course, participants may return to the course at any time to reference the material as needed.
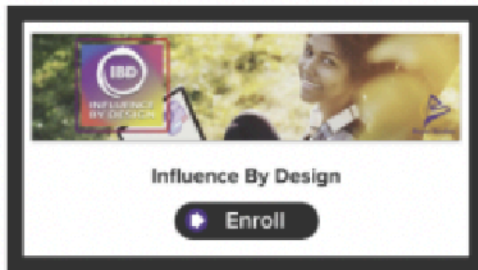
About This Course

The CDE Corner will give you links and information on upcoming TUPE events, provide an archive of past events, and can update your calendar with CDE and Capacity Building events.

6. Scroll down to the bar that says **'Explore More.'**
7. Click the **'Enroll'** button for any of the available courses below that you'd like to participate in.

Remember that all courses are self-paced. You are able to enroll in multiple courses at the same time and work through them on a timeline that works best for you. Once you have enrolled in a course you will continue to have access to it. To revisit or continue working through a course, you can log back into Canvas and click the appropriate tile on your Dashboard.

What If I Need Help?!

If you are new to Canvas and need additional support, we have your back. Once you login to Canvas, click on the **'Help'** button at the bottom of the Global Navigation Bar. You can access help in the way that works best for you - search the guides, ask the community, or click on the very top link **'Participating in Canvas PD'** for more detailed instructions.