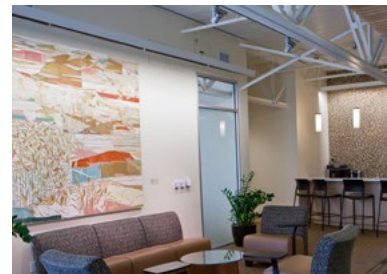


EXECUTIVE EDUCATION

INSTRUCTIONAL STEP-BY-STEP GUIDE



TAF (Temporary Affiliate Form) Instructions

PLEASE READ CAREFULLY:

As part of registering for this course, we require you to obtain a UC Davis email to access course materials on [CANVAS](#), our Learning Management site.



STEPS to Completing your UC Davis email account:

All emails will come from ithelp@ucdavis.edu:

1. Check your email for a link to complete your **Temporary Affiliate Form (online)**.
2. Once your form has been approved, you will receive another system email with a **link to create your [UC Davis Computing Account Services](#) with your Campus ID # (StudentID #)**.
3. Once you are on the Computing Account Services page click **“Get your UC Davis Computing Account”**. You will use your campus ID # in the email that was sent to you. You should complete your UCD computing account immediately after receiving your email.



UC Davis | IET Home

Authentication

Progress



Instructions:

Please verify your identity by providing the following information. Do not set up or modify an account for someone else. See [California Penal Code 502\(c\)](#).

First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Student/Employee ID #:	<input type="text"/> (7-11 characters)
Birth Date:	<input type="text"/> / <input type="text"/> / <input type="text"/> (MM/DD/YYYY)

Submit Information

4. Complete the following:
 - i. Create your unique UC Davis email
 - ii. Create a password
 - iii. Agree to terms

Please make a note of your new email, UC Davis login ID and password. This will be required to enter the [CANVAS](#) website to access your course materials.

Send your new UC Davis email to [GSM Executive Education](#).

CANVAS INSTRUCTIONS

While attending this [UC Davis Graduate School of Management Executive Education Program](#), you will be able to access all course material from our learning management system (LMS), Canvas.

Getting started on Canvas

Step 1: Log on to [“UC Davis Canvas” website](#).

Step 2: Log in as “UC Davis Faculty, Students, & Staff”

UC DAVIS



CANVAS



UC Davis Faculty, Students, & Staff

Use your standard UC Davis computing account LoginID and passphrase.

UC Davis Log In



Guests

Use your email address and the password you previously chose when setting up your non-UCD account.

Guest Log In

Step 3: Enter your **username** and **passphrase** that was created for your UC Davis email account.

UC DAVIS

UNIVERSITY OF CALIFORNIA

Central Authentication Service (CAS)

Username:

Passphrase:

LOGIN

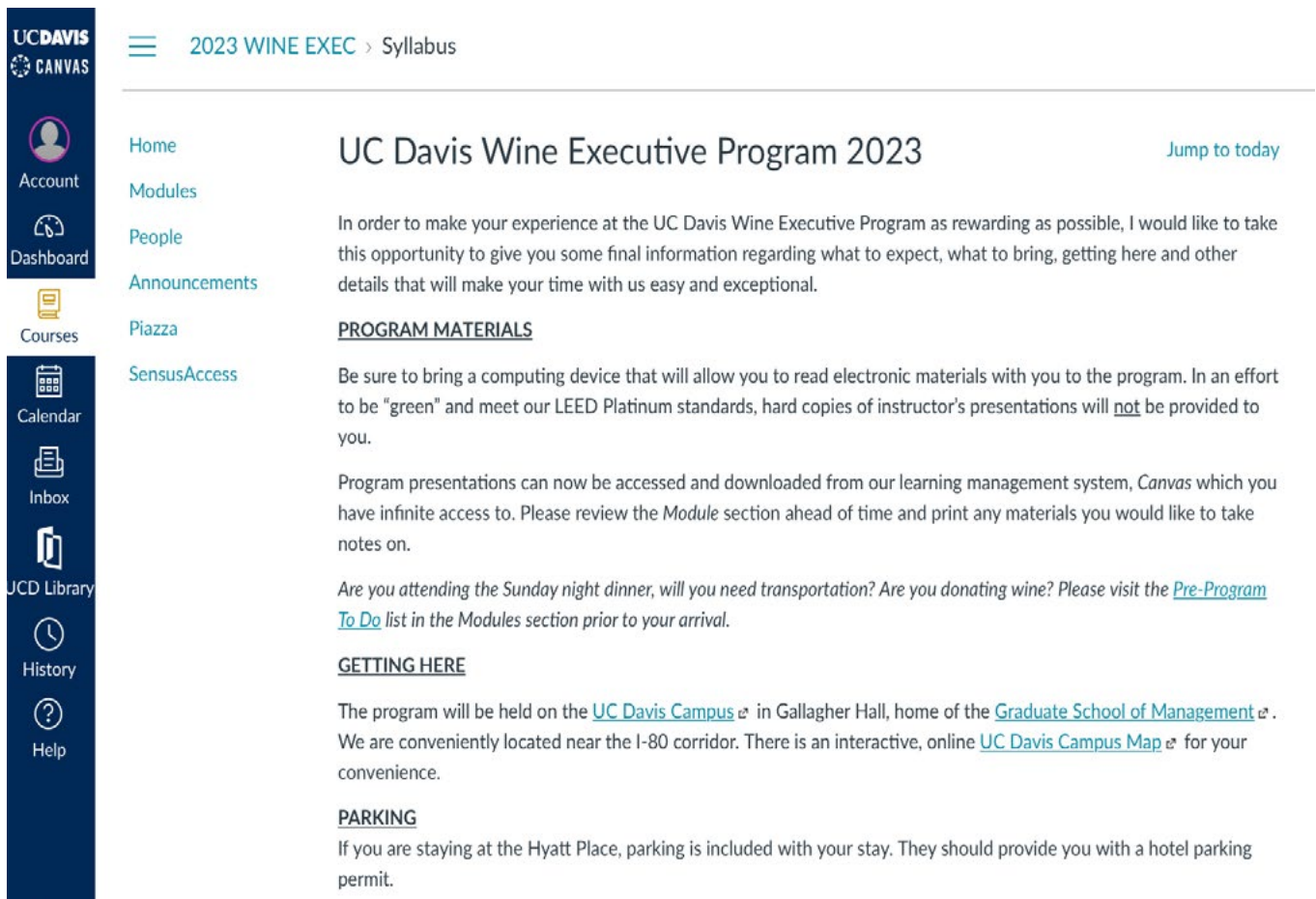
[Need Help?](#)

Step 4: Click **“Accept”** to gain access to the program page..



The screenshot shows the top of a Canvas LMS dashboard. At the top left is the UC Davis Canvas logo. A notification banner at the top right states: "You have been invited to join Lean Six Sigma, April 10, 2023, GSM Current Students and Alumni with the following user role: Student". Below this text are two buttons: "Decline" and "Accept". A red arrow points to the "Accept" button. Below the notification is the "Dashboard" heading and a section titled "Published Courses (9)". The first course card visible is "UC Davis Wine Executive Program... 2023 WINE EXEC".

Step 5: You will be directed to the program homepage.



The screenshot shows the "2023 WINE EXEC > Syllabus" page in Canvas. The left sidebar contains navigation links: Home, Modules, People, Announcements, Piazza, SensusAccess, Account, Dashboard, Courses, Calendar, Inbox, JCD Library, History, and Help. The main content area is titled "UC Davis Wine Executive Program 2023" with a "Jump to today" link. The text reads: "In order to make your experience at the UC Davis Wine Executive Program as rewarding as possible, I would like to take this opportunity to give you some final information regarding what to expect, what to bring, getting here and other details that will make your time with us easy and exceptional." Below this is the section "PROGRAM MATERIALS" with the text: "Be sure to bring a computing device that will allow you to read electronic materials with you to the program. In an effort to be "green" and meet our LEED Platinum standards, hard copies of instructor's presentations will not be provided to you." The next section is "GETTING HERE" with the text: "The program will be held on the UC Davis Campus in Gallagher Hall, home of the Graduate School of Management. We are conveniently located near the I-80 corridor. There is an interactive, online UC Davis Campus Map for your convenience." The final section is "PARKING" with the text: "If you are staying at the Hyatt Place, parking is included with your stay. They should provide you with a hotel parking permit."

Exploring the Program Homepage

1. Click on the **“Account”** icon in the left, blue ribbon to complete your Canvas profile.

The screenshot shows the Canvas interface for the Wine Executive Program 2023. On the left, a blue navigation ribbon contains icons for Account, Dashboard, Courses, Calendar, Inbox, UCD Library, History, and Help. A red arrow points to the Account icon. The main content area displays the course title, a 'Jump to today' link, and several buttons: 'View Course Stream', 'View Course Calendar', and 'View Course Notifications'. Below these are 'To-do' and 'Course assignments are not weighted' sections. A calendar for May 2023 is visible, showing dates from 1 to 31.

2. Click on the **“Profile”** link.
3. Complete your professional profile by clicking the icon to add a photo and the **“Edit Profile”** button to add your professional information. To edit your profile at any time, just follow the same steps.

The screenshot shows the user profile page for Raul Romo. The left navigation ribbon is visible, with a red arrow pointing to the 'Profile' link. The main content area displays the user's name, a contact icon, and sections for 'Contact', 'Biography', and 'Links'. A red arrow points to the 'Edit profile' button in the top right corner.

4. Click on **“Announcements”** to read messages from the UC Davis Executive Program staff.

The screenshot shows the Canvas LMS interface for the 2023 WINE EXEC program. The left sidebar contains navigation options: Home, Modules, People, Announcements (highlighted with a red arrow), Piazza, and SensusAccess. The main content area displays a list of announcements:

- Last call for Evaluations!**
All sections
Hello Wine Executive program participants,I hope you are all well and applying the lessons learned at the UC...
Posted on: 8 May 2023, 13:39
- Day 4 Wrap Up: Thank you for attending!**
All sections
Dear Wine Executive Program Participants,We want to thank you for attending the program and being with u...
Posted on: 30 Mar 2023, 14:51
- Day 3 Wrap Up: Please complete your daily evaluation**
All sections
Hello everyone,This evening would be a great time to sit down and reflect on what you've learned over the la...
Posted on: 29 Mar 2023, 15:49
- Things to Do In Davis**
All sections
Hi again,If you and your newfound colleagues are looking for a special spot to congregate this evening I sugg...
Posted on: 29 Mar 2023, 09:53

5. Click on **“Modules”** to see all program content.

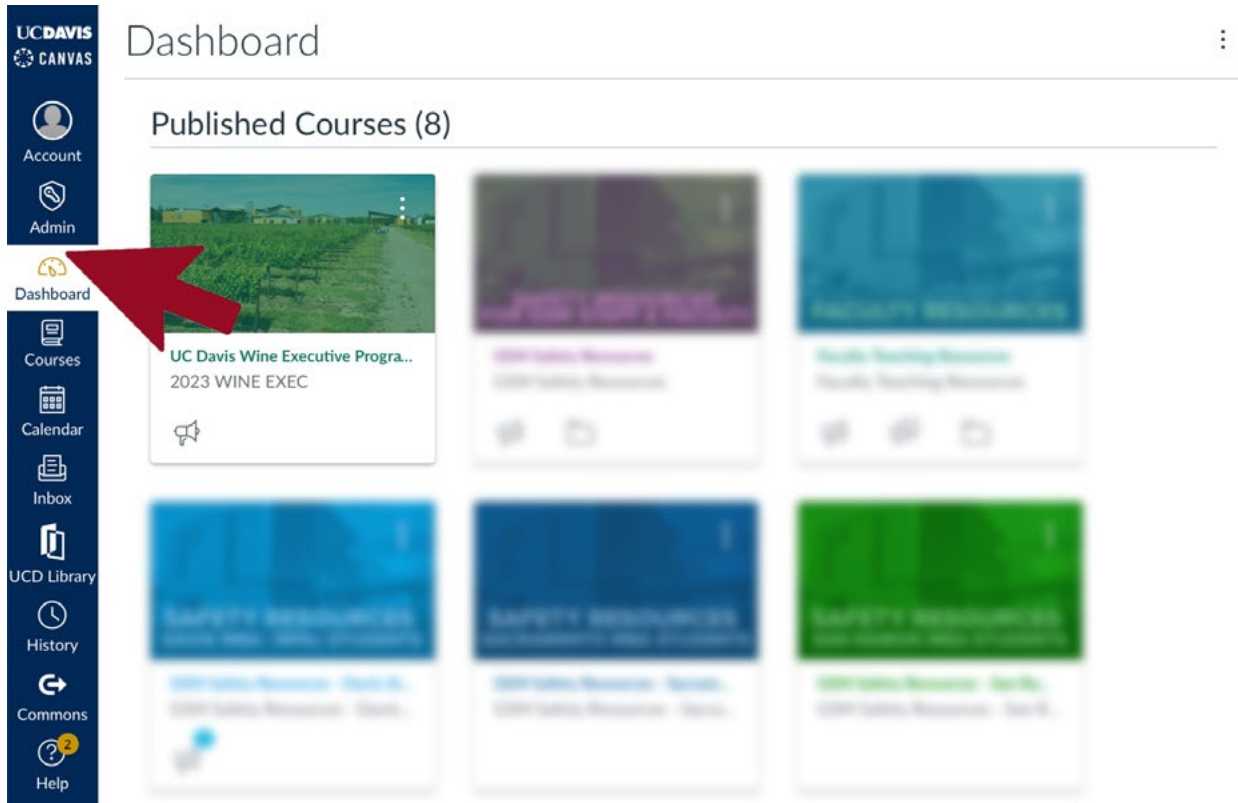
Explore the different modules prior to starting the program.

The screenshot shows the Canvas LMS interface for the 2023 WINE EXEC program. The left sidebar contains navigation options: Home, Modules (highlighted with a red arrow), People, Announcements, Piazza, and SensusAccess. The main content area displays the following modules:

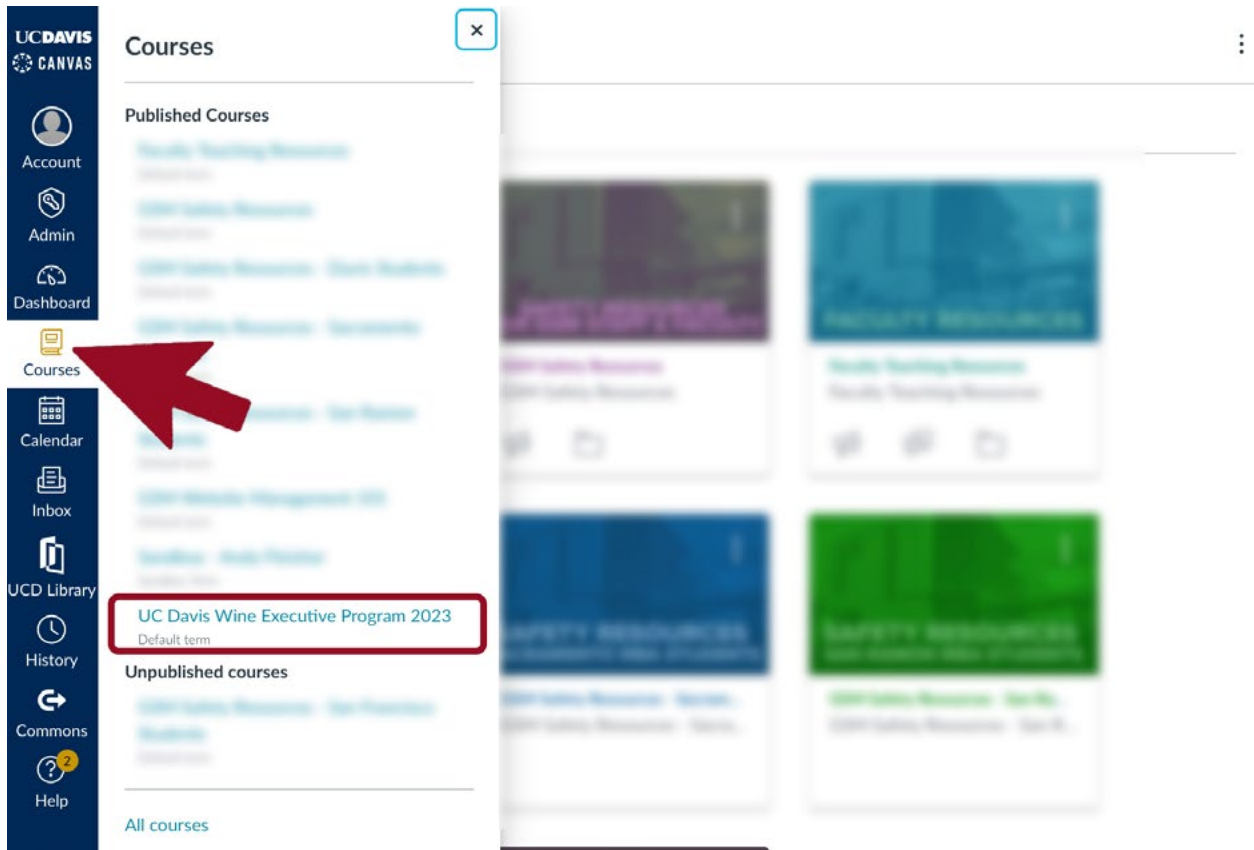
- Pre-Program To Do: Please complete the following activities today**
 - Driving Directions to Gallagher Hall
 - Complete Your Canvas Profile (0 pts)
- Pre-Program Logistical Information**
 - UPDATED: Daily Block Schedule Sunday, March 26-Thursday, March 30
 - Full Length Detailed Agenda 2023
 - Speaker Contact information-Wine Executive Program 2023
 - Restaurants in Downtown Davis
 - Wine Exec 2023 Participant Directory

Exploring the Far Left Navigation

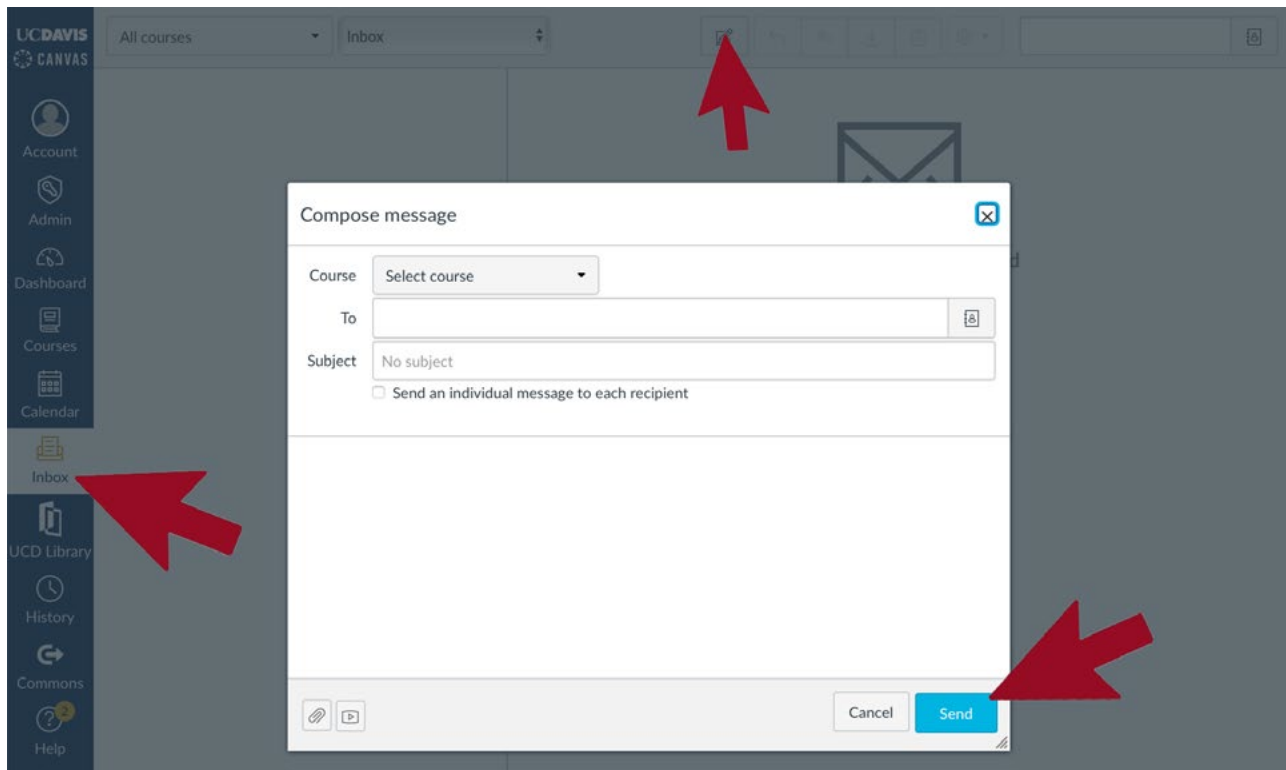
1. Click on **“Dashboard”** to see notifications and help from the Canvas system, as well as the programs for which you are currently registered.



2. Click on **“Courses”** to see an easy navigation menu of the program(s) for which you are registered.

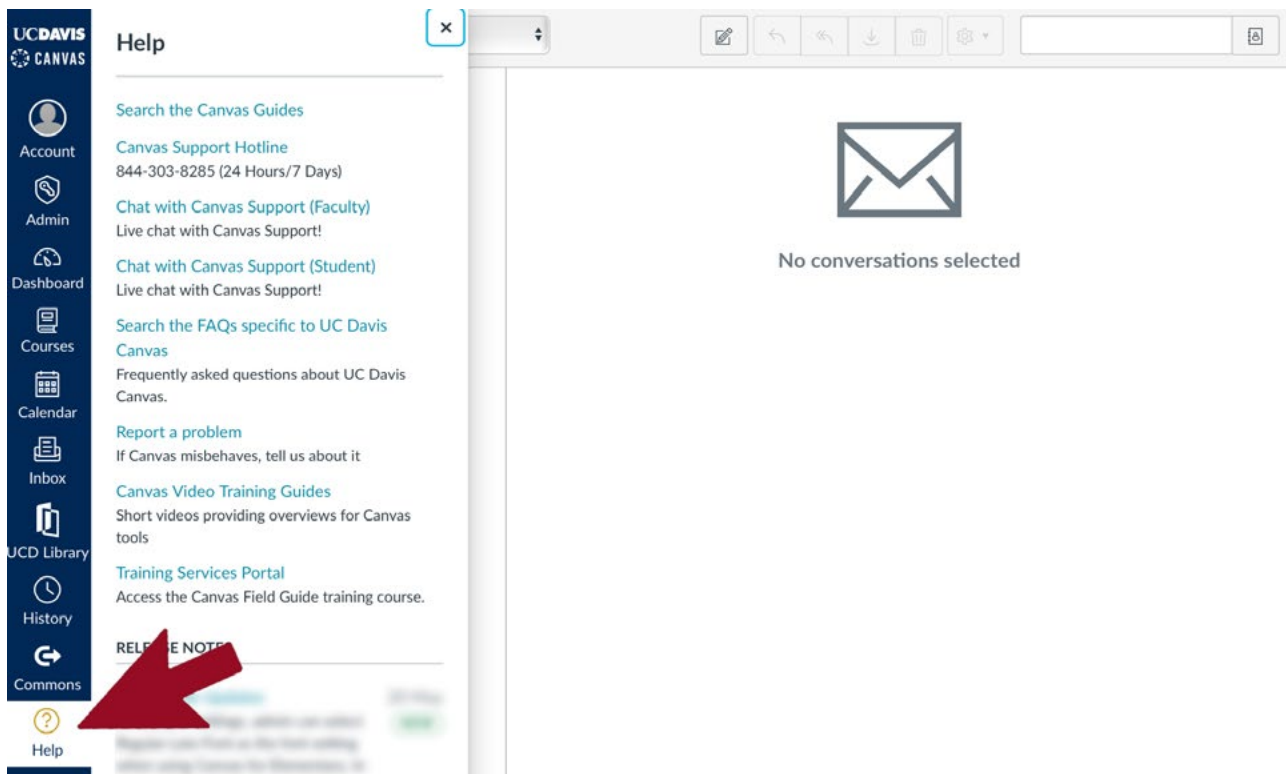


3. You can use the Canvas **"Inbox"** to communicate with everyone in the program.



4. Use the Canvas **"Help"** button to do any of the following listed below.

Canvas online support is helpful and friendly. Available 24 hours / 7 days.



In the future, log onto your program using the “**UC Davis Faculty, Students, & Staff**” button on the UC Davis sign in page. It would be helpful to bookmark this page.

Your Canvas access will be active for one calendar year from the start of your program.

<https://login.canvas.ucdavis.edu/>

UCDAVIS

UCDAVIS



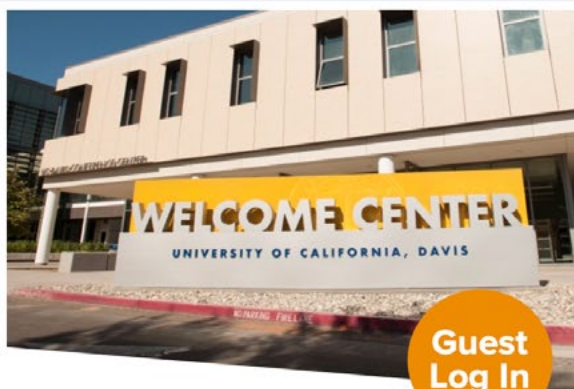
CANVAS



UC Davis Faculty, Students, & Staff

Use your standard UC Davis computing account LoginID and passphrase.

[UC Davis Log In](#)



Guests

Use your email address and the password you previously chose when setting up you non-UCD account.

[Guest Log In](#)