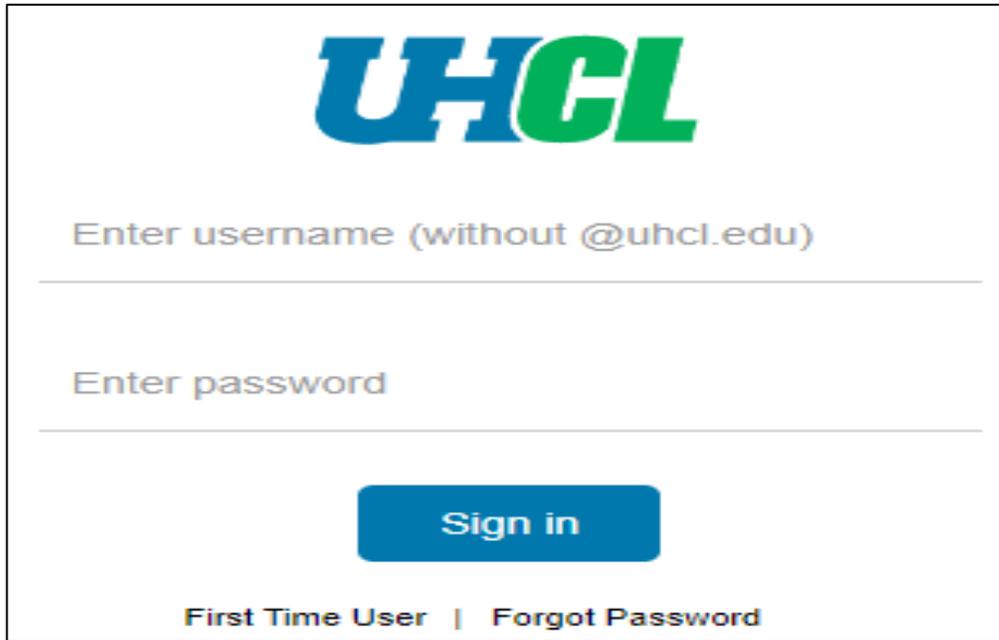


How to Self-Enroll in the COE Teacher Education Program (TEP) Admission Canvas Course

To apply to the COE Teacher Education Program (TEP) at UHCL you must complete the application steps in the *COE Teacher Education Program Admission* Canvas course. You will not be admitted to TEP until you have: 1) met all requirements, 2) completed all application steps in the canvas course, 3) received your admission email, and 4) ***accepted your admission via email reply.***

Please follow the instructions below enroll in the *COE Teacher Education Program Admission* Canvas course.

- 1) Begin by clicking on the Canvas link to self-enroll into the canvas TEP course.
- 2) Log in using your UHCL credentials.

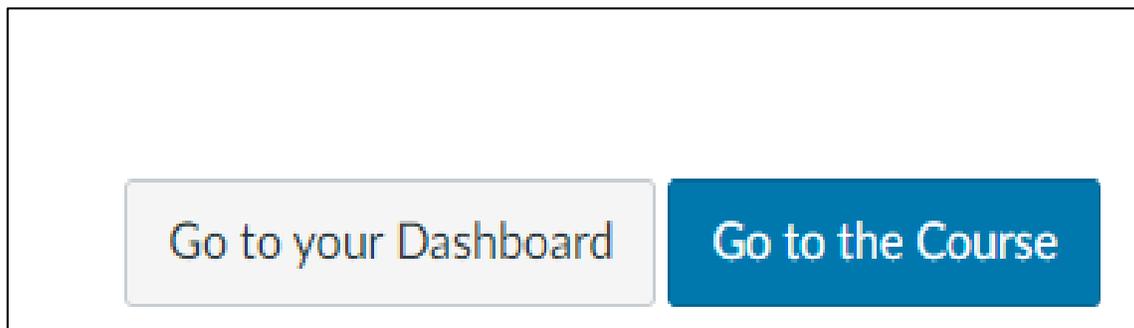


The image shows a login form for UHCL. At the top is the UHCL logo, with 'UH' in blue and 'CL' in green. Below the logo is a text input field with the placeholder text 'Enter username (without @uhcl.edu)'. Underneath that is another text input field with the placeholder text 'Enter password'. Below the password field is a blue button with the text 'Sign in'. At the bottom of the form are two links: 'First Time User' and 'Forgot Password', separated by a vertical bar.

- 3) After logging in you should see a page that says, "Enroll in ... Admission" at the top. Below that you will see a blue rectangle button to the right saying, "Enroll in course". Click the "Enroll in course" button.

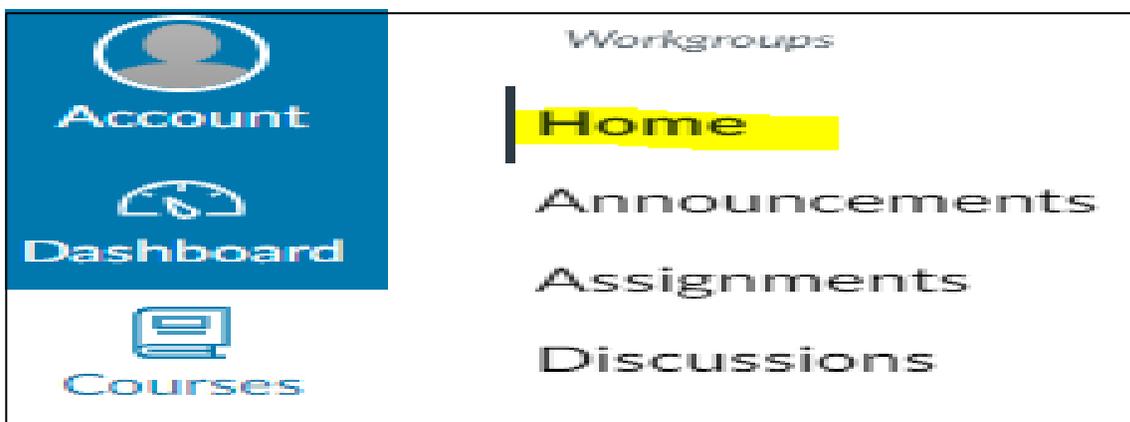


4) After clicking "Enroll in course" button, you will see a page saying, "You have successfully enrolled in COE ... Admission." There will be two rectangle buttons on the bottom right. One saying "Go to your dashboard" and the other saying "Go to the course".



5) You can hit either button, since you are now enrolled into the TEP Canvas course.

6) Click *Home* (on the right side of the Page) to display the TEP admission steps.



The **COE Teacher Education Program Admission** Canvas course will always be displayed in your dashboard just like a normal class. All work and progress will be saved as you go through and submit things for the application.

Please note that before you can complete your TEP application and upload required documents, you must complete the **COE Disposition Acknowledgment** in the Canvas course.

We look forward to reviewing your application!