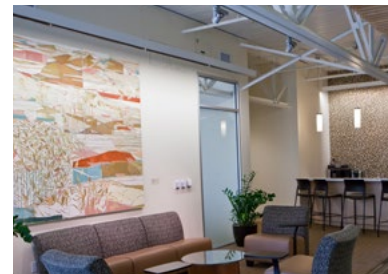


EXECUTIVE EDUCATION

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:	
Middle Name:	
Last Name:	
Student/Employee ID #:	 (7-11 characters)
Birth Date:	/ / (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”

UCDAVIS



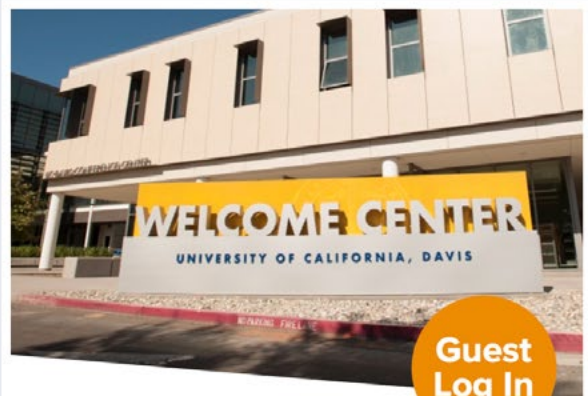
CANVAS



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 your non-UCD account.

Guest Log In

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

UCDAVIS

UNIVERSITY OF CALIFORNIA

Central Authentication Service (CAS)

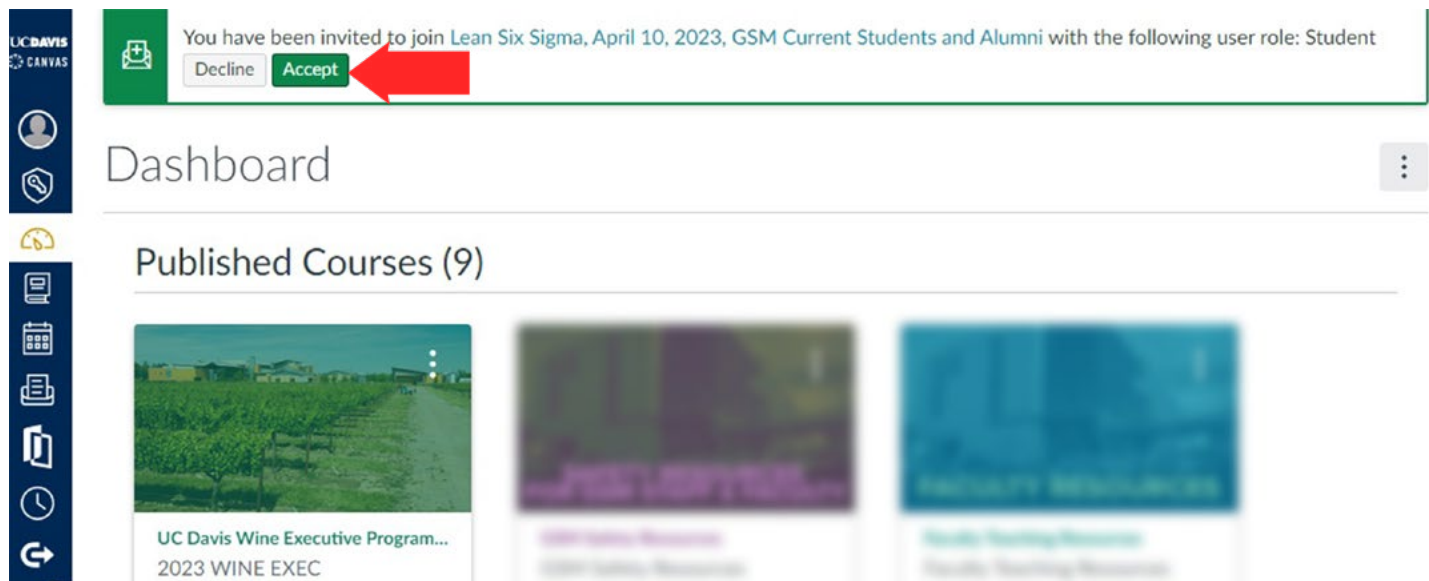
Username:

Passphrase:

LOGIN

[Need Help?](#)

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



You have been invited to join [Lean Six Sigma, April 10, 2023, GSM Current Students and Alumni](#) with the following user role: Student

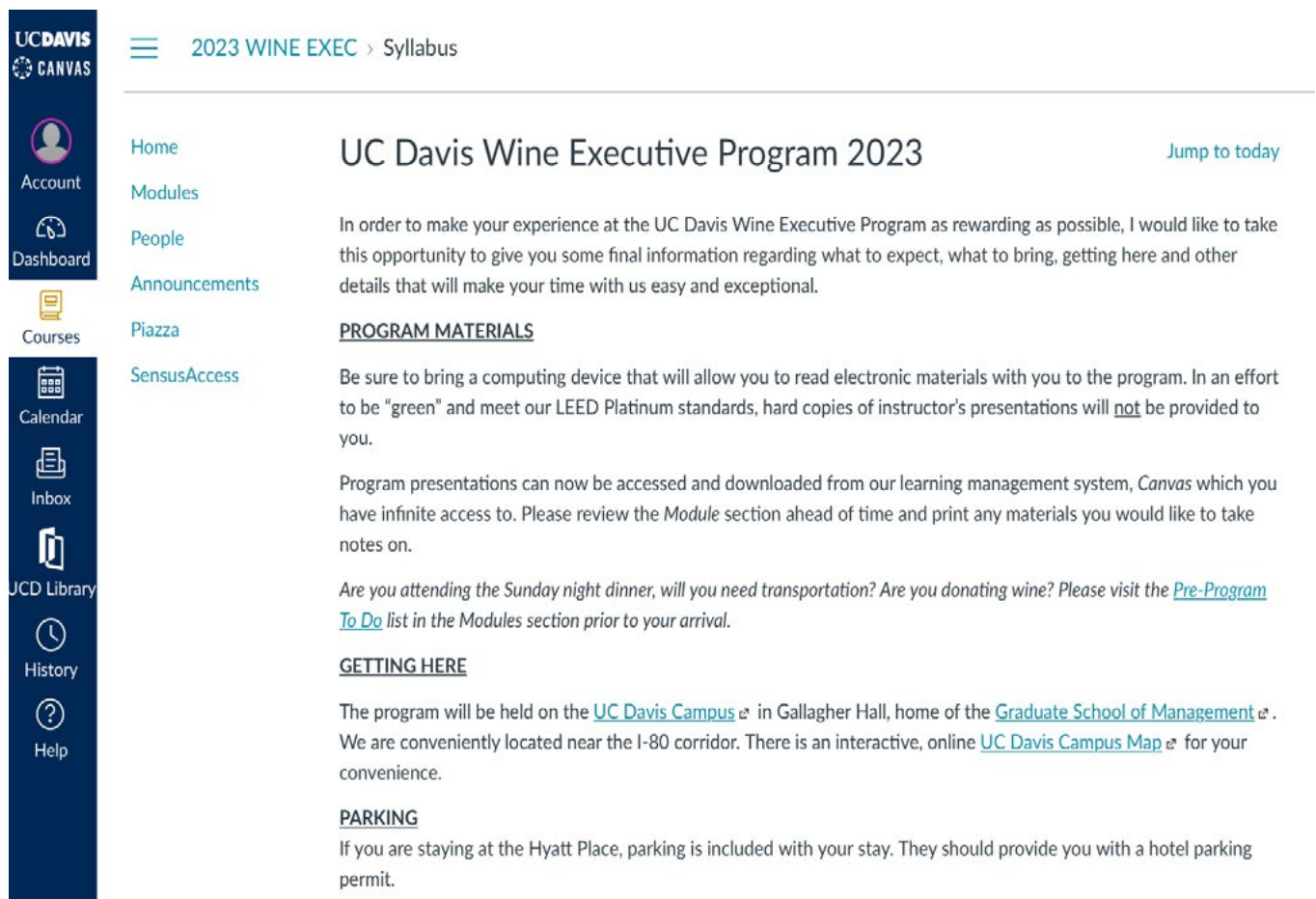
[Decline](#) [Accept](#)

Dashboard

Published Courses (9)

UC Davis Wine Executive Program...
2023 WINE EXEC

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



2023 WINE EXEC > Syllabus

UC Davis Wine Executive Program 2023

[Jump to today](#)

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.

PROGRAM MATERIALS

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.

Program presentations can now be accessed and downloaded from our learning management system, *Canvas* which you have infinite access to. Please review the *Module* section ahead of time and print any materials you would like to take notes on.

Are you attending the Sunday night dinner, will you need transportation? Are you donating wine? Please visit the [Pre-Program To Do](#) list in the *Modules* section prior to your arrival.

GETTING HERE

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.

PARKING

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 UC Davis Canvas homepage for a user named 'Test Student'. On the left is a dark blue navigation ribbon with icons for Account, Dashboard, Courses, Calendar, Inbox, UCD Library, History, and Help. The 'Account' icon is highlighted with a red arrow. The main content area displays the 'Wine Executive Program 2023' page, which includes a welcome message, a list of links (Notifications, Profile, QR for Mobile Login, Global announcements), and a 'To-do' section with a calendar for May 2023. A 'Log out' button is visible next to the user's name.

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 'Raul Romo's profile' page in Canvas. The left navigation ribbon is visible, with the 'Profile' link highlighted by a red arrow. The profile page includes a header with the user's name 'Raul Romo' and a profile picture icon. Below the header are sections for 'Contact', 'Biography', and 'Links'. A red arrow points to the 'Edit profile' button in the top right corner of the profile section.

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

The screenshot shows the UC Davis Canvas LMS interface for the '2023 WINE EXEC' course. The left sidebar contains navigation links: Home, Modules, People, Announcements (highlighted with a red arrow), Piazza, and SensusAccess. The main content area displays a list of announcements. The first announcement is titled 'Last call for Evaluations!' and is posted on 8 May 2023. The second announcement is titled 'Day 4 Wrap Up: Thank you for attending!' and is posted on 30 Mar 2023. The third announcement is titled 'Day 3 Wrap Up: Please complete your daily evaluation' and is posted on 29 Mar 2023. The fourth announcement is titled 'Things to Do In Davis' and is posted on 29 Mar 2023.

Announcement Title	Posted on
Last call for Evaluations!	8 May 2023, 13:39
Day 4 Wrap Up: Thank you for attending!	30 Mar 2023, 14:51
Day 3 Wrap Up: Please complete your daily evaluation	29 Mar 2023, 15:49
Things to Do In Davis	29 Mar 2023, 09:53

5. Click on **“Modules”** to see all program content.
Explore the different modules prior to starting the program.

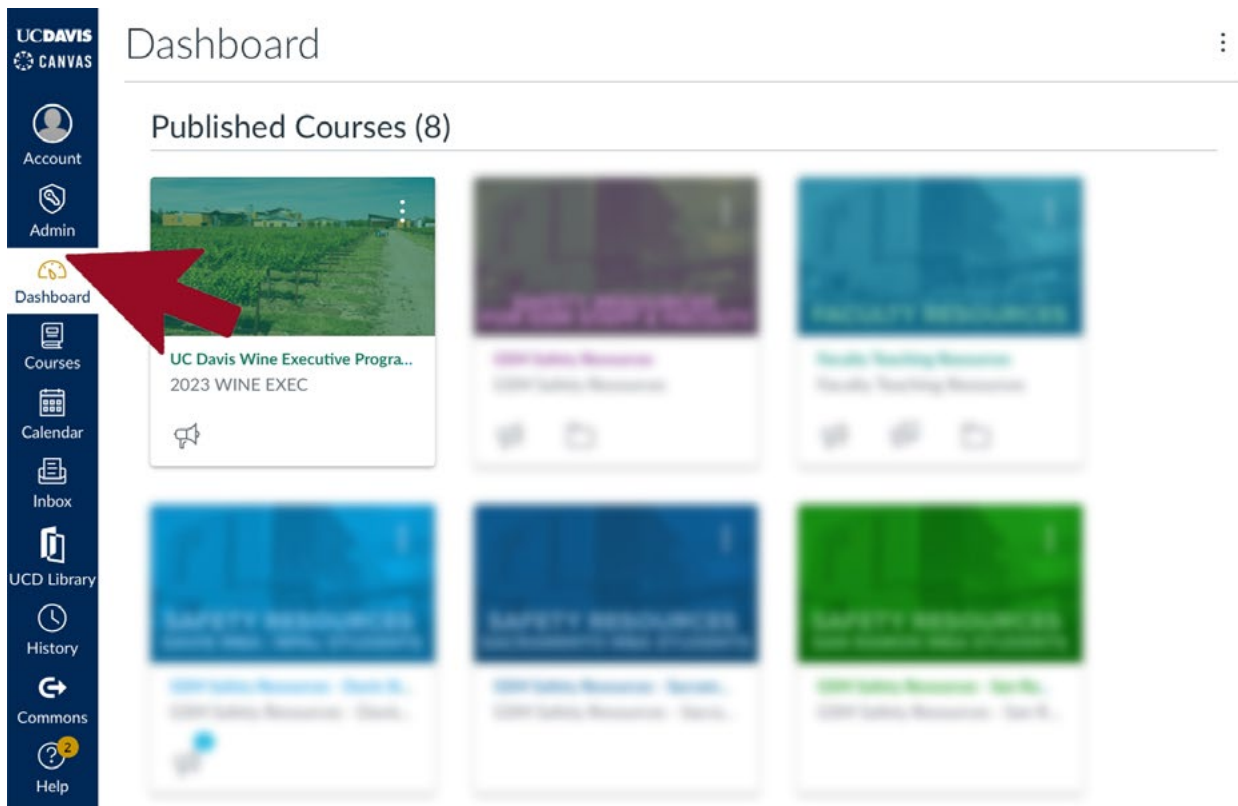
The screenshot shows the UC Davis Canvas LMS interface for the '2023 WINE EXEC' course. The left sidebar contains navigation links: Home, Modules (highlighted with a red arrow), People, Announcements, Piazza, and SensusAccess. The main content area displays the 'Pre-Program To Do' section, which includes a list of tasks: 'Driving Directions to Gallagher Hall' and 'Complete Your Canvas Profile' (0 pts). Below this, there is a section titled 'Pre-Program Logistical Information' which contains a list of links: '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', and 'Wine Exec 2023 Participant Directory'.

Pre-Program To Do
Driving Directions to Gallagher Hall
Complete Your Canvas Profile (0 pts)

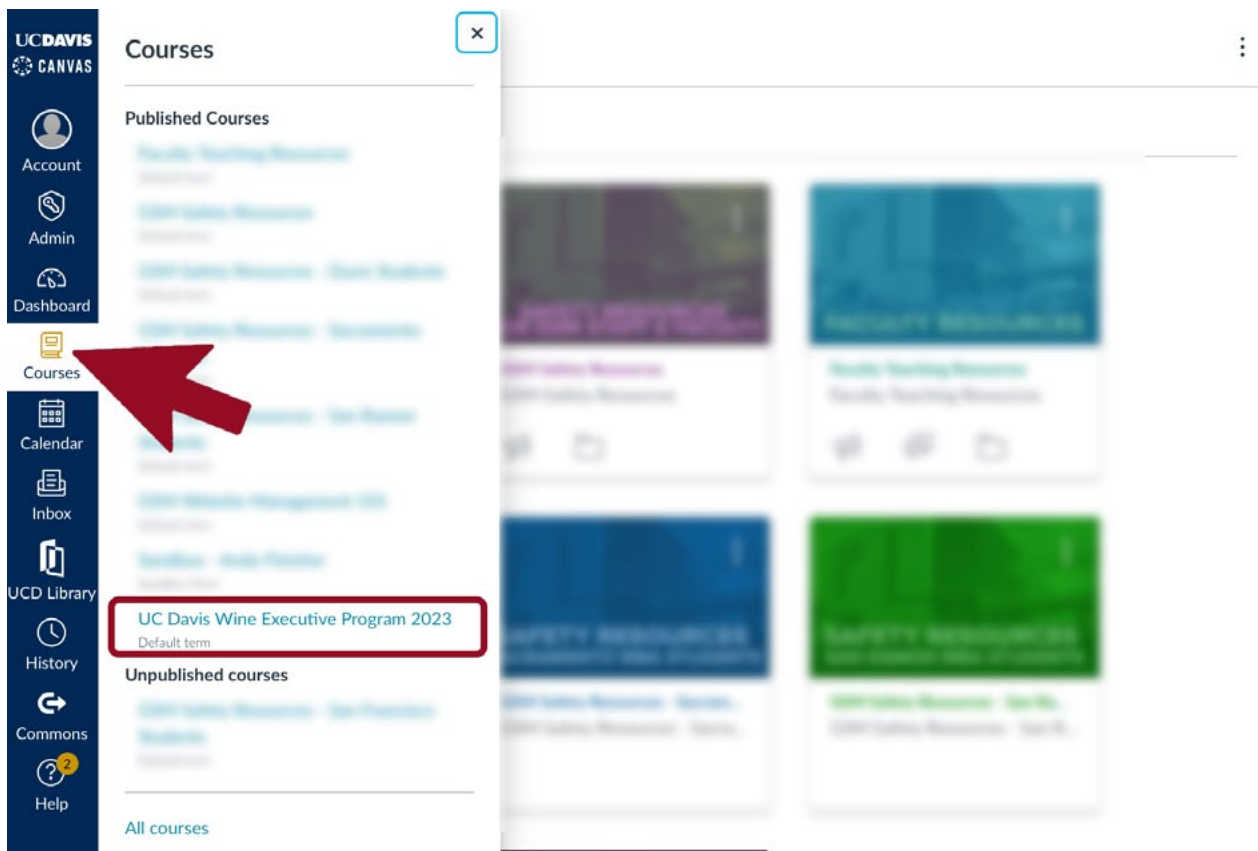
Pre-Program Logistical Information
UPDATED: Daily Block Schedule Sunday, March 26-Thursday, March 30
Full Length Detailed Agenda 2023
Speaker Contact information-Wine Executive Program 2023
Restaurants in Downtown Davis
Wine Exec 2023 Participant Directory

Exploring the Far Left Navigation

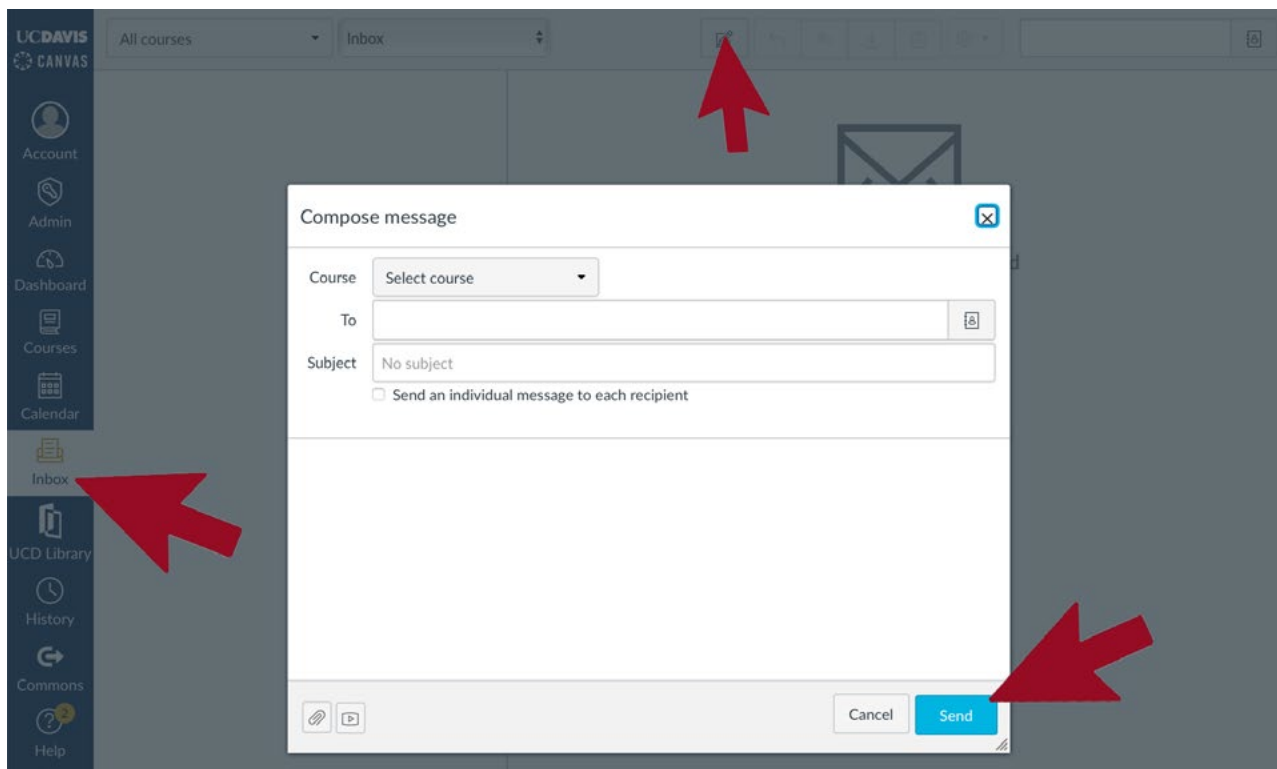
1. Click on **“Dashboard”** to see notifications and help from the Canvas system, as well as the programs for which you are currently registered.



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

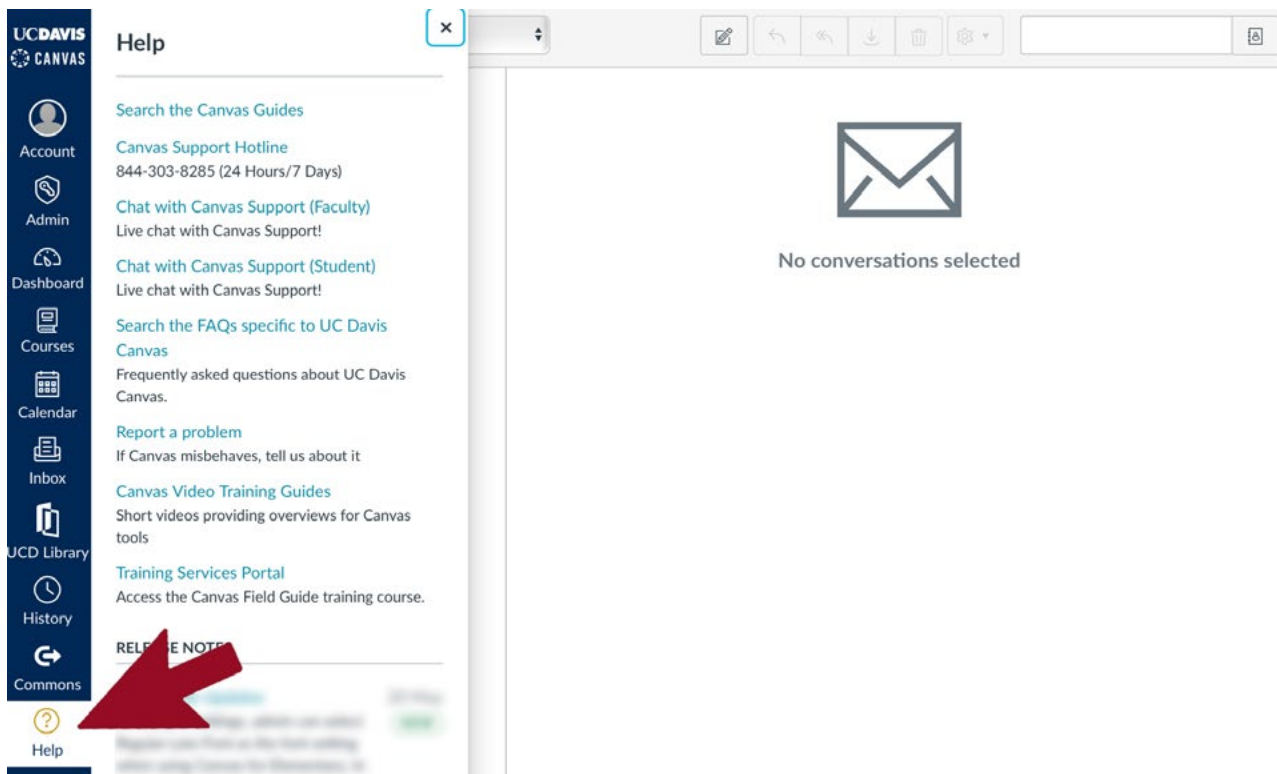


3. You can use the Canvas **"Inbox"** to communicate with everyone in the program.



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



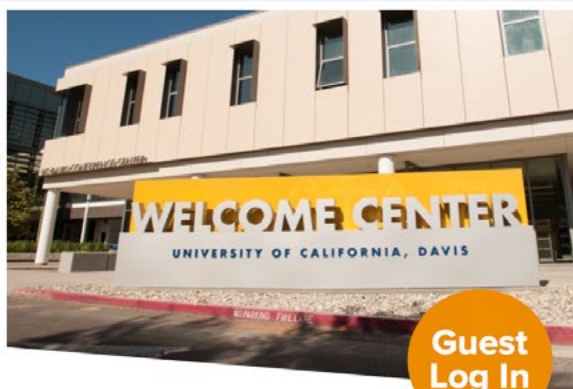
CANVAS



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 your non-UCD account.

Guest Log In