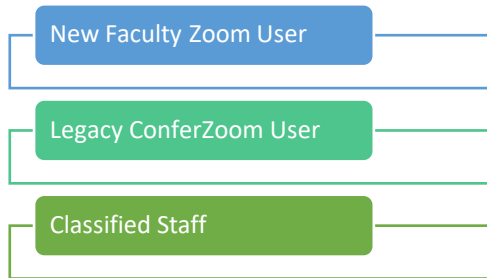




Creating Zoom Accounts for LACCD Faculty and Connecting them to Canvas

Which type of user are you?

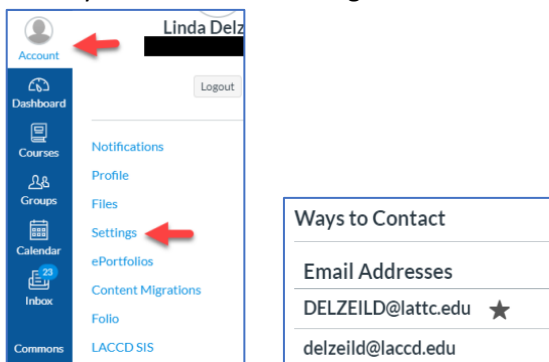
Please follow the directions created for the type of user you are. At the very end will be additional troubleshooting directions you can follow. TechConnect is the newly branded name for ConferZoom.



New Faculty Zoom User

Please follow these steps in order whether you just created an LACCD.zoom.us account during the past week or you are creating it today for the first time.

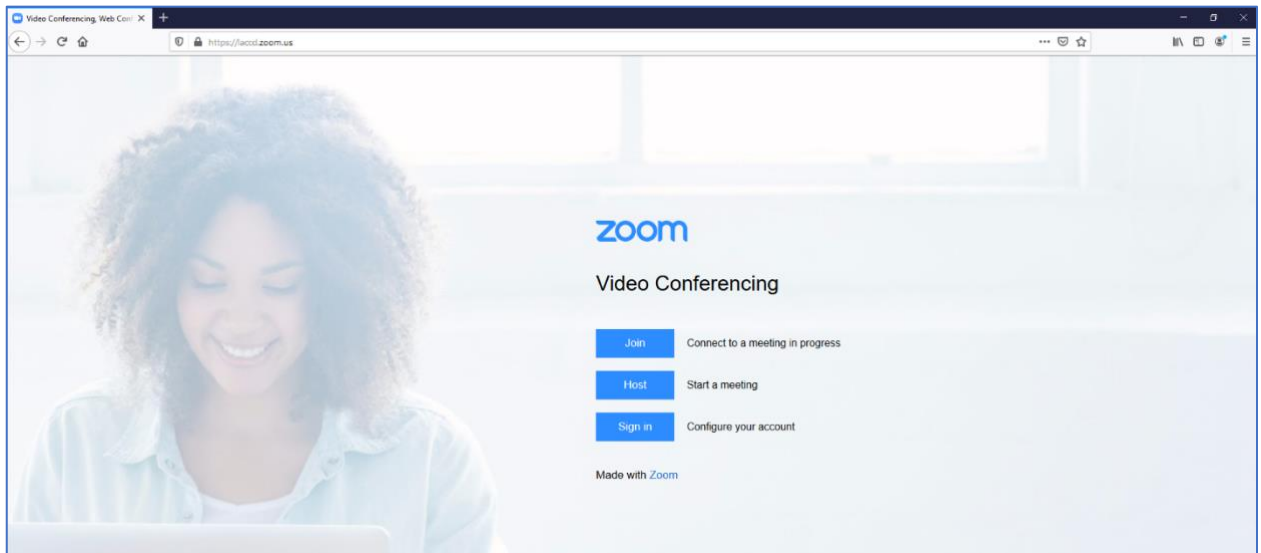
1. Close all open web browser windows on your computer before you begin. You don't want conflicting login issues that prevent you from being successful.
2. Open Chrome and log into the PeopleSoft portal at <https://mycollege.laccd.edu>.
3. Go to Canvas.
4. Check your Account -> Settings and notice what email addresses you have.



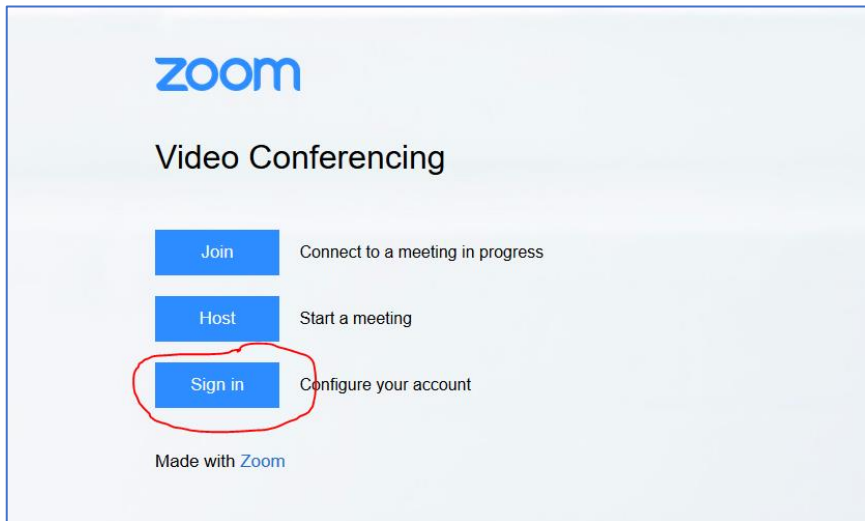
5. If you have two, and one is your username@laccd.edu and the second is username@college.edu that is good. Both need to be in black print. If one is in blue, click on it and re-send the confirmation link. Go to your email and confirm it. Make the college email address as the preferred email by clicking on the star that appears when you run your mouse over the email id.
6. If you only have one email address, username@laccd.edu, you should add a second email address. Preferably, add the college email, but if you don't have it, add a personal email. Be sure to confirm the newly added email address. Then make the email address that is not username@laccd.edu the preferred email.



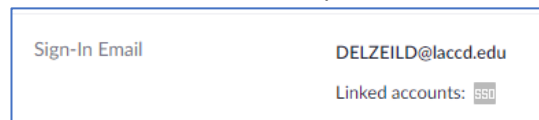
- Please log out and log back in following Steps #1-3. You can confirm the email settings if you wish following Step #4.
- Open a new tab in Chrome** or a new window in Chrome and go to <https://laccd.zoom.us>.



- Click on the blue Sign in button. If you cannot reach this page using the laccd.zoom.us link, you need [to clear your browser cache](#) and start over at step #8. If that fails, remove the Zoom client from your computer and restart.

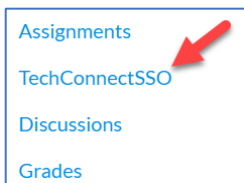


- Since you are already signed into the LACCD Portal, you may not need to sign in again. If you are required to sign in, use your [username@laccd.edu](#) full email address and your Portal password.
- Once you log in, you should be in your LACCD Zoom account. Click on your Profile and be sure

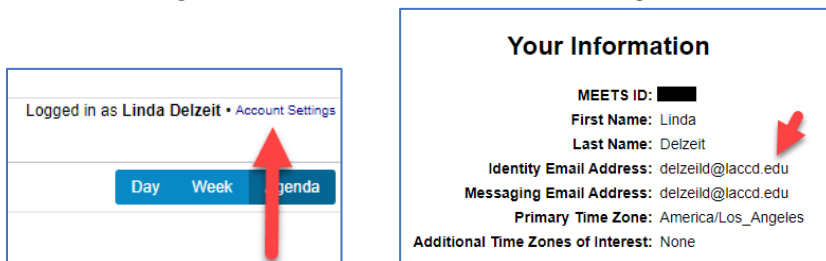


the email address is [username@laccd.edu](#).

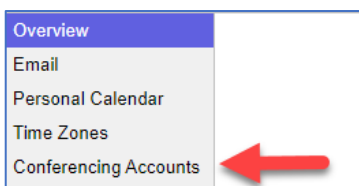
- If you do not see your LACCD email, these directions are not for your type of account or your situation has conditions that warrant special attention.
- Return to the browser tab with Canvas. Select one of the courses where you are the instructor.
- Go down the course menu and find TechConnectSSO. Click on it.



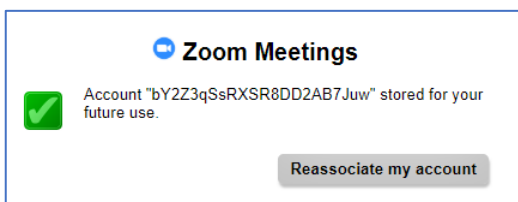
15. In the upper right-hand corner of the browser window, you will find your name and the words “Account settings”. Click on the words Account Settings.



16. The email address that appears should be username@laccd.edu.
17. Click on the words “Conferencing Accounts” from the left menu.



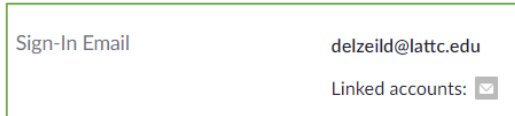
18. If your LACCD.zoom.us account is synching with your Canvas account you will see the green checkmark. You are done and you can begin to schedule your Zoom events from within your Canvas course. **You do NOT need to click on the Reassociate my account button.**



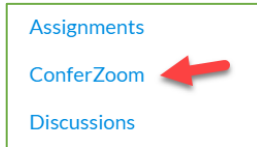
19. You will need to go into every course and change the course menu navigation features. You need to hide the ConferZoom menu link and move the TechConnectSSO menu link higher in the menu so your students can find it easier.
[Refer to Canvas tutorial on Managing Course Navigation Links](#) if you need assistance for Step 18.

Legacy ConferZoom User

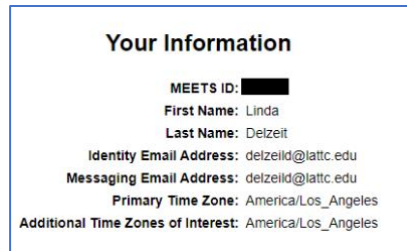
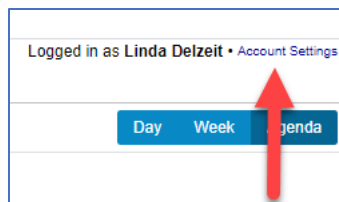
1. If you have a ConferZoom account that you have been using for some time and you can log into it at <https://conferzoom.org> then you need to set the email address you use when logging into ConferZoom as the preferred email address in Canvas.
2. Follow the Steps 1 through 4 for the New Faculty Zoom User above and be sure the starred or preferred email address matches the email used for ConferZoom.
3. In a new tab on your Chrome browser, log into ConferZoom. Notice the email address in the profile. This needs to match the preferred email address in Canvas.



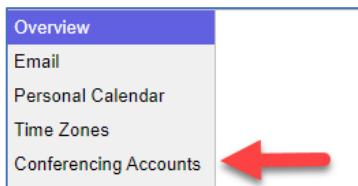
- Return to the browser tab with Canvas. Select one of the courses where you are the instructor.
- Go down the course menu and find ConferZoom and click on it.



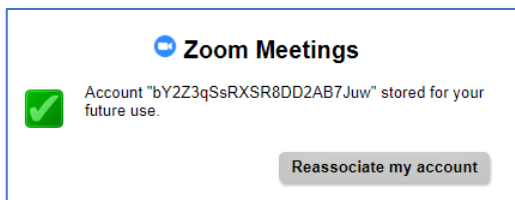
- In the upper right-hand corner of the browser window, you will find your name and the words “Account settings”. Click on the words Account Settings.



- The email address that appears should be [username@campus email](#).
- Click on the words “Conferencing Accounts” from the left menu.



- If your ConferZoom.org account is synching with your Canvas account you will see the green checkmark. You are done and you can begin to schedule your Zoom events from within your Canvas course. **You do NOT need to click on the Reassociate my account button.**



- You will need to go into every course and change the course menu navigation features. You need to hide the TechConnectSSO menu link and move the ConferZoom menu link higher in the menu so your students can find it easier.
[Refer to Canvas tutorial on Managing Course Navigation Links](#) if you need assistance for Step 10.

Classified Staff Zoom User

Classified staff need to follow all of the same steps for the New Faculty Zoom user with one exception. The Preferred email address in Canvas needs to be the [username@laccd.edu](#) email id.