

Your digital essentials

Five steps to prepare your CFBC student access.

01



Setting up your Account

Your CFBC email address and temporary password will be sent to you via email.

It follows this format:

**firstname.lastname@
my.cfbc.edu.kn**

Quick steps:

1. Go to **outlook.com**.
2. Click **Sign in**.
3. Enter your CFBC email address shown above.
4. Enter your temporary password.
5. Follow the prompts to create your new password.

02



Personal recovery email

Add a personal recovery email address so you can recover access if needed.

Steps involved:

1. Choose **Set up a different way to sign in**.
2. Enter a personal email address you can access.
3. Check your inbox for the verification code.
4. Enter the code and finish the setup.

03



Login to Microsoft Outlook

Use Outlook to access your CFBC email, announcements, and class updates.

1. Go to **outlook.com**.
2. Click **Sign in**.
3. Enter your CFBC email address.
4. Enter the new password you created in step 1.

Website: **outlook.com**

04



Upload your student photo

You will need your student ID while on campus. Take your picture, open the form, and follow all instructions before submitting it.

Open the student photo form

05



Canvas LMS

Canvas is where your class information, assignments, learning materials, and updates will be held.

1. Go to **lms.cfbc.edu.kn**.
2. Enter your CFBC email address.
3. Enter the password you created in step 1.
4. Select your course to get started.

Website: **lms.cfbc.edu.kn**