

Non-VT Guest Access to the Conference Site

Conference attendees who do not have Virginia Tech (vt.edu) email address will need to secure a guest account in order to access the conference site.

1. Request a guest account

Send an email to Keri Swaby, Director of Undergraduate Research, at kswaby@vt.edu with the subject line "Requesting access to conference site". In the body of the email please include your name (first and last) and email address. **Approval of guest accounts can take up to two days, so please submit your request BEFORE 5pm on July 26.**

2. Set up your guest account

If you've been added to Canvas as a guest, you need to make a guest account with Virginia Tech before you can log into Canvas.

To make your guest account:

1. You should have received an email with subject line **Virginia Tech Guest Account Invitation**. If you did not receive the email:
 - Check all email accounts your VT sponsor might have for you, and check spam folders.
 - Contact your sponsor and make sure they added you.
 - If seven days passed since you got the email, the invitation expired. Contact your sponsor and have them renew your invitation.
2. Follow the instructions in the email to create your Virginia Tech Guest Account and set your password.
 - You must do so within seven days of receiving the invitation, or it will expire.
3. Wait approximately six hours to be added to Canvas.
4. Log in to Canvas at <https://canvas.vt.edu>
 - Your username is the entire email address in which you received the invitation.
 - Your password is the one you set when creating your account.
5. If you forgot your password, reset it. See [Guest Account Management Service](#) and enter your guest ID (username, guest email address).

3. Join the conference site

Join the conference site by self-enrolling at **<https://canvas.vt.edu/enroll/6W3PDF>**.

If you have issues related to login or your Canvas account, please email tlossupport@vt.edu. Direct all other questions or issues to Keri Swaby in the Office of Undergraduate Research at kswaby@vt.edu.