

**Welcome to the Maryland University of Integrative Health Professional and Continuing Education (PCE) Catalog User Guide.** If you've got questions about Canvas Catalog and Canvas, your Professional and Continuing Education (PCE) learning tools, you've come to the right place. In this guide, you can explore the difference between Catalog and Canvas, experience a step-by-step course registration demonstration or take a tour of your student dashboard in Catalog, including the steps you would take to access your courses and retrieve your certificates.

## PCE Learning Tools

- **PCE Canvas Catalog** is the platform you will use to enroll in PCE course(s); access your in-progress and completed PCE courses; and retrieve your certificates of completion.
- **Canvas** is your online learning platform where you will take your PCE course(s).

What is the difference between Canvas and Catalog? Canvas is a learning management system or LMS. This is where the course information, content, grades, and assessments live and breathe. Catalog is more of a storefront for continuing education courses and a learning dashboard tool for students. This is where you can register and pay for your courses, access your courses, track your progress, and retrieve your certificates. Together, the two systems work seamlessly and provide you with all the tools you need to achieve success.

## Registration and Enrollment

**To enroll in a course, start by entering this URL <https://ce@muih.edu> in your browser which will take you to the MUIH PCE Catalog landing page, or you can begin from the main MUIH PCE website [www.muih.edu/ce](http://www.muih.edu/ce).**

Once you are on the MUIH Catalog landing page, you will notice that there are numerous continuing education courses to choose from and that you can click the "Load More" button to show additional courses. You can scroll through the listings or click refine to filter the options by selecting free, paid, open enrollment or a certificate from the top menu bar. You can also sort the options by alphabetical order, start date and price. If you know the name of the course you are looking for, you can type the title in the search field and click Enter. When you click on the course listing, you can read more about the course or click Enroll to register and pay.

If you're a **returning student**, there's no need to register for a new account again. Just log in at <https://ce.muih.edu> or click *Sign-in Now* on the enrollment form. If you are a **new student**, you will need to complete the required fields on the registration form to set up a new user account when completing your enrollment. Check all the necessary boxes to complete the registration form.

Next, add a *Promotion Code* if you have one and click *Proceed to Payment* when you are ready. Now it's time to enter your payment details including your credit card information, billing address and billing contact info. You may also pay with PayPal if desired. If you plan on taking more than one course with MUIH, you can opt to save your payment info for faster checkout next time around. Once you've entered all the required information, click *Pay Now* to proceed. You will then be taken to a page that reminds you to check your email account to complete the registration process. (Note: Please be sure to sign up with a *NON-MUIH.edu email* that is a personal email you use frequently to maintain uninterrupted access to your PCE courses.)

If you are a **new student**, you will receive two emails. One to complete your registration and one to confirm enrollment and access the course. (Note: Please check your spam/junk folder if you do not see these emails in your primary inbox.) To complete your enrollment, open the email and click the available link or button to "Access Your Course." On the Welcome Aboard page, create a password, verify your time zone and click Register. Doing so will take you to your course dashboard in Canvas, your online learning environment. Please know that while this dashboard can be used to enter your course, we encourage you to use the student dashboard in Catalog as your primary hub to access all your PCE courses. You may access this student dashboard at <https://ce.muih.edu/dashboard/in-progress>.

Return to your inbox and open the email labeled, You Are Enrolled. The link-in button will take you to your student dashboard in Catalog. We recommend saving this page <https://ce.muih.edu/dashboard/in-progress> as a favorite since you will use this dashboard to access your course, track your progress and retrieve your certificate(s).

### **Catalog Student Dashboard and Canvas Access**

You can also access your Catalog dashboard by visiting <https://ce.muih.edu>. Then go to Login at the top right corner, click the **PCE Login** option on the next sign-in page and then type in your information that you used to register for your PCE course.

To access the student dashboard in Catalog, enter this URL <https://ce.muih.edu/dashboard/in-progress>. Before you can view the student dashboard, you will need to register for Catalog and log in. The Canvas student dashboard serves as a one-stop shop for all your continuing education needs at MUIH. Using this site, you can see what courses you are currently working on, those you have completed and those you have not completed. You can also use this site to access your course in Canvas, view your progress using the progress bar in the course image, retrieve your certificate once you've completed the course requirements. You can also drop a course and jump to the Canvas course dashboard. (Note: Dropping a course does not automatically issue a refund. Please refer to the refund policies on the individual listing and email [ce@muih.edu](mailto:ce@muih.edu) with questions.)

You will notice that the Canvas student dashboard also allows you to access your PCE courses, but it lacks many of the other tools found in the Catalog student dashboard. To access your PCE courses, start from your student dashboard in Catalog and use the "Begin Course" button to access your course. You will notice that you are taken directly to the homepage of your course in Canvas so you can get started or pick up where you left off.

Once you have successfully completed the requirements for your course, the course will no longer be listed under "In Progress" in your Catalog student dashboard. No need to panic, just click the

“Completed” tab and you'll be able to review the course and retrieve your course certificate by either selecting View and downloading the certificate from your browser or by selecting Download to save your certificate directly to your computer.

### **Additional Resources**

*Need Help?*

[View the PCE Registration & Learning Video Tutorial](#)

Contact [online@muih.edu](mailto:online@muih.edu) for assistance during regular business hours OR for 24/7 Canvas Support contact Instructure Support at 1-844-414-5052 or [support@instructure.com](mailto:support@instructure.com) for the following items: retrieving my existing PCE account information, accessing my PCE course.

Contact [ce@muih.edu](mailto:ce@muih.edu) for the following items: information about PCE course offering content, CEUs, certificates of completion, and future learning opportunities.

PCE Catalog and Canvas Guides:

- [How do I enroll in a PCE course?](#)
- [How do I enroll in a PCE program?](#)
- [How do I log in to my PCE Catalog Student Account?](#)
- [How do I use my PCE Catalog Student dashboard?](#)
- [How do I view/retrieve my certificate of completion?](#)
- [Canvas Student Guide](#)
- [Canvas Student Orientation Video](#)