CANVA ANNOUNCEMENTS

To UMBC undergraduate students,

We share with excitement that effective immediately all undergraduate students at UMBC will have access to a personal Canva Pro account. Not only will you have the ability to utilize Canva Pro for all your individual work, but you will also be able to create groups and work together on projects with other UMBC undergraduate students.

*If you are a student worker who requires Canva for your job at UMBC, you can sign up for your personal account, but should also request a license for a staff seat. Your manager can request it at [this link](#).

Accessing Canva Pro through UMBC:
You can access your Canva Pro account through single sign-on (SSO) via the dedicated UMBC Canva Pro invitation link.

- https://www.canva.com/brand/join?token=kSbTKG2Q5IUP8LqmKdFW9g&referrer=team-invite

If you already have a free Canva account with your individual UMBC student email:

- Once prompted to log in via SSO you will have a choice to link your existing account so you will not lose any projects.

If you already have a Canva Pro account with your individual UMBC student email:

- Once prompted to log in via SSO you will have a choice to link your existing account so you will not lose any projects. Use this [Help Article](#) to guide you through transferring designs from your previous Canva team to your new University team.
- If you would like to receive a refund for your personal Canva Pro subscription now that you have access to Canva Pro for free through UMBC, please submit a [Canva customer service request](#) for a prorated refund for the remainder of your term.

For more information or support with logging into your UMBC's Canva Pro account, review this Canva Help Center article about [linking your Canva account with your SSO provider](#).

Create Groups with Your Peers:
You will have the ability to [create groups](#) with other students to allocate specific designs and folders to other student users. This could be useful for group projects, clubs, etc. so you don't need to manually share everything each time.

Collaborating with Faculty/Staff:
Students who wish to share designs with faculty/staff or vice versa should use the [Collaboration Link](#). This works similarly to SharePoint documents where multiple people can access a design at once. Although UMBC has accounts available for both faculty/staff and students, they are in two different environments, so you cannot add faculty/staff to your group or team.

Transferring your Projects before Graduation:
Once you have completed your undergraduate education at UMBC, you will have **3 months** to transfer any designs from your UMBC Canva Pro account to any other personal Canva account. To save any projects before your UMBC Canva Pro account is deactivated, review this Canva Help Center article about [copying designs or files before graduating](#).

Additional Resources:
Other resources that are available to you include:

- Thousands of tutorials on how to design like a pro, explore typography, design trends, and more with [Canva's Design School](#)
- [Weekly live webinars](#)
- [Canva's Support Center](#), where you can find a wealth of information regarding product functionality and features
- Technical issue support from the [Canva Customer Happiness Team](#)

This initiative is made possible by DoIT and UCM.

Questions may be directed to canva@umbc.edu.