



the design lab

how to create a FREE
Canva Pro account

1

in your browser, navigate to canva.com

2

once there, click "sign up" in the top right-hand corner

3

type in your DISTRICT email address. Be sure to use your district email, as this is what will trigger canva to grant you a FREE account
click "continue"

4

navigate to your email to retrieve the access code sent by canva.com
copy the access code & head back over to canva.com
paste the code in

5

exit the pop-up screen by clicking the black "X" in the top right-hand corner

6

in the top menu, click on "plans and pricing" then click on "education"

7

under "teachers" click "Get verified"

8

click on "claim canva for education"
on the next prompt, click "no thanks, claim canva for education"

9

follow the prompts and fill in the information
click "continue"

10

on the next screen, if you are not employed as a teacher and only a district employee, here you can choose any subject and grade level
no worries! canva only uses this information to personalize your account

11

click "submit"
now you have a FREE canva pro account!