MO Canva Account

16 March 2024

Canva

Canva is an online design and visual communication platform that empowers everyone to design anything and publish anywhere. You can create documents, presentations, social media posts, videos, websites, and more using easy drag-and-drop tools and thousands of templates. Canva is designed to make complex design simple and accessible for everyone, whether you're working solo or collaborating with a team.

About MO Canva Account

- One Canva Pro account will be activated to be shared among all MO

- Pro account allows the user access to all the features

Procedure

- To access the account, MO will need to email Ryan at ryan.awyong@charis-singapore.org to submit a request to use Canva

- Ryan will provide the password

- Website: https://www.canva.com

- Email for login: member@charis-singapore.org

- MO to key in the password that is provided and use the services

Dos and Don'ts

Dos	Don'ts
Do delete your files that are no longer in use.	Don't pass the account password to anyone who is not CHARIS Members.
Do respect copyrights and use images that you owned.	Don't access the working files of others.
Do back up your own designs.	
Do log out after use.	

Additional Notes

- The password will be changed every 1 to 2 months for security purposes.

- For housekeeping purposes, working files will be deleted by CHARIS one month after it is last viewed.

Thank you and God Bless!