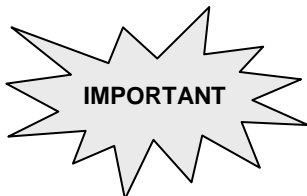




ACTIVATING YOUR MyMRC ACCOUNT



You must have paid your \$125.00 non-refundable admission deposit and allowed two business days for processing before you can activate your MyMRC account. To pay your \$125.00 non-refundable admission deposit, see the "Submission of \$125.00 Admission Deposit" information page included in this package.

1 Visit www.mtroyal.ca.

2 Click on MyMRC.



3 As you are setting up your account for the first time, you must first activate it. Click Activate Your Account.

Remember to read and accept the terms of the Acceptable Use Policy.

In order to activate your account, you are required to identify yourself using your first name, last name, MRC student identification number and your date of birth.

Once you have entered this information, you will be asked to set a password. **Write your password down and do not share it with anyone.** You will be given an assigned Username and an email address. **Write this information down.**

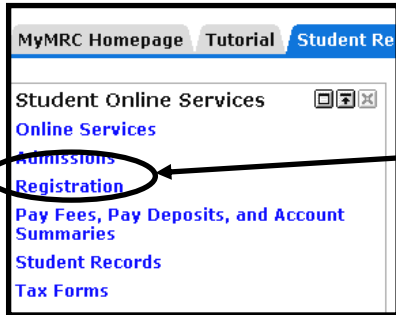
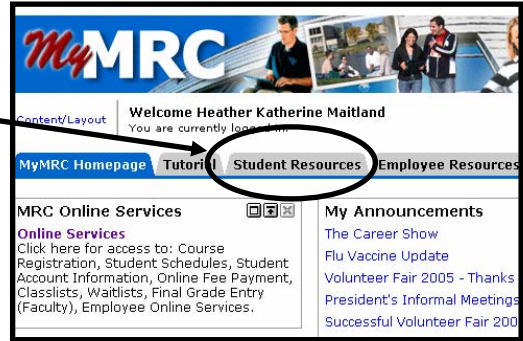
If you are having problems activating your account, please first check your information carefully, then call the **START Office at (403)440-7214** or the **Helpdesk at (403)440-6000**.

(See Reverse)

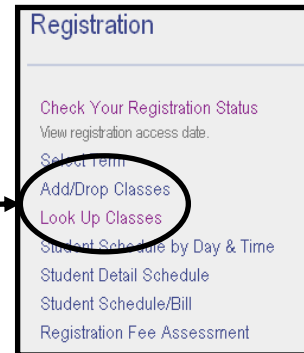


ACTIVATING YOUR MyMRC ACCOUNT

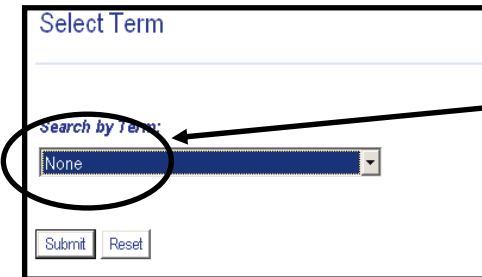
4 Once you are signed in, click the Student Resources tab.



5 Click the Registration link.



6 Proceed with registration using the Add/Drop Classes link or the Look Up Classes link.



7 Click on Search By Term and choose the appropriate semester for registration (example: Fall 2006 Credit). Click Submit.

You can find registration instructions on MyMRC by clicking the Student Resources tab. In the "Registration Resources" box, click Credit Registration Instructions.

If you require further assistance, contact the **Registration Helpline** at **(403)440-3303** or toll-free at **1-877-676-0686**.