



## Information Technology Services

### Account activation

To activate your Mount Royal University account please follow the directions listed below.

1. Navigate to **mymru.ca** and click the **Activate your account** link.

Username

Password

**LOGIN**

Account Resources

- [Forgot Password](#)
- [Change your password](#)
- [Activate your account](#)
- [Username Lookup](#)
- [Common Login Problems](#)
- [Acceptable Use Policy](#)

Useful Links

- [Blackboard](#)
- [MRU Gmail](#)
- [Student Wireless](#)
- [Printing](#)

2. Read the **Acceptable use policy**.
3. Check the **“I have read...”** checkbox then **Accept**.

I have read, understood, and agree to the terms in the acceptable use policy

4. Complete the fields, with your information, as shown below then click **Authorize**.

## Account Activation - Authorization

[Home](#) > [Acceptable Use Policy](#) > [Authorization](#)

**Please Note:** The Account Activation forms will only work if

1. You have never used this account activation form before, or
2. Your account password has been reset by IT Service Desk personnel or by a System Administrator

If you are having problems with your account, please first check your information carefully, then contact the IT Service Desk at (403) 440-6000 or [itservicedesk@mtroyal.ca](mailto:itservicedesk@mtroyal.ca) for assistance.

**Your Legal First Name \***

**Your Legal Last Name \***

**Your Employee or Student ID Number \***

**Birthday \***

5. Read the **Google@mtroyal.ca Terms of Usage**.
6. Check the “**I have read...**” check box then **Accept**.

I have read, understood, and agree to the terms in the acceptable use policy

 Accept

7. Set your password and security question then click **Authorize**. **\*Please read the Password guidelines section before setting your password.** You may launch the **Password Generator** if so desired. See next page for screen shot.

## Account Activation - Set Password

[Home](#) > [Acceptable Use Policy](#) > [Authorization](#) > [Google Terms of Usage](#) > [Set Password](#)

You may now set a password, and set your security question and answer.

Passwords must be within the following guidelines:

1. Passwords must be 8 or more characters in length and **must** contain numbers and letters
2. Passwords may also contain the special characters % # @ - or \_
3. Passwords are case sensitive. Having passwords with mixed lower case and upper case (little and capital letters) does make a more secure password
4. Passwords can not be the same as your username or banner (student or employee) ID
5. Passwords may not contain your username or dictionary words of 4 letters or longer
6. Passwords may not be reused

You must also set a security answer, which will allow our IT Service Desk and forms to positively identify you when you call for assistance.

Trouble choosing a secure password? [Launch the Password Generator](#)

<b>Your new password *</b>	<input type="password" value="....."/>
<b>Confirm your password *</b>	<input type="password" value="....."/>
<b>Please select your security question *</b>	<input type="text" value="What is your favorite colour?"/>
<b>Please enter your answer to the security question *</b>	<input type="text" value="Red"/>

[✔ Authorize](#)

8. Your account activation is now complete. Please allow **5 minutes** before attempting to log in to **mymru.ca** for the first time.

If issues arise please contact the **IT Service Desk** at **403.440.6000** or **itservicedesk@mtroyal.ca**.