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.

2. Read the **Acceptable use policy**.

3. Check the **"I have read…"** checkbox then **Accept**.

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

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

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**

Your new password *	••••••••
Confirm your password *	••••••••
Please select your security question *	What is your favorite colour? ▼
Please enter your answer to the security question *	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**.