Here are some simple steps to help you successfully initialize your registration using the Student Centre:

1. Log into the MyUofC portal

2. After logging into the MyUofC portal, on the Home page, scroll to the middle of the page to the section immediately below Enrolled Courses – (Term) for the term you are attempting to register for and click on the section that reads “You have not completed your Registration Initialization. Please click Here to complete”
3. A new screen will appear that will allow you to initialize your registration. After reading the instructions, click on **Begin Initialization**.

   **Registration Initialization**

   1. **Introduction**
   Step through the following pages to confirm the accuracy of the information on file for you. Select the 'refresh' button, where applicable, to display any changes you have made. Select 'begin initialization' to continue to the next page.

4. The first step is to confirm your preferred email address. After making sure that your email is up to date, and that your preferred email is selected, click on **Confirm**.

   **Registration Initialization**

   2. **Confirm Email Address**
   Please confirm or correct your email address. Click the 'refresh' button to display your changes.

<table>
<thead>
<tr>
<th>Email Type</th>
<th>Email Address</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UofC</td>
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</tbody>
</table>

   * Click [here](#) if you need to create your UCalgary email address. View step by step instructions [here](#).

   * All University of Calgary Electronic communications (email, e-notifications) will be sent to your UCalgary email address. This is your official student email, as per the [Electronic Communications Policy](#).

   Note that if your preferred email address is set to UCalgary, you will not be able to change it. Additional Email Addresses will be used for emergency purposes only and can be updated at any time.

   Email addresses entered will be kept confidential.
5. Next, you will be required to review and confirm that your address and phone number are up to date. You can edit your address and your phone numbers on this screen by clicking on Edit Address or Edit Phones. Then, click on Confirm.

6. Step 4 is to confirm your emergency contacts. You can edit the name and phone number of the individual UCalgary should contact in case of emergency by clicking Edit Emergency Contact. If you have more than one contact, please be sure to select who your primary contact is by clicking on the box to the right. Once you are finished, click on Confirm.

7. If you are a Graduate Student, you will now be asked to indicate whether you will be attending UCalgary on a full-time or a part-time basis. Select the option that best describes your registration
future registration load. Please keep in mind that this can be altered later by contacting the Faculty of Graduate Studies.

Registration Initialization

5. Confirm Academic Load

Do you want to be full or part-time for the registration year starting July 2, 2019?

[full-time] [part-time]

8. You will now be redirected to your class search screen, where you will be able to look up courses, and add them to your shopping cart. Click on the Search button to begin enrolling for courses. For assistance on how to register, please refer to the How-To Guide entitled “How to Register for Courses”

End of Procedure.