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

1. Log into the MyUofC portal.

![Central Authentication Service](image1)

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".

![Enrolled Courses - Summer 2019](image2)

3. A new screen will appear that will allow you to initialize your registration. After reading the instructions, click on Begin Initialization.
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.

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.
Registration Initialiation

3. Confirm Address and Phone Number

Please confirm or correct your address and phone number. Click ‘refresh’ to display your changes. Additional future-dated addresses may be added to ensure correspondence continues to reach you in the event of a move.

Current Addresses:

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home (Mailing)</td>
<td></td>
</tr>
</tbody>
</table>

Edit Addresses

Phones:

<table>
<thead>
<tr>
<th>Phone Type</th>
<th>Phone Number</th>
<th>Extension</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Home</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Edit Phones

Refresh

Address and phone information can be updated at anytime from the Student Center.

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.

Registration Initialization

4. Confirm Emergency Contacts

Please confirm or correct your emergency contacts. Click the ‘refresh’ button to display your changes.

Contact Name | Contact Phone | Other Phone | Primary Contact |
-------------|---------------|-------------|----------------|

Edit emergency contact

Refresh

Emergency contacts can be updated at anytime from the Student Center.

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.
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.**