How to Book an Appointment with New Student Registration Assistance

Step 1: From the NSRA website, click on “Book an appointment”.

Step 2: Click on “Login” under Students section. Log in using your CAS login (eID) and password.
Step 3: Click on “Student Success Centre” and then click on “New Student Registration Assistance” from the black menu on the left side of the screen.

Step 4: Read the details and click on “View Calendar” to see the available appointment times.
**Step 5:** Click on an appointment time that works best with your schedule.

*Note that appointments open two weeks in advance. If there are no appointments in the calendar, they may all be booked, so keep checking, or visit the [SSC virtual front desk](#) for help.

(Step 6 on next page)
**Step 6:** Complete the form by providing your full name, UCID number, phone number, email address, and reason for accessing NSRA.

**Be sure to include your contact email address as Zoom details will be emailed to you prior to the appointment time. Appointments are in Calgary, Mountain Standard Time (MST).**

Once you’ve included all of the required information, click on “Book Appointment”.

After booking an appointment, you will receive a confirmation email. You will receive a reminder email the day before the appointment. The NSRA provider will email you the Zoom details prior to the appointment time. Appointments are in Calgary, Mountain Standard Time (MST).

Check out the next page for steps to View, Change, or Cancel your appointment.
**Step 1:** View, cancel or change your appointment by clicking on “Dashboard” and then the “Appointments” tab. Click “View” next to the appointment you wish to change/cancel.

**Step 2:** Click on “Cancel” to cancel the booked appointment.

*Note that to Change an appointment, you must cancel the current appointment and then book a new appointment at a time that better fits your schedule.*