

Welcome to Continuing Education!

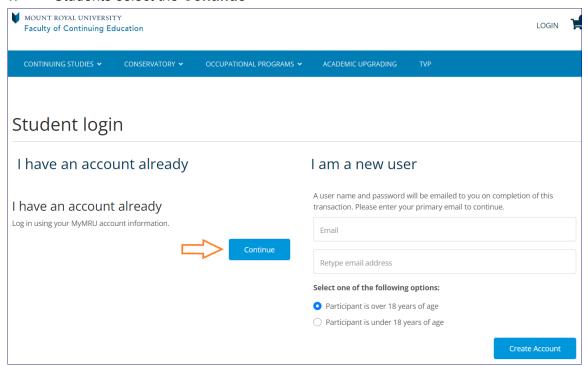
You can register and pay for courses in the Student Portal. Let's get started. At any point if you need help please email ceregservices@mtroyal.ca or call 403.440.3833 (toll-free 1.877.287.8001).

Step 1: Log in to Student Portal

You will use your MyMRU login and password to access the Student Portal. These are the same credentials that students use to access D2L. If you have any troubles logging in to your Student Portal, you can find more information on this <u>here</u>.

Log in to the <u>Student Portal</u> by following these steps:

1. Students select the **Continue**



2. Use your MyMRU username and password to log in.

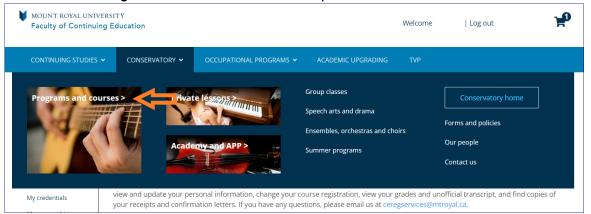
You can obtain your MyMRU account information using the <u>MyMRU login</u> page by **clicking** the *Forgot Password* or *Username Lookup* link. To obtain your MyMRU password or User Name you will need to provide your MRU student ID. You can learn more about logging in or activating your MyMRU account here.

Step 2: Search and Register for Courses

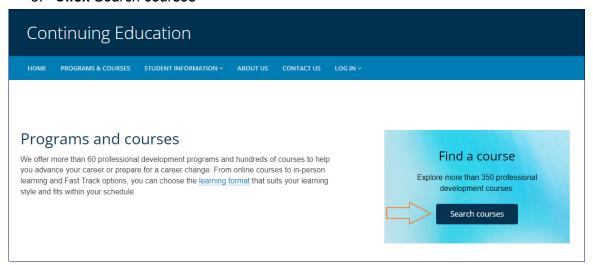
You can search for programs and courses before or after you log in to your Student Portal. Follow the steps below to search and register for courses in your Student Portal.



- 1. Choose Continuing Studies
- Select Program and courses from the drop down menu.

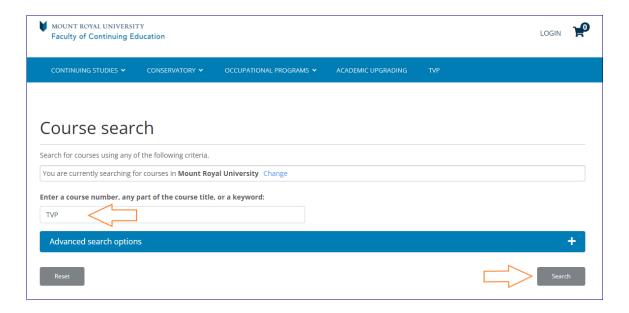


3. Click Search courses

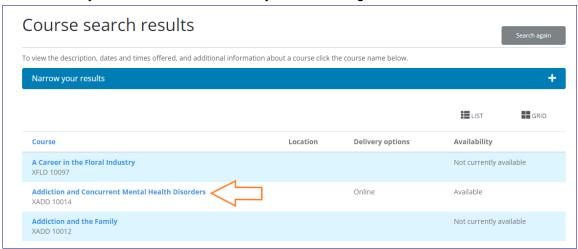


- 4. Enter TVP
- 5. Click Search.

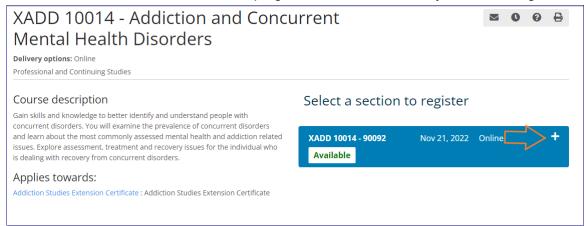




5. Once you have found the course you want to register for, click on the course title.

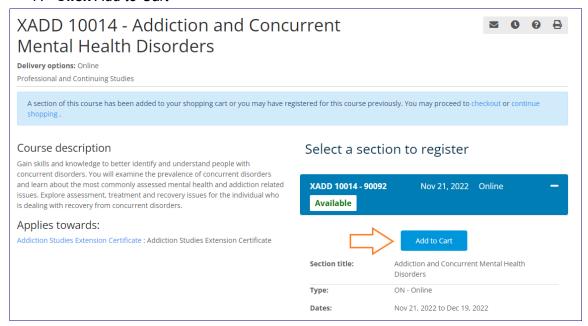


6. Click on the icon in the top right corner of the section you want to register for.

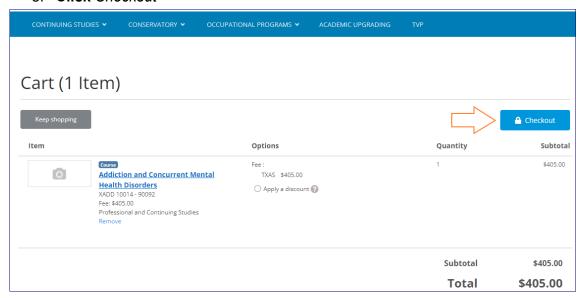




7. Click Add to Cart



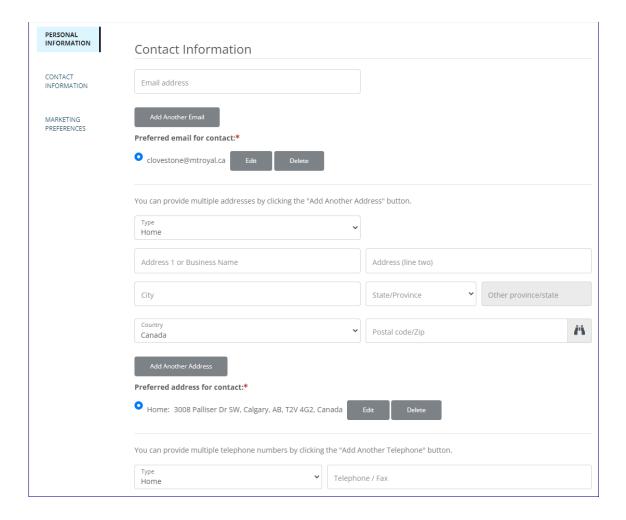
8. Click Checkout



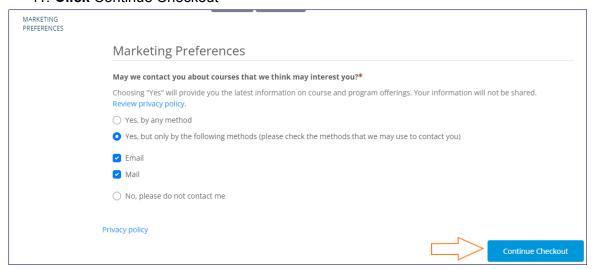
NOTE: If you have not log in to the Student Portal yet the system will require you to log in now.

9. **Confirm** your contact information





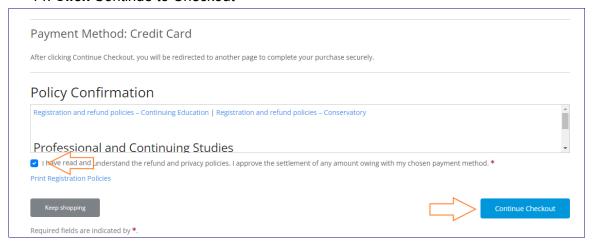
- 10. Scroll to the bottom of the page
- 11. Click Continue Checkout



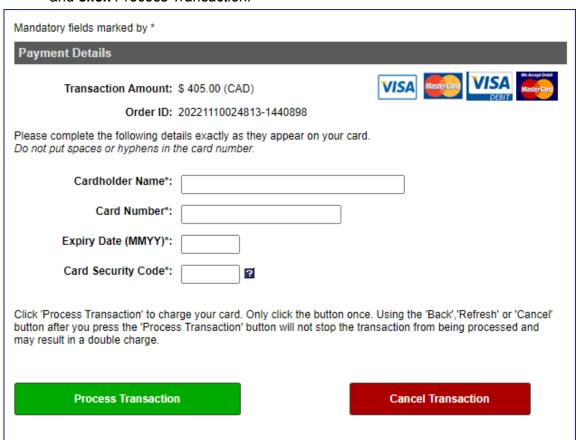
- 12. Read the Policy Confirmation
- 13. Check that you have read and understand the refund and privacy rules



14. Click Continue to Checkout



15. You will be redirected to a new page where you will have to **enter** your credit card information and **click** *Process Transaction*.



Once the payment is processed your registration is complete. You will receive an email and receipt with your confirmation registration. This email will be sent to your preferred email indicated in your Student Portal. If you have any questions please email ceregservices@mtroyal.ca or call 403.440.3833 (toll-free 1.877.287.8001).