



How to Create an Account for Online Registration

These instructions are for creating an account on our online registration website. Once you've created an account you will be able to register yourself and your family members in our recreational programs.

STEP 1: Go to <https://www.activityreg.ualberta.ca> and click on the "My Account" button on the top right hand corner of the page.

UNIVERSITY OF ALBERTA Activity Registration

HOME BROWSE OUR PROGRAMS CART Program Search MY ACCOUNT

Welcome to the University of Alberta's new online activity registration portal

- Browse our Programs**
Search the various programs offered from Group Fitness to Dance, Swimming to Yoga, Camps to Special Events and much more - for all ages and abilities
- Activity Guide**
Browse the latest PDF Activity Guide
- Youth Programs and Camps**
Explore the many programs and activities offered from age 3 to 18
- Search by Barcode or Program Name**
If you already know what you are looking for, skip a few steps and register for your program

If the statement below does not apply to you, please continue to step 2.

If you are a current University of Alberta Staff member or Student, or if you have accessed any recreational programming with the University of Alberta (including Green and Gold Sport Summer Camps) within the past 3 years, you likely already have an account in the system. **PLEASE PROCEED TO STEP 3.**

STEP 2: Scroll down to the "New Customers" section. Enter in all of your information as required. Once you've entered in all of your information click "Accept & Create". If there are no errors your account will be created and you should see your name in the top right



hand corner where the “My Account” button would be. **If you get an error message stating “email address is already in use” you already have an account. Please follow the instructions in step 3 to access your account.**

New Customers

Personal Details

First Name *

Last Name *

Gender *

Province *

Postal Code *

Country *

Other Details

Login Details

Password *

Confirm Password *

You must include: An uppercase character, A lowercase character, A number, A punctuation character.

The University of Alberta is committed to providing our staff, students and visitors with websites that respect their privacy. This page summarizes the privacy policy and practices for all University of Alberta websites. University of Alberta websites do not automatically gather any personal information from you, such as your name, phone number or email address. This information is only obtained if you provide it voluntarily, through contacting us via email, or through an online form. Any personal information you do provide is managed according to the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. This means that, at the point of collection, you will be informed that your personal information is being collected, the purpose for which it is being collected, and that you have a right of access to the collected information. Some University of Alberta websites may collect more information than is described here and will have additional privacy policies. Where applicable, please be sure to read these privacy policies.

Accept & Create



STEP 3: If you already have an account but you've never used our online registration website you will need to request a password reset. In order to do this, click on "Click here" in the "Existing Customers" Section.

Existing Customers

Email Address

Password

[Click here if you have forgotten your password, or if you are an existing customer that needs to create a password](#)

Login

Enter in your email address and click "Send". This should send you a password reset link to your email address. Click on the link in the email and follow the instructions to reset your password.

NOTE: There is a temporary 10 minute lock-out period after you reset your password. This means you will NOT be able to access your account until 10 minutes have passed.

Create / Reset Password

Use the e-mail address on your customer account to create or reset your password. If you are unsure of the e-mail address associated with your account, please call 780-492-2231, e-mail activityreg@ualberta.ca, or visit us in person (1-213, Van Vliet Complex).

Email Address *

Send

If you are a current U of A Staff or Student: Enter in your UALBERTA email address, not you personal email address. An account is automatically created in our system when you become a staff member or student, and this account is linked to your ualberta email address. Using your university provided email address also allows you to access the discounted staff/student rates.