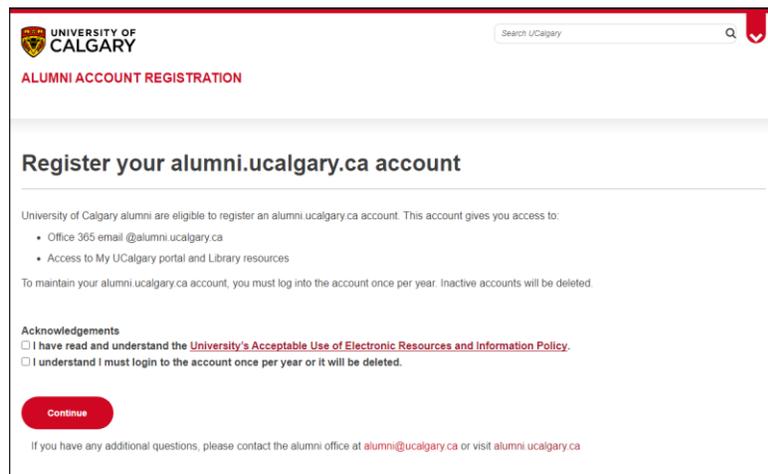

Create a New Alumni Email Account

Step 1:

Go to URL address: <https://alumniaccount.ucalgary.ca/> to display the “Alumni Account Registration” page

Click the **Acknowledgements** check boxes and click **Continue**



The screenshot shows the 'ALUMNI ACCOUNT REGISTRATION' page. At the top left is the University of Calgary logo and name. A search bar is located at the top right. The main heading is 'Register your alumni.ucalgary.ca account'. Below this, it states that University of Calgary alumni are eligible to register an alumni.ucalgary.ca account, which provides access to office 365 email and My UCalgary portal. It also notes that accounts must be logged into once per year. Under the 'Acknowledgements' section, there are two checkboxes: 'I have read and understand the University's Acceptable Use of Electronic Resources and Information Policy' and 'I understand I must login to the account once per year or it will be deleted.' A red 'Continue' button is at the bottom. A footer note provides contact information for the alumni office.

Step 2:

The **Confirm Identity** page appears.

To create an alumni email account, there are two options. Please select one of the options below for detailed account creation instructions.

1. [Log into an IT or eID account](#)
2. [No IT or eID account, select “Provide personal information”](#)

Log into an IT or eID account

- a. If you currently have an **active IT or eID** account (staff or student) and you are UC alumni, you can select “**Log into an IT or eID account**” option to register for an account.



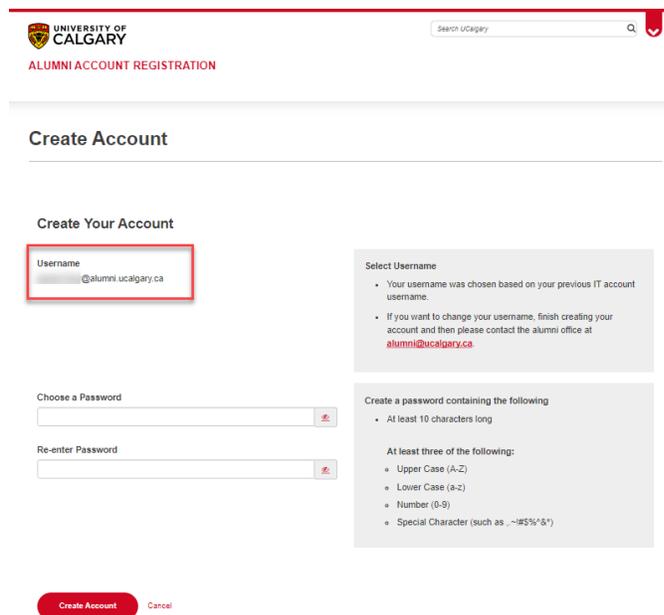
The screenshot shows a button labeled 'Log into an IT or eID account'. Below the button, it says 'If you have an active IT account or eID account, you may log in to verify your identity.' At the bottom of the button area is a red button that says 'Proceed to CAS single sign-on'.

- b. The CAS sign-on screen appears. Enter **your IT or eID username and Password**. Click the “Sign In” button to proceed to the next screen.
If you encounter issues logging in, select the “Forgot Password?” link or contact UService for assistance.



- c. The “**Create Account**” screen appears.
Username field displays your new alumni email address.
Input a password for this new alumni email account.
Click “Create Account” button to create alumni email account.

Click “**Cancel**” button if you do not want to create a new alumni email account.



- d. The **Registration Complete** page appears confirming you have successfully created a new alumni email account.
Before leaving this page, either screenshot or record your new alumni email address for future reference.

It will take 1 hour for the new email address to be generated.

UNIVERSITY OF CALGARY
ALUMNI ACCOUNT REGISTRATION

Remember to copy your email address, [redacted]@alumni.ucalgary.ca before you leave.

OK Cancel

Registration Complete

Thank you for registering your new alumni account. Your email address is [redacted]@alumni.ucalgary.ca

Please wait **ONE HOUR** before logging in.

Alumni email may be accessed at outlook.office.com

For information on programs, benefits, and services for alumni visit alumni.ucalgary.ca

If you have any additional questions, please contact us at alumni@ucalgary.ca

If you require further assistance contact the Alumni Support Desk at 587-747-6885

NOTE:

Registration Complete – Email

An email will be sent to your contact email address, if a contact email address is on file with the University.



UNIVERSITY OF CALGARY

Hello,
Thank you for registering your new alumni account. Your email address is [redacted]@alumni.ucalgary.ca

Please wait **ONE HOUR** before logging in.

Alumni email may be accessed at outlook.office.com

For information on programs, benefits, and services for alumni visit alumni.ucalgary.ca

If you have questions or need help with your alumni account, contact the alumni office at alumni@ucalgary.ca

If you require further assistance contact the Alumni Support Desk at 587-747-6885.

No Active IT or eID account

a. If you do not have an active IT or eID account, but are an UC Alumni, select **Provide Personal Information** option.

UNIVERSITY OF CALGARY
ALUMNI ACCOUNT REGISTRATION

Search Calgary

Confirm Identity

You must confirm your identity before creating an @alumni.ucalgary.ca account.
Please choose one of the two methods below.

Log into an IT or eID account

If you have an active IT account or eID account, you may log in to verify your identity.

[Proceed to CA's single sign-on](#)

Provide personal information

If you don't have an active University of Calgary account, you can provide personal information. This option is not available if you have an active account.

[Continue with manual verification](#)

b. Click the “**Continue with manual verification**” button to register for an alumni email account from the **Confirm Identity** page.

Provide personal information

If you don't have an active University of Calgary account, you can provide personal information. This option is not available if you have an active account.

[Continue with manual verification](#)

c. The **Alumni Account Registration – Your Information** screen appears.

Note: Click “**Check if you are eligible**” button to determine if you are eligible to register for an alumni email account. Click “**Return to Registration**” page to complete account registration.

The screenshot shows the 'ALUMNI ACCOUNT REGISTRATION' page. At the top, there is a 'Check if you are eligible' button. Below this is a form titled 'Your info' with the following fields: UCID, Last Name, Year of Graduation, and Date of Birth. A red arrow points to the 'Check if you are eligible' button. The form also includes a 'Return to registration' button at the bottom.

d. The **Alumni Account Registration – Your Information** screen appears.

To create an alumni email account, complete the following fields:

UCID - Enter your UCID number

Last Name – Enter your last name

Year of Graduation – Enter the year you graduated

Date of Birth – Enter your birth date

Click the “**Continue**” button to create your alumni email address.

e. The **“Create Account”** screen appears.

Username field displays your new alumni email address.

Input a password for this new alumni email account.

Click **“Create Account”** button to create alumni email account.

Click **“Cancel”** button if you do not want to create a new alumni email account.

f. The **Registration Complete** page appears confirming you have successfully created a new alumni email account.

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ALUMNI ACCOUNT REGISTRATION

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OK Cancel

Registration Complete

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