

How to register for FitWell Program via Online Portal

1. Select **Sign Up** in the top right corner.



2. Create new account by completing registration information. Once completed select the **Term of Use** box. Then select **register**.

A screenshot of the 'REGISTER' page on the UTREC Portal. The page title is 'REGISTER' and the subtitle is 'CREATE A NEW USER ACCOUNT'. The form contains several sections: 'Name*' with 'FIRST' and 'LAST' fields; 'Desired Username*' with 'UTTOLEDO'; 'Password*' and 'Confirm Password*' with masked text; 'Email Address*' with 'TOM.NYPP@UTOLEDU.EDU'; 'Member Information' with 'ID Number'; 'Date of Birth' with dropdowns for month, day, and year; 'Gender' with radio buttons for 'Male' and 'Female'; 'Phone Numbers' with 'Home*', 'Work', and 'Mobile' fields; 'Address*' with 'Line 1', 'Line 2', 'City', 'Province/State', 'Country', and 'Postal/Zip Code' fields. At the bottom, there are two checkboxes: 'Terms of Use*' which is checked, and 'Email Opt-In' which is unchecked. A blue 'REGISTER' button is at the bottom center. A yellow arrow points to the 'Terms of Use*' checkbox.

3. Your account should be created but **YOU MUST ACTIVATE YOUR ACCOUNT before log in.** Check your e-mail and follow the instructions.

REGISTERSUCCESS

YOUR ACCOUNT WAS CREATED SUCCESSFULLY

STEP 1: ACTIVATE YOUR ACCOUNT

Before you can use your account it **must be activated**. Instructions on how to activate your account have been emailed to you. Please **check your email** and follow the instructions to activate your account.

Note:

- Email delivery can be delayed by several minutes
- Check your junk or spam folder or filter if you do not receive this email

STEP 2: SIGN IN

Once you've successfully activated your account you will be able to sign in and begin using your account.

[LOG IN](#)

4.

Office of Recreational Services Account Registration

Inbox x

 noreplyutrec@utoledo.edu
to me ▾

ACCOUNT ACTIVATION

Hi,
Welcome to the Office of Recreational Services member portal. Your user account was created successfully

Step 1: Activate Your Account

To activate your account and verify your e-mail address, please click on the following link:
<https://utrecportal.utoledo.edu/Account/ActivateAccount?id=26fd5c81-4aba-48c0-9760-8ad42a696355>

Note that your account must be activated within 7 days.

If you have received this mail in error, you do not need to take any action to cancel the account. The account will not be activated, and you will not receive any further emails.

Step 2: Sign In

Once activated, you may log in to <https://utrecportal.utoledo.edu/Account/Login> using the username and password you setup when you created your account.

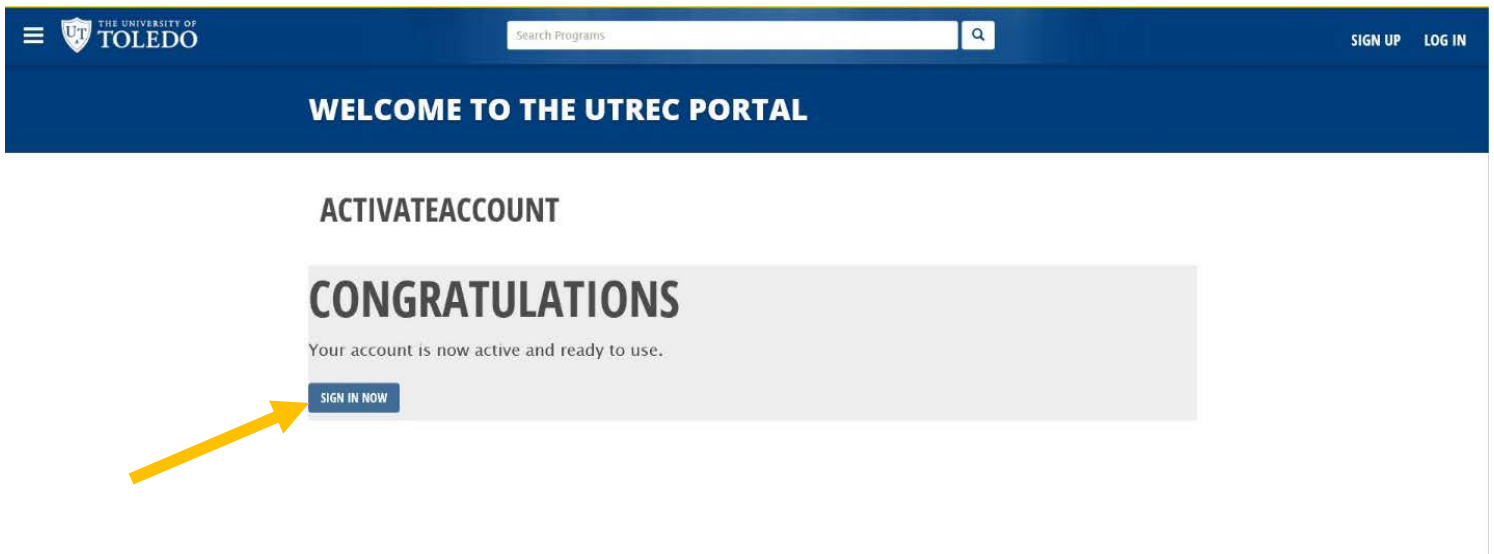
If you are unable to click either of the above links, copy and paste the URL in a new browser window instead.

Thanks for setting up your account!

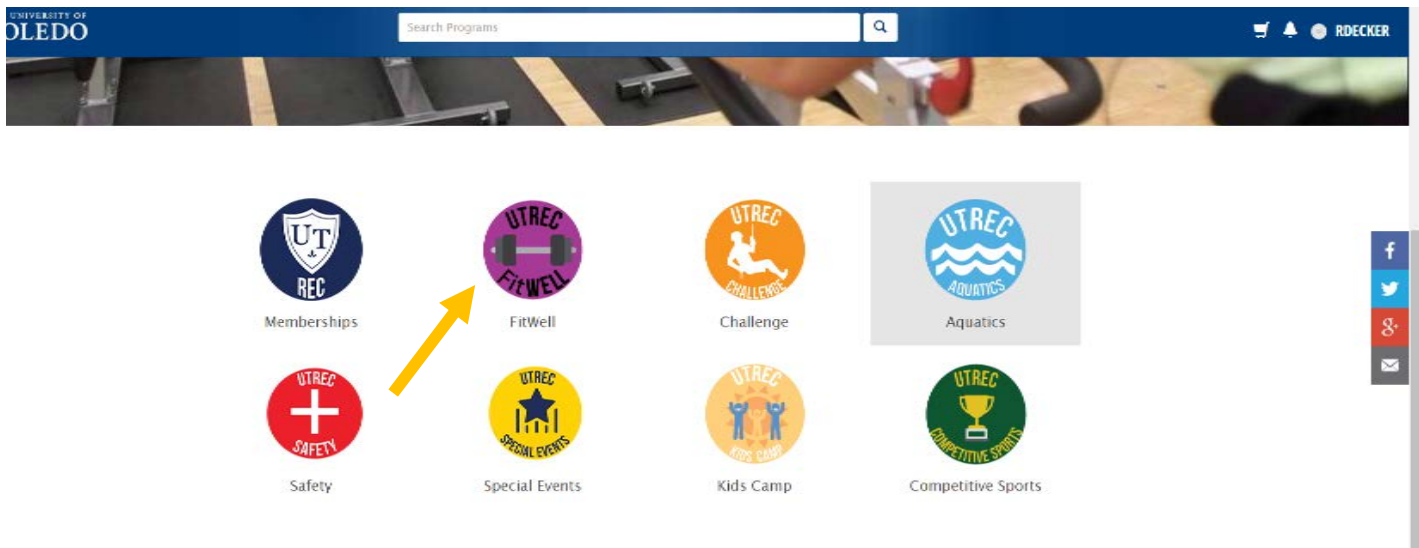
Sincerely,
Office of Recreational Services

(This is an automated email - please do not reply)

5. After you activate your account through your e-mail, you will be ready to sign in.



6. Select the **UTREC FitWell** button.



7. Select which program you would like to register for
*If there are any questions while completing registration please contact Rachael Decker.

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E-mail: Rachael.decker@utoledo.edu