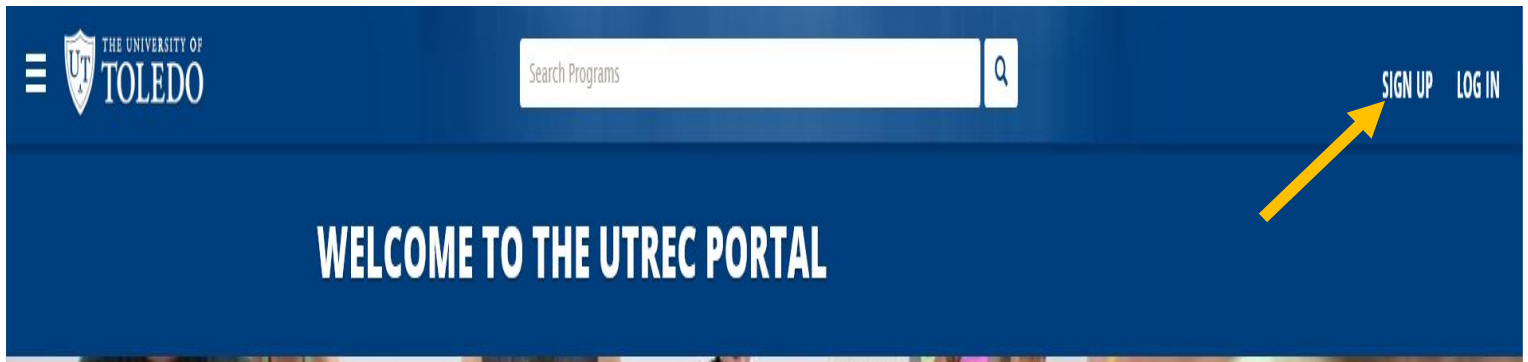


How to register for Special Events via Online Portal

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' form on the UTREC Portal. The form is titled 'REGISTER' and 'CREATE A NEW USER ACCOUNT'. It contains several input fields: 'Name*' (First and Last), 'Desired Username*' (filled with 'UTREC123'), 'Password*' and 'Confirm Password*' (both filled with asterisks), 'Email Address*' (filled with 'TOM.NYPP@UNTO.EDU'), 'Member Information' (ID Number), 'Date of Birth' (Month, Day, Year dropdowns), 'Gender' (Male selected), 'Phone Numbers' (Home, Work, Mobile), 'Address*' (Line 1, Line 2, City, Province/State, Country, Postal/Zip Code). At the bottom, there are two checkboxes: 'Terms of Use*' (checked) and 'Email Opt-In' (unchecked). A yellow arrow points to the 'Terms of Use*' checkbox. A blue 'REGISTER' button is at the bottom of the form. The footer contains contact information for the Office of Specialized Services.

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

THE UNIVERSITY OF TOLEDO

Search Programs

SIGN UP LOG IN

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.

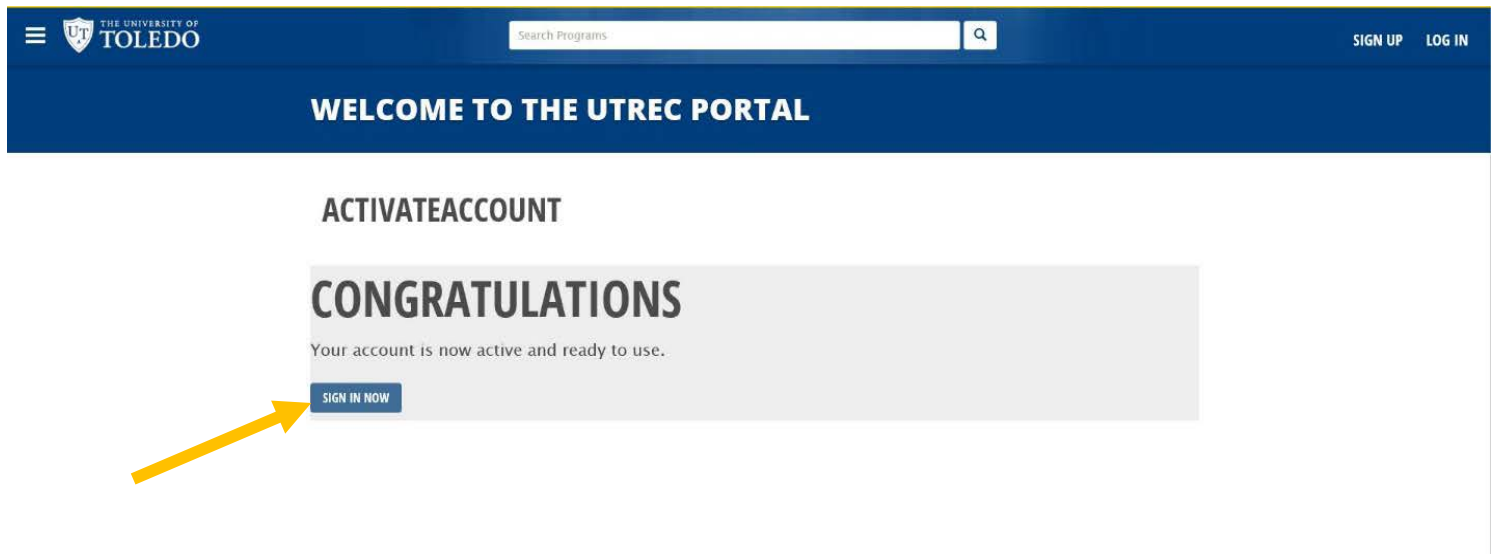
If you are unable to click either of the above links, copy and paste the URL in a new browser window instead.

Thanks for setting up your account!

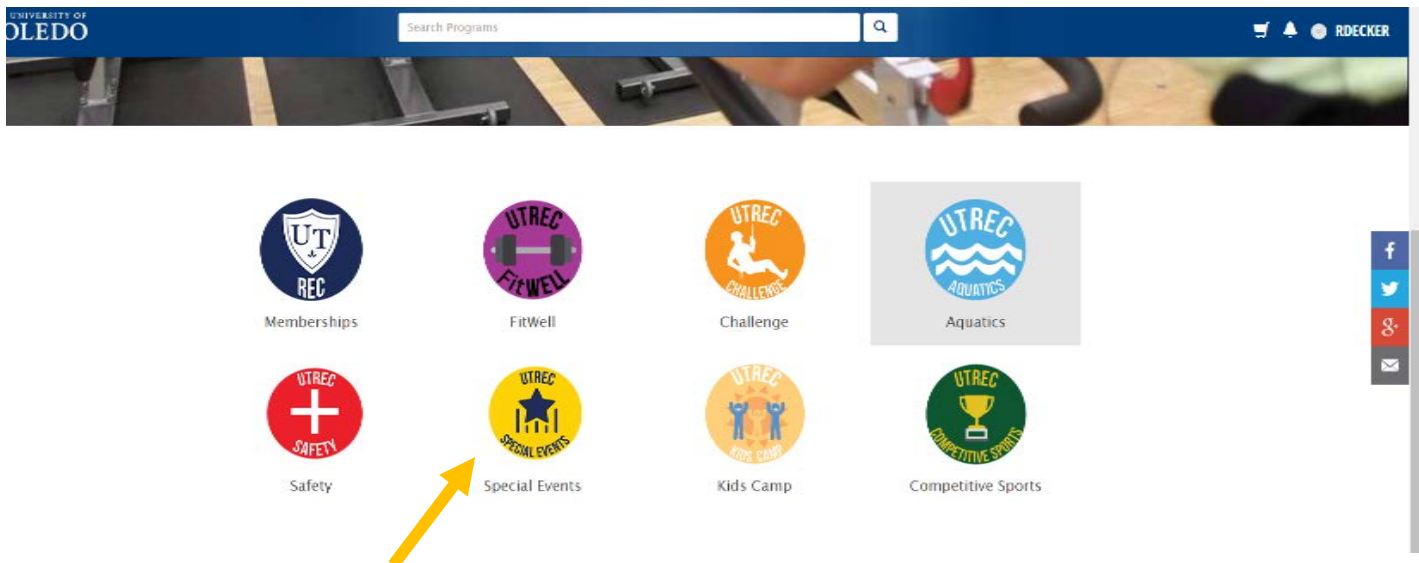
Sincerely,
Office of Recreational Services

(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 Special Events** button.



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

Phone number: (419) 530-3702
E-mail: Rachael.decker@utoledo.edu