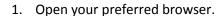# Online Services for Students - Booklist

Concordia offers a number of services to its students via the Web. Students can check their course timetables and booklists, request transcripts and address changes and more — from campus as well as from any location at which Web access is available. This guide outlines how to log in and use these services.

1. Open your preferred browser.

2. In the address bar of your web browser, enter onlineservices.concordia.ab.ca, click on Online Services Students, then click on **My Courses** from the **Your Booklist** menu.

3. **If you have not used Concordia Web Sign-in before, or you have forgotten your password**, click the **Set or reset your password** link, otherwise, skip to step 4.

   o To request a password reset, enter your email address (personal or student) along with your date of birth, and then click the **EMAIL ME A RESET LINK** button. You will then see a message reporting that the reset link has been sent and which email account it can be retrieved from. Follow the directions in the email to complete the password reset process.

Note: If you do not have an alternate email address on file with Concordia, or no longer have access to the email address on file, you will need to contact the Registrar's Office (780.479.9220) and request they add one for you.

4. Enter your email address and network password, and then click the **Sign In** button.

5. Select a term.

Note: You can also purchase your books online by using the purchase link on the page.

If you have any questions or concerns about Concordia Web Sign-in, please feel free to contact the IT Services help desk by email at helpdesk@concordia.ab.ca, or by telephone at 780.479.9316.