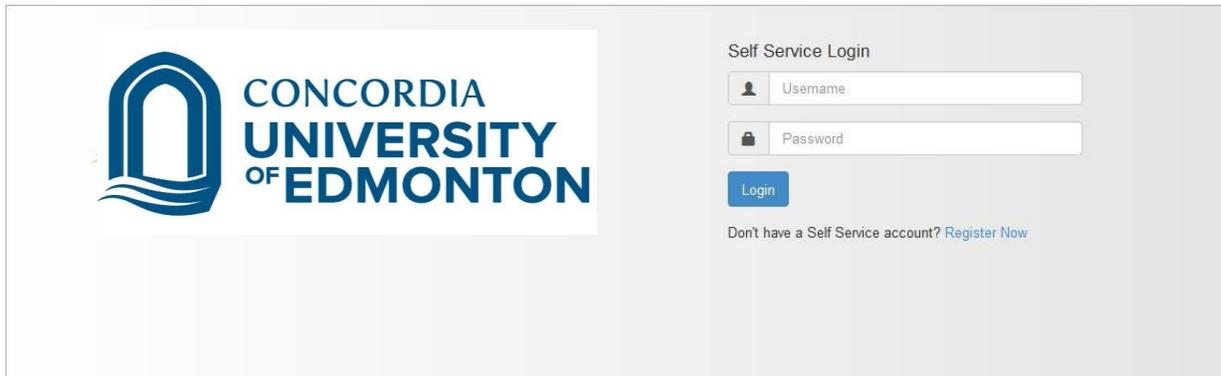


Self-Registration

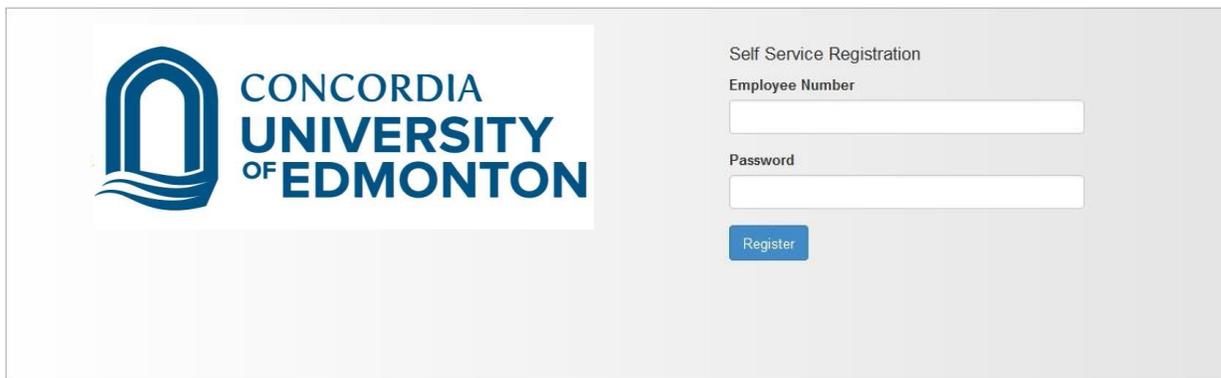
1. From your preferred browser, go to <https://myavanti.ca/concordia>



The screenshot shows the 'Self Service Login' page. On the left is the Concordia University of Edmonton logo. On the right, under the heading 'Self Service Login', there are two input fields: 'Username' and 'Password'. Below these fields is a blue 'Login' button. At the bottom right, there is a link that says 'Don't have a Self Service account? Register Now'.

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2. Click on **Register Now**.



The screenshot shows the 'Self Service Registration' page. On the left is the Concordia University of Edmonton logo. On the right, under the heading 'Self Service Registration', there are two input fields: 'Employee Number' and 'Password'. Below these fields is a blue 'Register' button.

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3. Type-in your Concordia payroll number (Please refer to your welcome e-mail for this number)
4. Type-in your initial password, set as, **ddmm###**
where: **dd** is the day of the month of your birth
mm is the two-digit representation of the month of your birth
is the last three digits of your SIN
5. Click on **Register**.

6. Upon successful verification from Avanti, your next screen should display your username at the top of the form.

Keep the domain name as it is displayed on the form.

At the bottom of the form, you will need to set up and confirm your password for the system. Passwords need to be a **minimum of 7 characters long, with at least one capital letter, one small letter, and one number.**

The screenshot shows a web browser window with the URL <https://myavanti.ca/Concordia/Login/Registration>. The page features the Concordia University of Edmonton logo on the left. On the right, there is a 'Self Service Registration' form with the following fields: 'User Name' (containing 'YourUserName'), 'Domain' (a dropdown menu with 'CLIENT DOMAIN NAME'), 'Password', and 'Confirm Password'. Below the form, there is a note: 'Please choose a login name and a new password to use for your next login. Otherwise you can not continue.' and a blue 'Complete Registration' button. At the bottom of the page, there is a copyright notice: '© 2001-2015 Avanti Software Inc. All Rights Reserved. Terms and Conditions'.

***** Please take note of your username at the top of the form. *****

Click on **Complete Registration.**