UNIVERSITY OF CALGARY
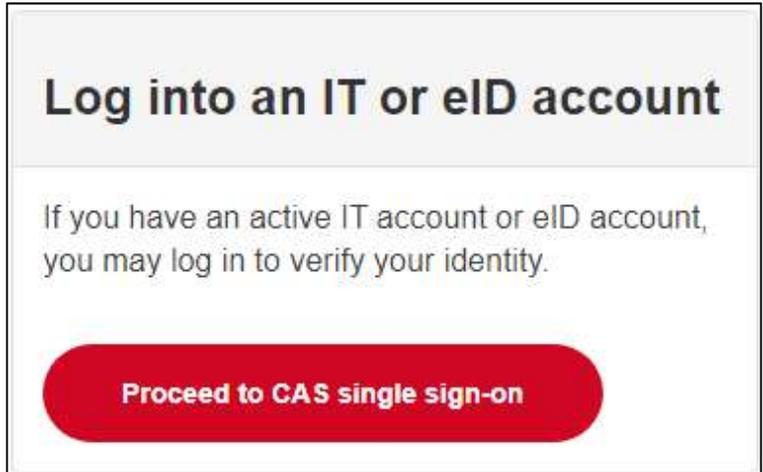
Create a New Alumni Email Account (Active IT Account)

Step 1:

Click the "**Proceed to CAS Single Sign-on**" button to register for an account on the **Confirm Identity** page.

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 CAS single sign-on

Step 2:

The CAS sign-on screen appears. Enter your network 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.

Central Authentication Service

UNIVERSITY OF CALGARY

Username

Password

Sign In

Create an eID | Forgot Password? | Account FAQs | Contact IT Support

Step 3:

The "**Create Account**" screen appears.

Username field displays your new alumni email address
firstname.lastname@alumni.ucalgary.ca

1. Input a password for this new alumni email account.

2. Click "**Create Account**" button to create alumni email account.

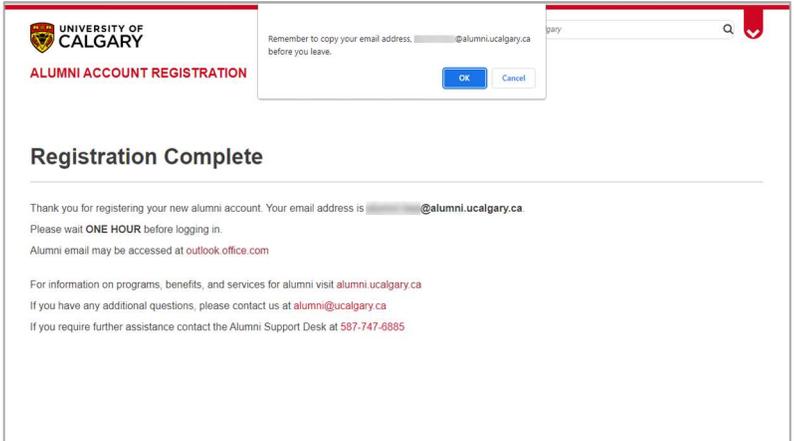Click "**Cancel**" button if you do not want to create a new alumni email account.
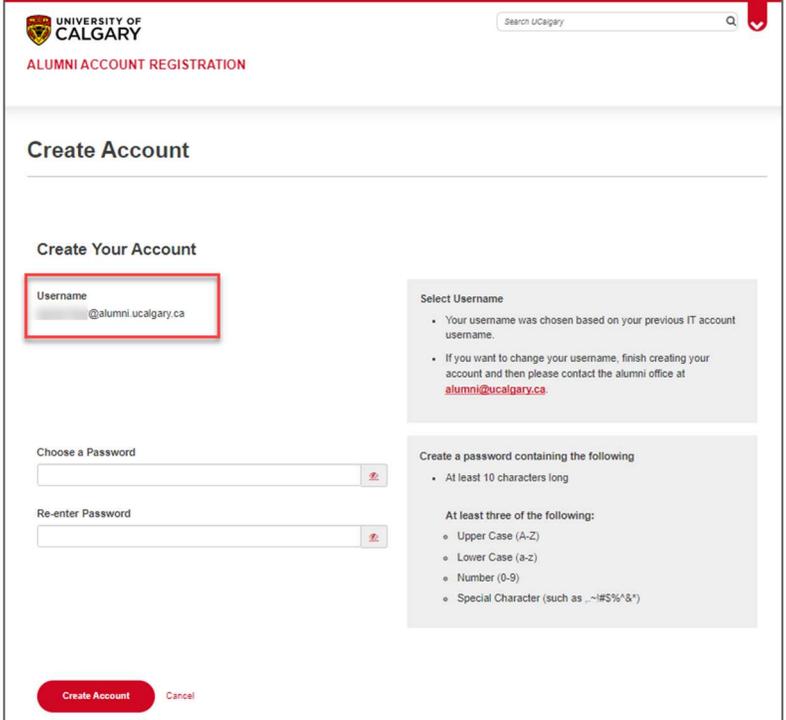
Step 4:

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.

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.

Hello,
Thank you for registering your new alumni account. Your email address is
_____@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.