

Reference Guide

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	
Usemame	
Password	
	Sign In
Create an eID Forgot Password? Account FAQs	Contact IT Support



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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.

Create Account	
Create Your Account Username @alumni ucalgary ca	Select Username • Your username was chosen based on your previous IT account username. • If you want to change your username, finish creating your account and then please contact the alumni office at <u>alumni@ucalgary.ca</u> .
Choose a Password	Create a password containing the following A t least 10 characters long
Re-enter Password	At least three of the following: • Upper Case (A-Z) • Lower Case (a-Z) • Number (0-9) • Special Character (such as ,.~!#\$%^&*)
_	

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.

ALLIMNI ACCOUNT REGISTRATION	before you leave.	
ALOMINI ACCOUNT REGISTRATION	OK Cancel	
Peristration Complete		
Thank you for registering your new alumni accourt	t. Your email address is @alumni.ucalgary.ca.	
Please wait ONE HOUR before logging in.		
Alumni email may be accessed at outlook office.c	om	
For information on programs, benefits, and service	es for alumni visit alumni.ucalgary.ca	
If you have any additional questions, please conta	act us at alumni@ucalgary.ca	
If you require further assistance contact the Alum	ii Support Desk at 587-747-6885	



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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.

