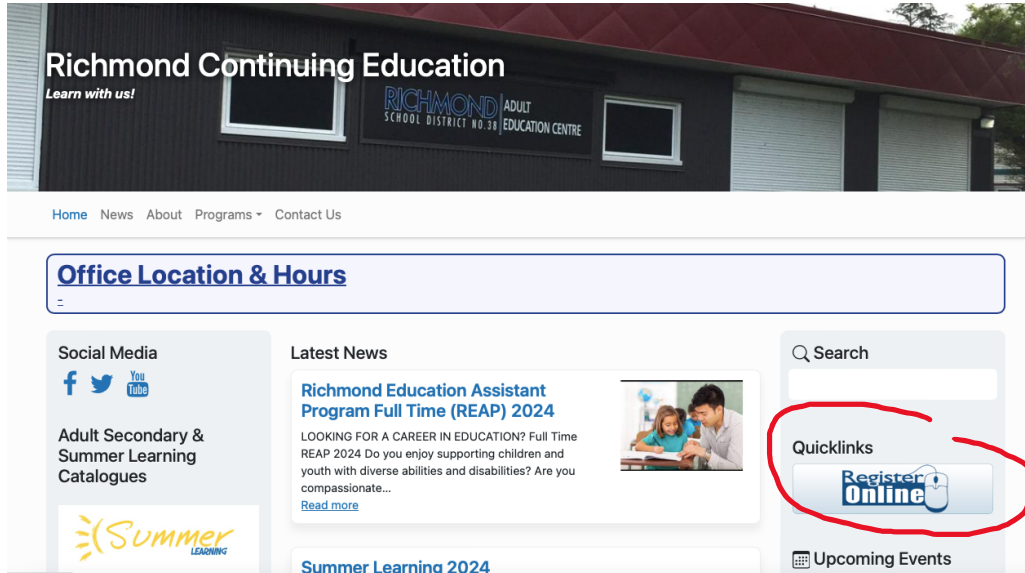
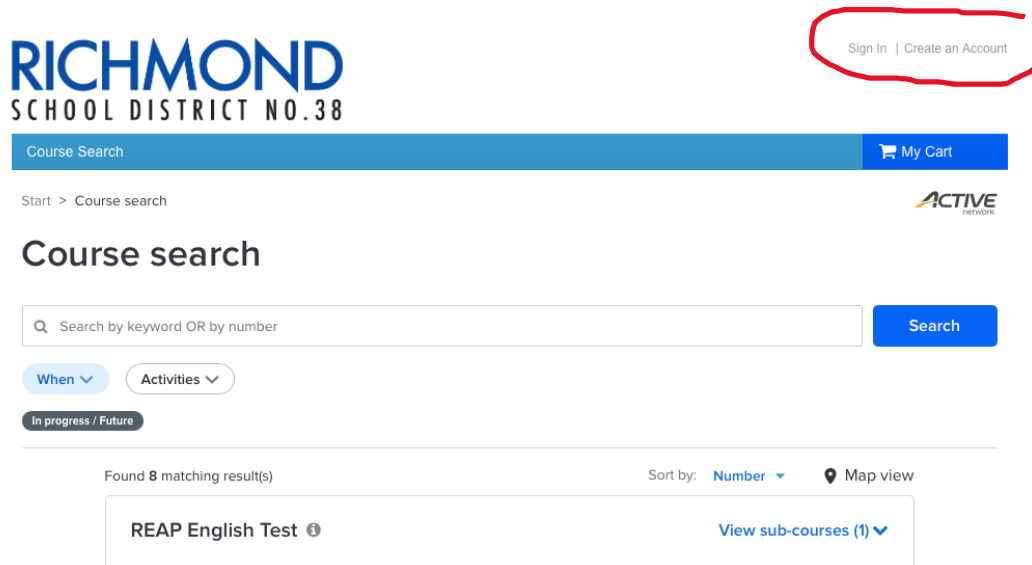


## How to Create an Account to register for Continuing Education/summer programs

1. Visit [www.richmondce.ca](http://www.richmondce.ca)
2. Under Quick Links, click on icon "Register Online".



3. On the top right hand corner of the screen, choose "Create an Account".  
Parent can first create an account, and then choose to "Add Family Members".



4. You will be asked to enter an email address:

### Enter your email address

Email address (Required)


Next

Already have an account? [Sign In](#)

*NOTE: If you have created an account before using the same email you just entered, the system will let you know that the email address has been used before.*

*Choose to Sign In if you know your password. If you need help to reset log in name or password, please contact Continuing Education office – 604-668-6123 or [rce@sd38.bc.ca](mailto:rce@sd38.bc.ca)*


Families who have previously created accounts may choose to Add Family Members once they have logged in to the system.

Start > My account

Welcome to the Richmond Continuing Education MY ACCOUNT page!

If you wish to change your personal information (address or phone number, etc.), please call our office, 604.668.6123

### Account Options for



Birth date: Jan 1, 2000

Password And Security Info

#### Payment and Order Management

Transaction and Payment History

Account Payment Details

#### Balance

Credit on account	\$0.00
Current balance	\$0.00
Due now	\$0.00

- Birth date: Jan 8, 2006

Role: n/a
- Birth date: Jan 1, 2000

Role: Adult Learner

[Manage Family Member](#)

[View Family Members Schedule](#)

## My Family Members

Ginn family

 Add family member

If this is your first time registering for our programs, continue to create your profile by completing the fields as required:

# Sign up

\* Required fields

Email address

[Change](#)

First name \*

Last name \*

Date of birth \*

Yes, I am the head of household of my family

Country \*

Password \*

Passwords must be 8 or more characters, and contain three of these: lowercase, uppercase, numeric, and special characters.

Confirm password \*

# Sign up

\* Required fields

## Personal Information

Gender \*

Customer Type \*

## Contact Information

Street Address \*

City \*

Province \*

Postal Code \*

Home phone \*

Work phone \*

Extension

Cell phone

Operator

Agree to receive text messages?

## In case of emergency, contact:

### Emergency contact 1

First name

Last name

Relationship

Area code

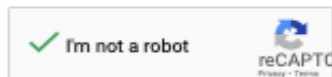
Home phone

Extension

Area code

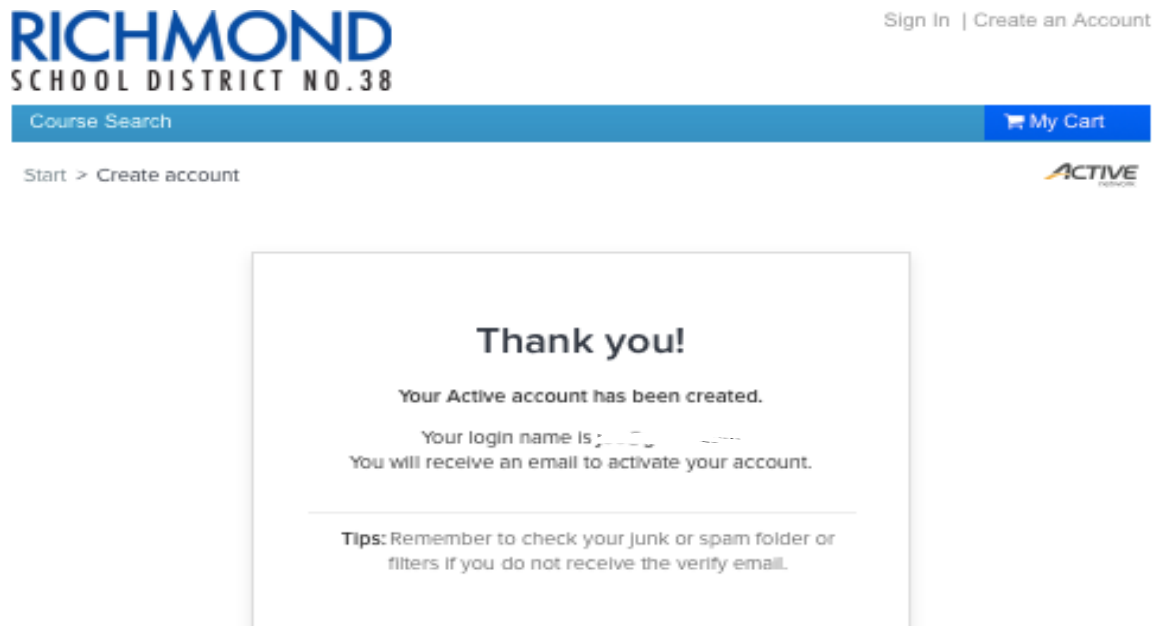
Other phone

Extension



## Final screen:

Once an account is created, the following message will appear. Check your email box (Junk or spam folder) for an **activation email**.



You are now set up to register for courses.

Click on **Course Search** on the top blue banner to search for the list of courses:



Need help? Call 604-668-6123 | [rce@sd38.bc.ca](mailto:rce@sd38.bc.ca)