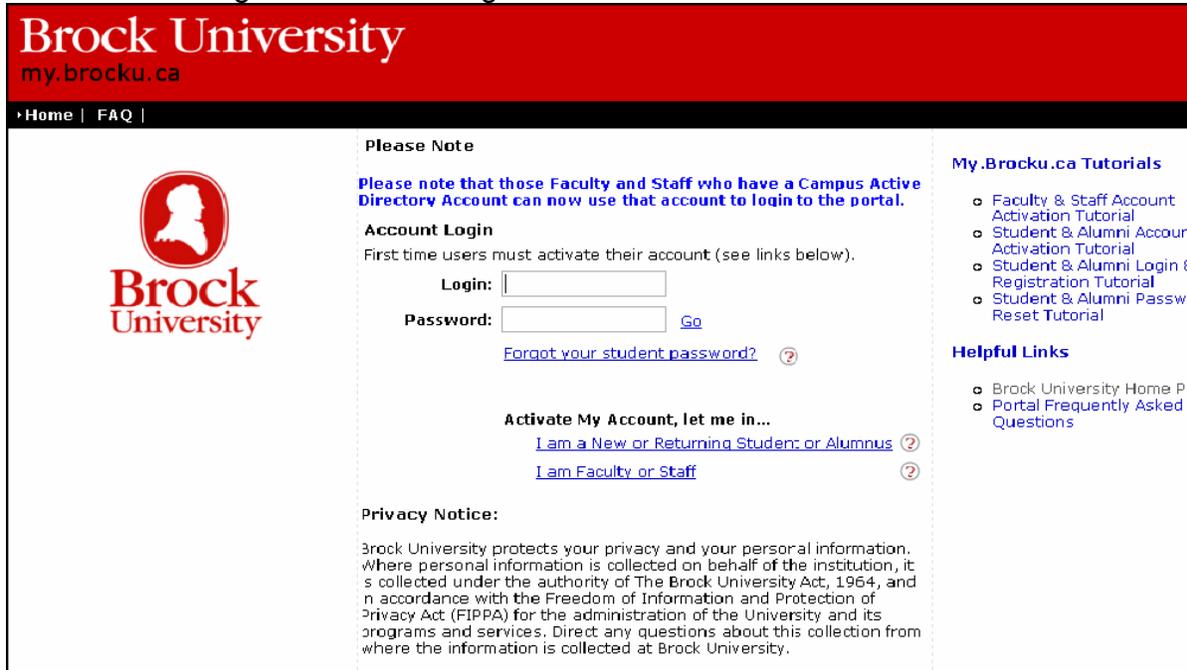


How to Activate your Account

1. To get started go to www.brocku.ca then under **Web Services** click on **my.brocku.ca (portal)**.

The following is a simple and easy step by step guide on how to register for courses through the Brock University Portal (my.brocku.ca)

You will be brought to the following screen:



The screenshot shows the Brock University my.brocku.ca portal. At the top, there is a red header with the Brock University logo and the URL my.brocku.ca. Below the header, there is a navigation bar with links for Home and FAQ. The main content area is divided into three columns. The left column features the Brock University logo. The middle column contains a 'Please Note' section, an 'Account Login' section with fields for Login and Password, and a 'Privacy Notice' section. The right column contains 'My.Brocku.ca Tutorials' and 'Helpful Links' sections.

Brock University
my.brocku.ca

Home | FAQ |

Please Note
Please note that those Faculty and Staff who have a Campus Active Directory Account can now use that account to login to the portal.

Account Login
First time users must activate their account (see links below).

Login:

Password: [Go](#)

[Forgot your student password?](#) 

Activate My Account, let me in...

[I am a New or Returning Student or Alumnus](#) 

[I am Faculty or Staff](#) 

Privacy Notice:
Brock University protects your privacy and your personal information. Where personal information is collected on behalf of the institution, it is collected under the authority of The Brock University Act, 1964, and in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) for the administration of the University and its programs and services. Direct any questions about this collection from where the information is collected at Brock University.

My.Brocku.ca Tutorials

- o Faculty & Staff Account Activation Tutorial
- o Student & Alumni Account Activation Tutorial
- o Student & Alumni Login & Registration Tutorial
- o Student & Alumni Password Reset Tutorial

Helpful Links

- o Brock University Home Page
- o Portal Frequently Asked Questions

2. You must activate your account before moving further. Click on “I am a New or Returning Student or Alumnus”. This will log you into the portal for the first time.

Use your student I.D.number (**found at the top of your acceptance letter**) and your birthday to activate your account for the first time. You must enter your birth date in a specific manner, which is: Year/Month/Date.

Example date of May 6th, 1986: 1986/05/06.

After the activation, you will see your new Brock E-mail login user-name. An example of this login is: **lb08xy**. The first two letters will be the first letter of your first name, and the first letter of your last name (your initials). The numbers are the year you are starting ('08) The last two letters are randomly assigned.



Please Note

Please note that those Faculty and Staff who have a Campus Active Directory Account can now use that account to login to the portal.

Account Login

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LogIn:

Password: [Go](#)

[Forgot your student password?](#)

Activate My Account, let me in...

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3. You will be brought to a new screen. On the top banner, the third option is **Student Self Serve** – Please click this.

4. You will be brought to another screen. Please look on the left hand side and click “Register * * Undergraduates.”

5. You will be brought to the following screen; The Declaration Screen. You will click on the drop down box for **Program/Session** and click on **Undergraduate: Fall/Winter**

6. The system will then bring you to this screen, where you have to make your declaration. Your screen will be slightly different. You will declare your degree objective **Honours**, then **I Agree** and your citizenship will be listed as a **Study Permit** or **Visa**.

The screenshot shows the BrockDB web application interface. At the top, there is a red navigation bar with the BrockDB logo on the left and links for LOGOUT, EXPORT, PRINT, ADD TO FAVOURITES, and HELP on the right. Below the navigation bar is a sidebar menu with sections: HOME (containing StudentAccess with links for TransferCrds, CrsMarksInquiry, FinanceHistory, ProgramStatus, Register, ShowAlerts, and StudentSchedule), FAVOURITES (containing No Items!), and OPTIONS (containing FavManagement). The main content area is titled "Declaration Form" and includes a header "YOUR NAME HERE". The form contains a text input field with "2006", a dropdown menu for "Program/Session" set to "Undergraduate: Spring", and a section for "Please specify your degree objective:" with radio buttons for "Honours" and "Pass (3yrs or 4yrs with Major)". Below this is a section for "Please verify your program of study on our records:" with the text "Bachlor of your degree here" and radio buttons for "I agree" and "I disagree". At the bottom, it states "Our records indicate that your immigration status is as follows:" with the text "Canadian Citizen".

7. Congratulations, you have activated your account! After your account has been activated you will be able to register for courses.