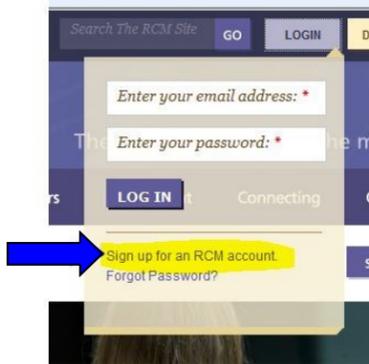


# Steps to Set Up an RCM Account

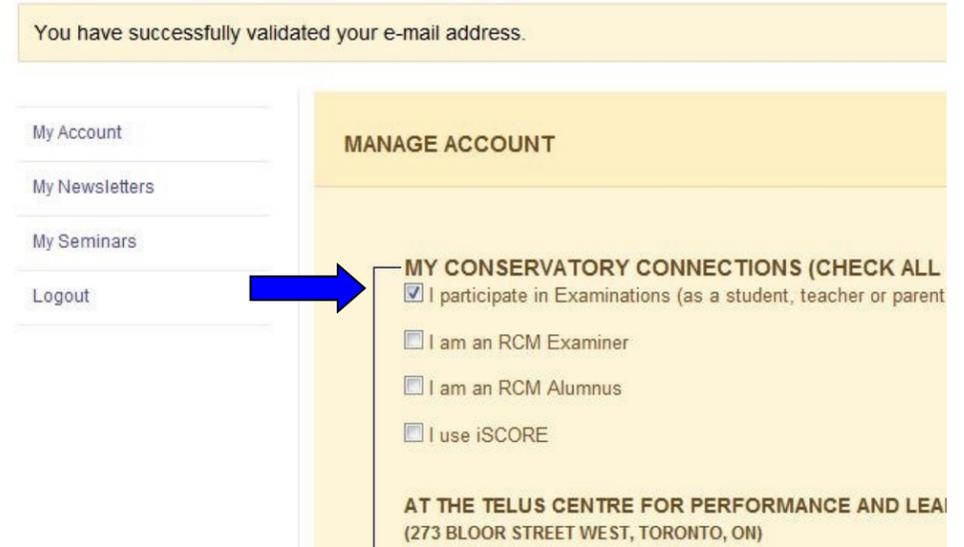
**Step 1:** Go to [www.rcmusic.ca](http://www.rcmusic.ca) and click LOGIN at the top right of the home page



**Step 2:** Click Sign up for an RCM account



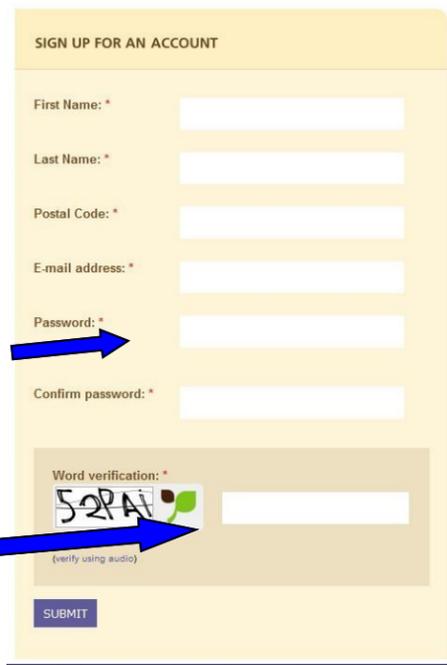
**Step 6:** The link from the e-mail will bring you to this page. Click to check the first box as seen below.



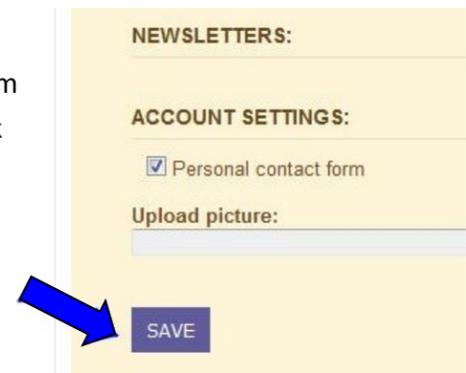
**Step 3:** Fill in your basic profile information. (Parents, please use your first and last name)

The password needs to be a minimum of 6 characters and needs to include a symbol such as /.!#\* (an example could be: Qwerty123!)

You will also need to complete the word verification at the bottom before you click submit.



**Step 7:** Then scroll down to the bottom of the page to click SAVE.



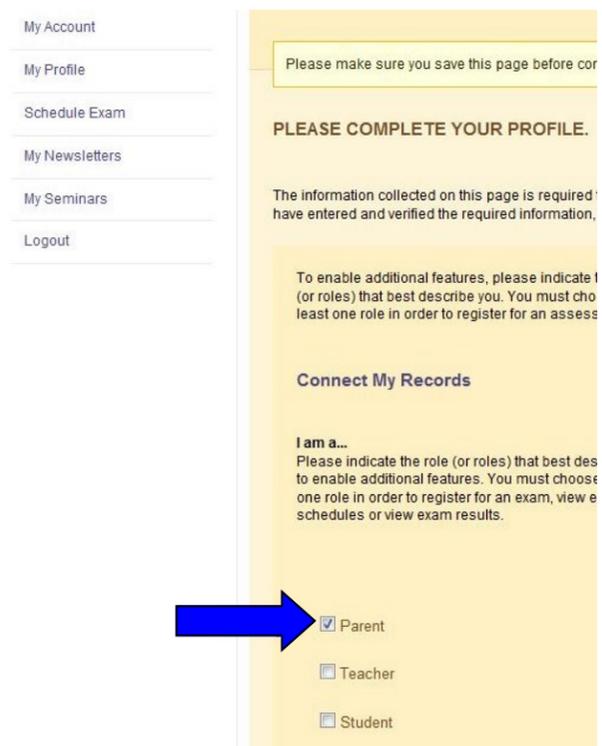
**Step 4:** You're on your way, but not there yet! Click LOGOUT and close your internet browser



**Step 5:** Check your e-mail. (The one you just used to sign up with in Step 3). There will be a message from The Royal Conservatory validating your e-mail address with the Subject line "Account details at RCM Examinations". Click the link in the e-mail one time (no double-click necessary).



**Step 8:** Click the box next to Parent to select this role.



**Step 9:** Complete the remaining profile information and then click Save and Continue.

First Name: \*  
Kelsie

Last Name: \*  
MacTavish

Address: \*  
356 Main Street

Address 2:  
# 205

City: \*  
Salmon Arm

Province: \*  
British Columbia

Phone: \*  
250-864-2268

Mobile Phone:

Postal Code: \*  
V6T 4S4

Save and Continue

Facebook YouTube Twitter RSS Feeds

**Step 10:** You now have a My Family tab. Add your child(ren) to your Family List using the ADD NEW FAMILY MEMBER area on the right side of the screen.

If your child has taken an exam, they have an RCME #. Click yes and enter the RCME number and Date of Birth (if you don't have this information, please call and we can look it up for you 1-800-461-6058). Then click Add Existing Student.

My Account  
My Profile  
**My Family**  
Schedule Exam  
My Newsletters  
My Seminars  
Logout

**MANAGE YOUR FAMILY**  
Manage family - [View family exams](#)

Name	RCME Number	Confirmation No.	Description
There is no exam data for this session available.			

**ADD NEW FAMILY MEMBER**  
Does the family member have a RCME Number?:  
 Yes  
 No

RCME Number:  
Date of Birth (mm-dd-yyyy):  
Add Existing Student

If your child has not taken an exam before, click No and fill in the profile information and click Add To Student List. (The RCME # will be created and added to the account for him/her when he/she is registered for his/her first exam.)

**MANAGE YOUR FAMILY**  
Manage family - [View family exams](#)

RCME Number	Name
07S [redacted]	[redacted]   register exam
08W [redacted]	[redacted]   register exam

**ADD NEW FAMILY MEMBER**  
Does the family member have a RCME Number?:  
 Yes  
 No

Please enter the student's name as it should appear on their certificate.  
First Name: \*  
Last Name: \*  
Email Address: \*  
Date of Birth (mm-dd-yyyy): \*  
Address: \*

**Congratulations—you've done it!** Now click LOGOUT at the top of the screen to save it in the system. LOGIN again using your e-mail address and the password that you created in Step 3. Now you can look up results, register for exams, update your information, see past examinations, print program forms and more!

Please feel free to call if you have any questions and Candidate Services would be happy to help you 1-800-461-6058.

