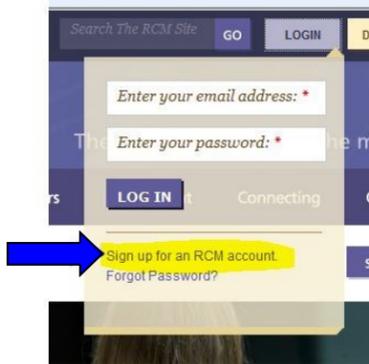


# Steps to Set Up an RCM Account

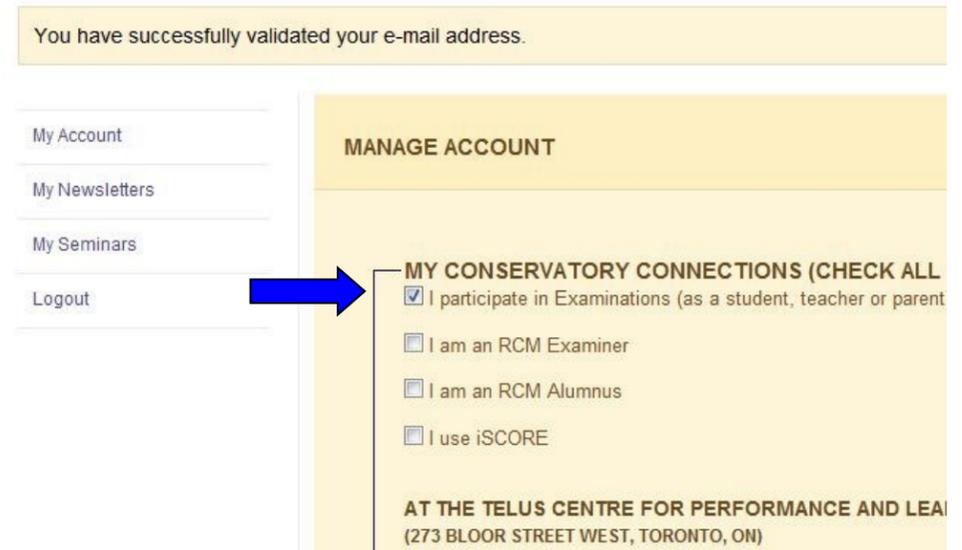
**Step 1:** Go to [www.rcmusic.ca](http://www.rcmusic.ca) and click LOGIN at the top right of the home page



**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.

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 Student to select this role.

If you are a new RCM student signing up for the first time, click "No" when asked if you have an RCME Number above. A new number will be generated for you when you complete the profile page, click "Save and Continue".

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

**Step 10:** You now have a My Exams tab. Your exam history and results will appear here.

The form contains the following fields:

- 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

The 'MY PREVIOUS EXAMS' table is as follows:

Session	Subject	Honors	Status/Mark
2011/January	ARCT Piano Performers 11		
2006/January	Piano 10		
2005/May	History 3: 19th Century 5		
2004/May	History 2: Middle Ages 4		
2003/May	Intermediate Harmony 4		
2003/June	Piano 9		
2002/May	History 1: An Overview 3		
2001/May	Basic Harmony 3		
2001/June	Piano 8		

**Congratulations—you've created an account!** 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.

