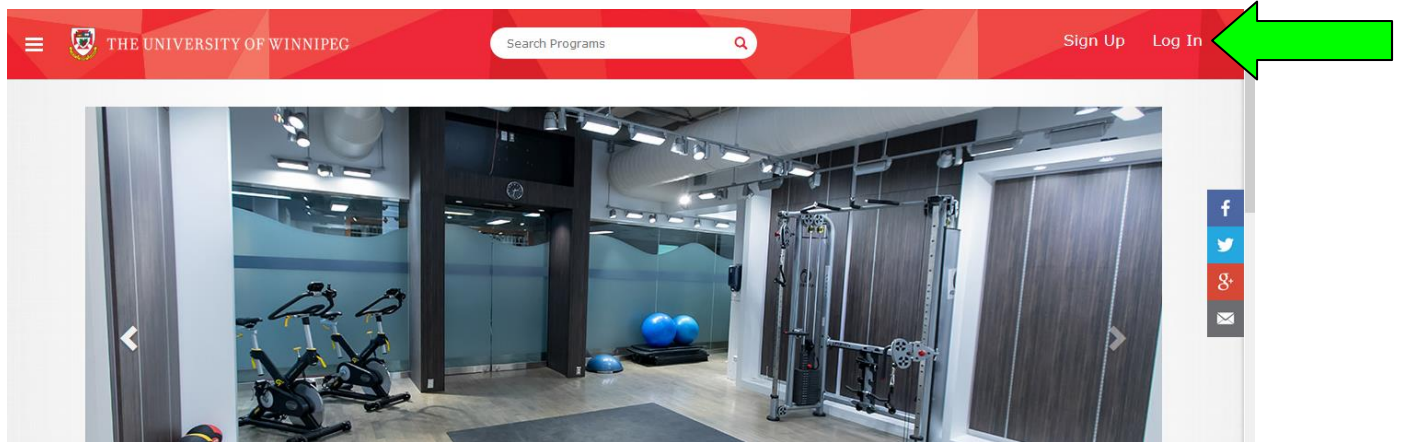




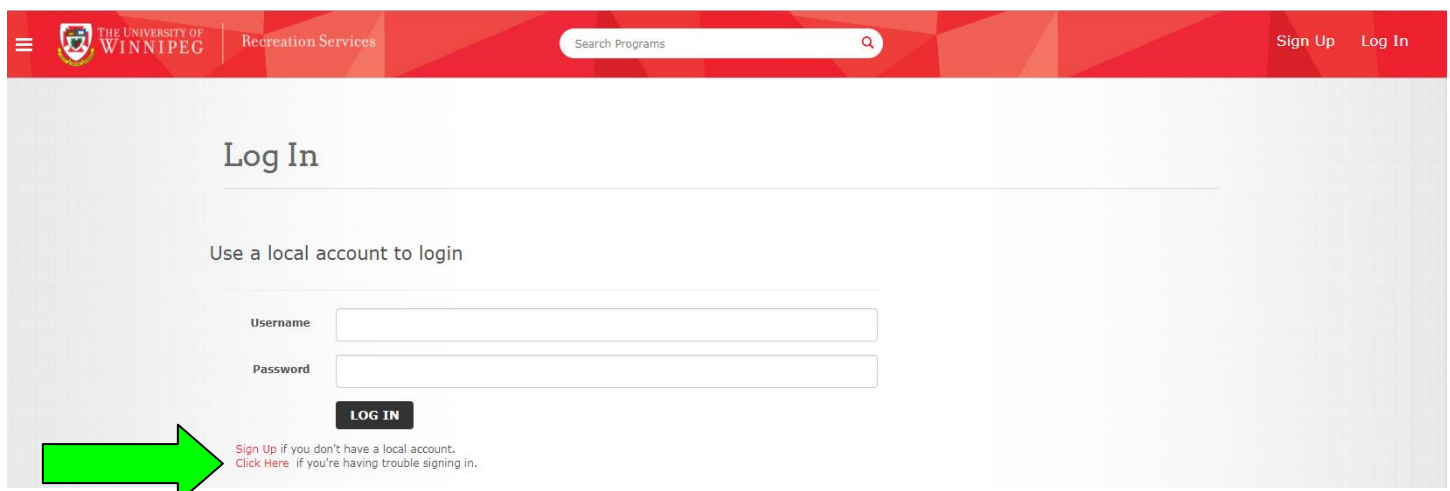
Logging in to the Online Portal for the First Time (Student Members)

The following are step-by-step instructions to log-in to the University of Winnipeg Recreation Services Portal. Please have your University of Winnipeg single log-in username ready. The Portal allows students to register for programs and intramurals, view facility schedules, and book squash/racquetball/handball courts.

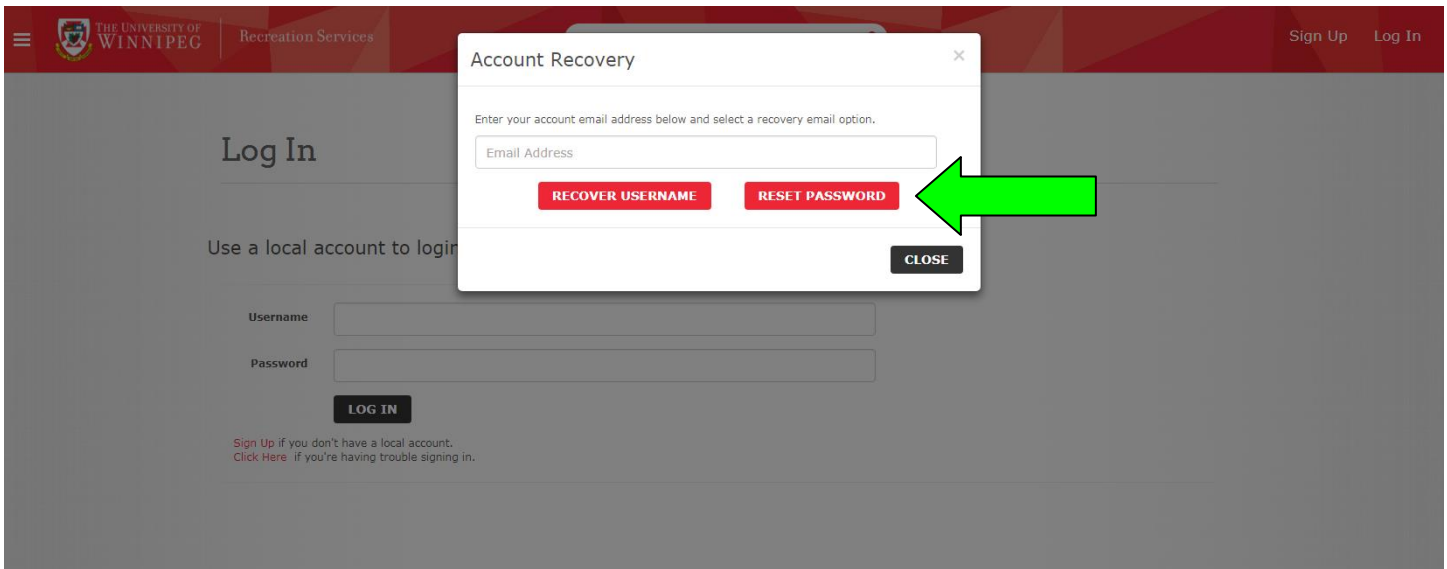
1. To start, open a browser and go to the Recreation Member Portal at <https://recreationservices.uwinnipeg.ca>. From here, you'll want to select the "Log In" option in the upper right corner.



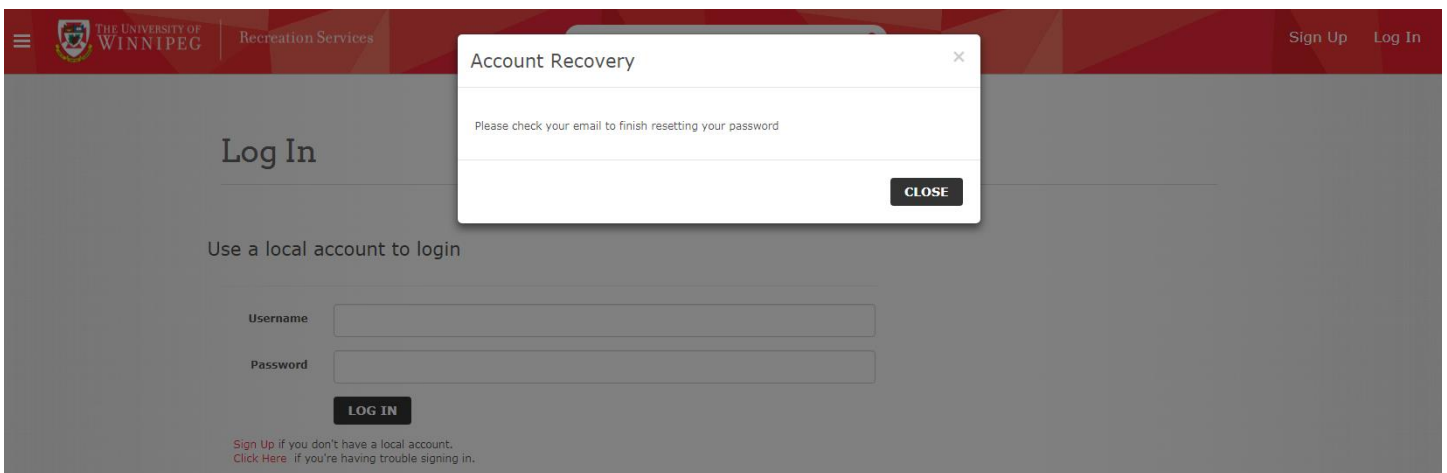
2. Select "Click Here if you are having trouble logging in".



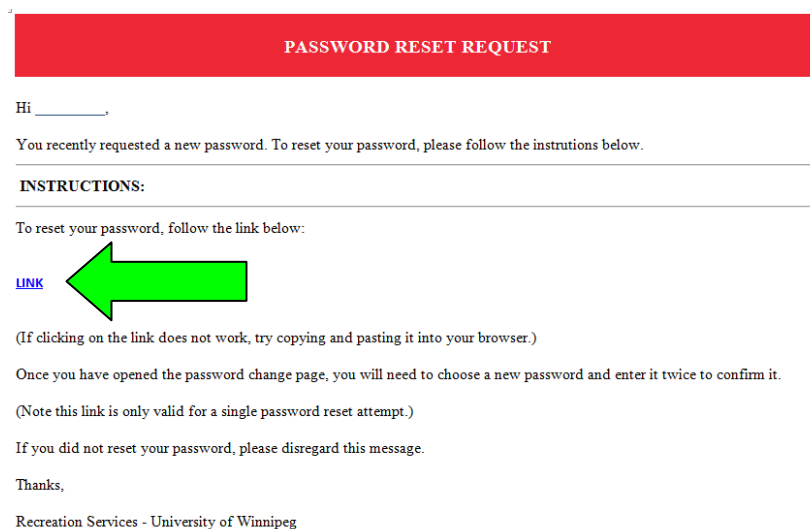
3. Enter your University of Winnipeg email address (ex. username@webmail.uwinnipeg.ca) and select **"Reset Password"**.



4. Check your University of Winnipeg inbox for an email from recreationservices@uwinnipeg.ca entitled "Password Reset Confirmation" and follow the link to choose a password.



The email will look like...



5. Choose a password that meets the minimum password requirements.

The screenshot shows the 'Change Password' page. At the top, there is a red navigation bar with the University of Winnipeg logo, 'Recreation Services', a search bar, and 'Sign Up' and 'Log In' links. The main heading is 'Change Password'. Below it, a list of password requirements is provided: 'Must be at least 9 characters long', 'Must contain a number', 'Must contain a lower case letter', 'Must contain an upper case letter', 'Must contain a non-alphanumeric character', and 'Must not contain username'. There are two input fields: 'New password' and 'Confirm new password'. A 'SET PASSWORD' button is located below the second field.

6. You may now log in using your University of Winnipeg username and your chosen password.

The screenshot shows the 'Log In' page. It features the same red navigation bar as the previous page. The main heading is 'Log In'. Below the heading, the text 'Use a local account to login' is displayed. There are two input fields: 'Username' and 'Password'. A 'LOG IN' button is positioned below the password field. At the bottom, there are two lines of text: 'Sign Up if you don't have a local account.' and 'Click Here if you're having trouble signing in.'

*Need assistance with other tasks in the online Recreation Portal?
Please contact recreationsservices@uwinnipeg.ca or call 204.786.9349*