Steps to Set Up an RCM Account

<u>Step 1</u>: Go to <u>www.rcmusic.ca</u> and click LOGIN at the top right of the home page



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

You have successfully validated your e-mail address.

My Account	MANAGE ACCOUNT
My Newsletters	
My Seminars	
Logout	MY CONSERVATORY CONNECTIONS (CHECK ALL I participate in Examinations (as a student, teacher or parent
	I am an RCM Examiner
	I am an RCM Alumnus
	I use iSCORE
	AT THE TELUS CENTRE FOR PERFORMANCE AND LEA (273 BLOOR STREET WEST, TORONTO, ON)

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

ACCOUNT SETTINGS:
Personal contact form
Upload picture:

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

My Account	è.
My Profile	Please make sure you save this page before cor
Schedule Exam	PLEASE COMPLETE YOUR PROFILE.
My Newsletters	
My Seminars	The information collected on this page is required have entered and verified the required information,
Logout	
	To enable additional features, please indicate ((or roles) that best describe you. You must cho least one role in order to register for an assess
	Connect My Records
	I am a Please indicate the role (or roles) that best des to enable additional features. You must choose one role in order to register for an exam, view e schedules or view exam results.

<u>Step 2</u>: Click Sign up for an RCM account



<u>Step 3</u>: 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.



<u>Step 4</u>: 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).



Parent

Teacher

Student

Connect via... 🖽 Facebook 🕒 Twitter 🚟 YouTube

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



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.

ly Account	MANAGE		11LY		
y Profile	Manage fam	nilv - View fami	lv exams		
Family					ADD NEW FAMILY MEMBER
chedule Exam	Name	RCME Number	Confirmation No.	Descriptior	Does the family member have a RCME
Newsletters					Number?:
Seminars	There is	no exam data	a for this session av	vailable.	Yes No
gout					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.)

IANAGE YOU	JR FAMILY		
lanage family - <u>V</u>	iew family exams		
RCME Number	Name	 ADD NEW FAMILY MEMBE Does the family member I Number?: 	ER have a RCME
07S	exam register	© Yes No	
08W	exam	Please enter the student's name their certificate. First Name: * Last Name: * Email Address: *	as it should appear on
		Date of Birth (mm-dd-yyy	y): *

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.