Registration and Logging into Athena

1. Go to www.mcgill.ca/mcll and scroll down until you see the four tabs listing our current offerings. Click on the + sign next to the lecture/study group you wish to take or learn more about. Click on Learn more to access the registration page.

2. Click + sign to expand.
3. Next page shows the study group description. Click on the + sign to see more details (time and study group type) and to add the study group to your cart.

3. Click **Add to Cart.**
4. Click **Close** if you wish to select more study groups or lectures and repeat previous steps for the additional choices. **Navigate by clicking back button on your browser.** Click **Checkout** when all your choices have been made.

5. Review items in your Cart. Note that the Fee for Study Group is $0.00. You will be charged Full membership fee automatically once you log into Athena. Click **Checkout**.

a) If you haven’t been registered for the Spring/Summer session select **I am a new user**

b) If you registered and paid online select **I have Athena credentials** and enter your username and password

c) If you were registered by the administrator previously and paid by cheque select **Forgot Username** and then **Forgot Password** (detailed steps explained below)

Chose **I have Athena credentials** option and retrieve your username by selecting **Forgot User Name**. You will be prompted to enter your **personal e-mail** and your username will be sent to that email address. Then you need to return to Athena Login page and request your password by selecting **Forgot Password** option. You will be prompted to enter your username and the new password will be sent to your email. Once both are retrieved you can log into your profile and change the username and password.
7. On the next page, your Cart will show the full charge:

8. Continue Checkout and complete the payment.