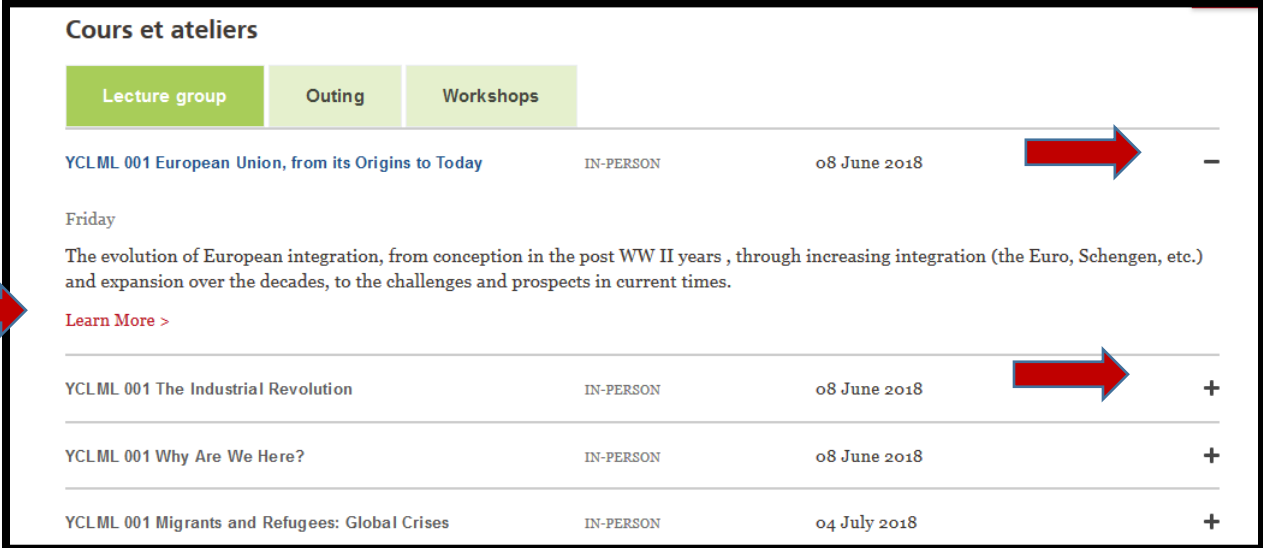


Registration and Logging into Athena

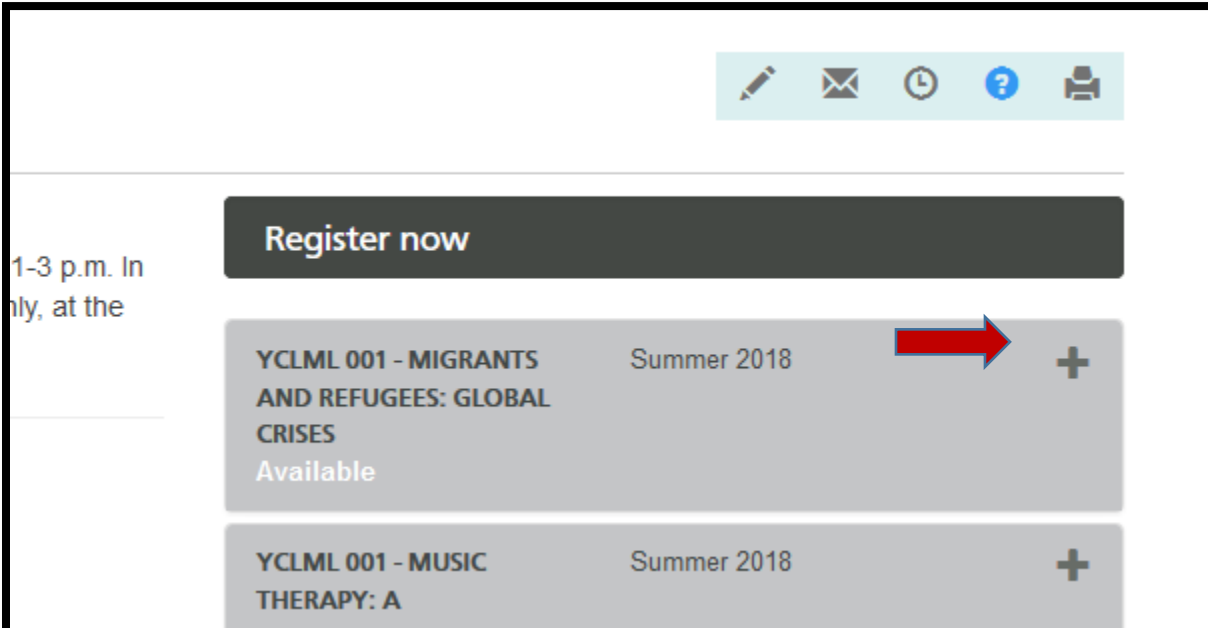
1. Go to www.mcgill.ca/mcll and scroll down until you see the four tabs listing our current offerings. Click on the + sign next to the lecture/study group you wish to take or learn more about. Click on Learn more to access the registration page.



The screenshot shows the 'Cours et ateliers' section of a website. It features three tabs: 'Lecture group' (selected), 'Outing', and 'Workshops'. Below the tabs is a list of lecture groups. The first entry is 'YCLML 001 European Union, from its Origins to Today', which is currently collapsed. A red arrow points to the minus sign on the right of this entry. Below the collapsed entry, the text 'Friday' and a description of the course are visible. A red arrow points to the 'Learn More >' link. The second entry is 'YCLML 001 The Industrial Revolution', which is expanded. A red arrow points to the plus sign on the right of this entry. Below it are two more entries: 'YCLML 001 Why Are We Here?' and 'YCLML 001 Migrants and Refugees: Global Crises', both with plus signs on the right. A red arrow also points to the 'Learn More >' link in the first entry.

Lecture group	Outing	Workshops	
YCLML 001 European Union, from its Origins to Today	IN-PERSON	08 June 2018	-
Friday			
The evolution of European integration, from conception in the post WW II years , through increasing integration (the Euro, Schengen, etc.) and expansion over the decades, to the challenges and prospects in current times.			
Learn More >			
YCLML 001 The Industrial Revolution	IN-PERSON	08 June 2018	+
YCLML 001 Why Are We Here?	IN-PERSON	08 June 2018	+
YCLML 001 Migrants and Refugees: Global Crises	IN-PERSON	04 July 2018	+

2. Click + sign to expand.



The screenshot shows the expanded details for the 'YCLML 001 - MIGRANTS AND REFUGEES: GLOBAL CRISES' lecture group. At the top right, there is a toolbar with icons for edit, email, clock, help, and print. Below this is a dark grey button labeled 'Register now'. To the left of the button, the text '1-3 p.m. In' and 'ly, at the' is visible. Below the button is a list of offerings. The first offering is 'YCLML 001 - MIGRANTS AND REFUGEES: GLOBAL CRISES' for 'Summer 2018', with the status 'Available'. A red arrow points to the plus sign on the right of this offering. Below it is another offering: 'YCLML 001 - MUSIC THERAPY: A' for 'Summer 2018', also with a plus sign on the right.

Register now		
1-3 p.m. In ly, at the		
YCLML 001 - MIGRANTS AND REFUGEES: GLOBAL CRISES Available	Summer 2018	+
YCLML 001 - MUSIC THERAPY: A	Summer 2018	+

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.

Areas of Study | Future Students | Current Students | Career Services | Community | About | Contact us | Catalogue

Canadian Artists on Camera

Language of Delivery: English

To explore our Canadian art heritage, we will view a series of documentary films on prominent Canadian artists. Artists will include Cornelius Krieghoff, Oziás Leduc, Marc-Aurèle de Suzor-Côté, Norval Morriseau, Emily Carr, Tom Thompson, The Group of Seven, Beaver Hall Group, Jean-Paul Riopelle, Guido Molinari, Edmund Alleyn, plus other well-known and lesser-known names. Short presentations by Study Group participants on related topics, recent artists, etc. will be welcomed, but are not mandatory.

Section(s) offered	
YCMS 034 - 129 Available	Fall 2018

School of Continuing Education

3. Click **Add to Cart**.

Areas of Study | Future Students | Current Students | Career Services | Community | About | Contact us | Catalogue

Canadian Artists on Camera

Language of Delivery: English

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Section(s) offered	
YCMS 034 - 129 Available	Fall 2018

Add to Cart

Section Title: Canadian Artists on Camera

Language of Delivery: English

Type: Discussion

Days: Th

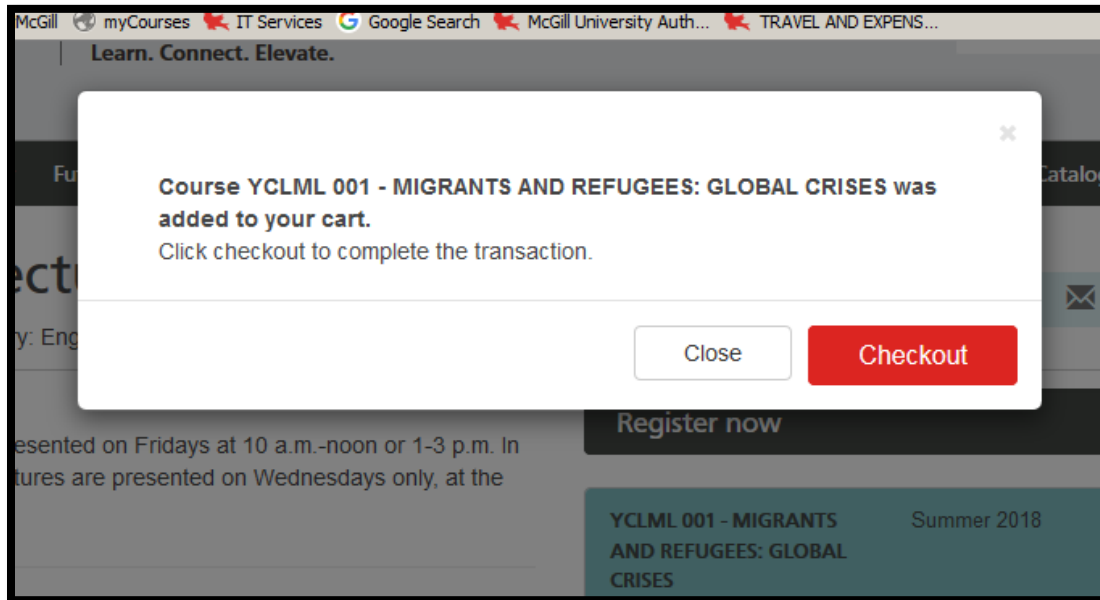
Time: 11:45AM to 1:45PM

Dates: Sep 20, 2018 to Nov 22, 2018

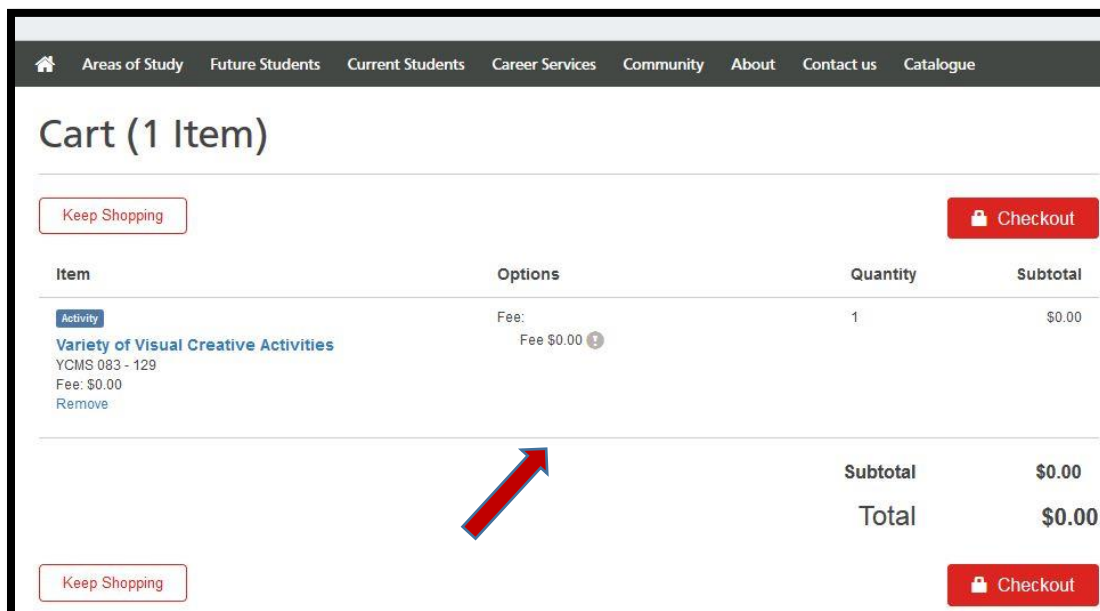
Schedule and Location: [View Details](#)

Contact Hours: 20:00

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 that the Fee for Study Group is \$0.00. You will be charged Full membership fee automatically once you log into Athena. Click **Checkout**.



6. Athena Log In Page.

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)

The screenshot shows a web form titled "Log In or Create an Account". At the top, it says "Please select one of the following options". There are two main sections: "I have an existing account" and "I am a new user".

I have an existing account

- I have McGill credentials**: "Log in using your existing account information." A red "Continue" button is below.
- I have Athena credentials**: "Log in using your existing Athena username and password." It has two input fields: "Athena User Name (case sensitive):" with a "Forgot User Name" link, and "Athena Password (case sensitive):" with a "Forgot Password" link. A red "Continue" button is at the bottom.

I am a new user

Please enter a valid email address to begin. To complete the transaction, you will be asked to create an Athena profile, as well as a unique user name and password.

Email: [input field]

Retype Email Address: [input field]

A red "Continue" button is at the bottom right.

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:

Cart (2 Items)

One or more of the activities you are registering for requires an additional charge for a service or membership. The additional service or membership, listed below, has been added to your cart so that you may complete the transaction. For additional information, e-mail askD.scs@mcgill.ca.

- MCLL Full Membership Winter 2019

[Keep Shopping](#) [Checkout](#)

Item	Options	Quantity	Subtotal
Activity Variety of Visual Creative Activities YCMS 083 - 129 Fee: \$0.00 Remove Save for Later	Fee: Fee \$0.00 ⓘ	1	\$0.00
Other Fee MCLL Full Membership Winter 2019 MCLL Full Membership Winter 2018 - SR0025 Fee: \$110.00 Remove Save for Later	Fee: \$110.00	1 Change	\$110.00
Subtotal			\$110.00
Total			\$110.00

[Keep Shopping](#) [Checkout](#)

8. Continue Checkout and complete the payment.