MFORUM Registration on McGill Marketplace
Before you start your registration...

1) Speak to your supervisor about attending the MFORUM conference

2) Ask for the FOAPAL to charge the $90 registration fee

3) Depending on the FOAPAL, find out who to assign your cart in the MMP checkout process (this may not be your supervisor)
   • This is either the
     • Fund Financial Manager (FFM) or
     • A sponsored Requestor (someone else in your department who has authority to check out carts in MMP)
   • If you are an FFM or Requestor, then you are all set!

Please note: all registrants will receive a confirmation of their registration from rsvp.mforum@mcgill.ca
Step 1: Log in to MMP

1) Use this [link](https://horizon.mcgill.ca/pban1/twblkwis.P_WWLogin?ret_code=v) to log in to the Minerva to access the McGill Marketplace

2) Enter your McGill Username and Password
Step 2: Go to the MMP Home Screen

1) If you land on the user info page, just click on the MMP logo at the top left  OR

2) If you land on the shopping profile page, click “Shop with this profile”
Step 3: Find the MFORUM Registration

1) Select the MFORUM Registration button on the home page
Step 4: Fill out the MFORUM Registration

1) Read the information and fill out the registration form
2) When you are finished, click the “Go” button on the top right
Step 4: Check out

1) Click on Assign Cart*

*(Note: If you are an FFM or Requestor, please proceed directly to checkout and enter the FOAPAL. See video here for further instructions.)
Step 5: Assign your cart (Part 1)

1) Click on “All Assignees”
2) Search for the designated person to assign your cart
3) Select the correct person from the pop up list
Step 6: Assign your cart (Part 2)

1) Write a note to your assignee including your name, supervisor’s name, and FOAPAL

2) Click on “Assign”
Additional Information

Please note: all registrants will receive a confirmation of their registration from rsvp.mforum@mcgill.ca. This will be sent once the Purchase Order is issued through MMP. If you have not received an e-mail, you are not yet officially registered. If you are unsure if your RSVP was received, please email rsvp.mforum@mcgill.ca. Please do not register more than once.

If you have questions or need additional information at any time, please consult these resources:

How to use MMP resources on the Procurement Services website

McGill Procurement Help Desk
Feedback.purchasing@mcgill.ca
514-398-2840