



### Online Registration Instructions for returning Additional Qualification (AQ) Students

If you have attended Nipissing University, have been an Associate Teacher for a Nipissing University BEd. student, or have applied to Nipissing University for any programs in the past, you already have a file created in our system and therefore need to register as a returning student.

If you meet the criteria above and do not know your login information you can complete a search with your surname, SIN or student number [here](#) or alternatively please contact our University Technology Services (UTS) team by email at [techsrv@nipissingu.ca](mailto:techsrv@nipissingu.ca) for assistance with retrieving your account information. Please include in your email your full name, DOB, OCT member number and address you expect we may have on file for you.

If you are registering in a Part II or Part III course, a Statement of Experience form signed by the Superintendent of your Board is required. Please note that the Statement of Experience form is due no later than the last day of the course. This form can be accessed [here](#).

How to online register:

- Access Nipissing University's Home page at [www.nipissingu.ca](http://www.nipissingu.ca) and select the WebAdvisor link at the top.
- Log in. Please note that as of August 2020 your user id has changed. It is a shortened version of your email address, with a suffix of **@my.nipissingu.ca** instead of @community.nipissingu.ca. Your password is initially your date of birth in the following case-sensitive format: Mmmddyyyy (Sep091985) or may be whichever password you have already created. If you cannot remember your username and password, the User Account links may assist you or you can contact our University Technology Services (UTS) team by email at [techsrv@nipissingu.ca](mailto:techsrv@nipissingu.ca) for assistance with retrieving your account information. Please provide in your email, your full name, DOB, OCT member number and address you expect we may have on file for you.
- Once logged in select Additional Qualification Students for your point of entry.
- Select Search & Register for classes.
- Choose the following: Term = AQ21FW, Subject = Education, Location = Online.

- Choose the course you wish to register for by placing a check mark in the appropriate box and submit.
- Confirm your Home and Mailing Address Verification. Make changes as necessary and submit.
- Complete the Choose one of the following: drop down box and submit.
- Continue.
- Complete the payment information and enter Pay Now. Only major credit cards are accepted. Visa, Mastercard and American Express.
- You will receive a Confirmation of Registration letter overnight to the email addresses attached to your student record.

