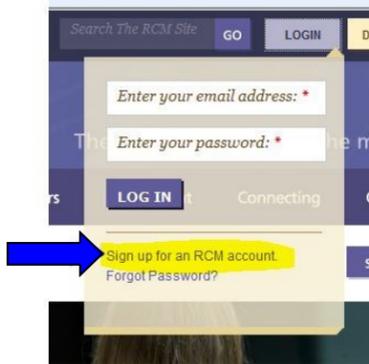# Steps to Set Up an RCM Account
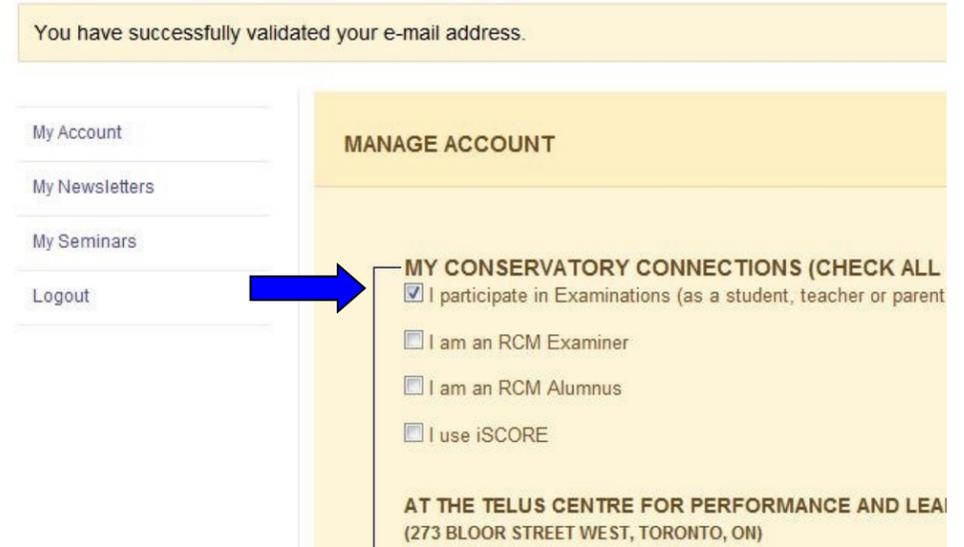
Step 1: Go to www.rcmusic.ca and click LOGIN at the top right of the home page

Step 2: Click Sign up for an RCM account

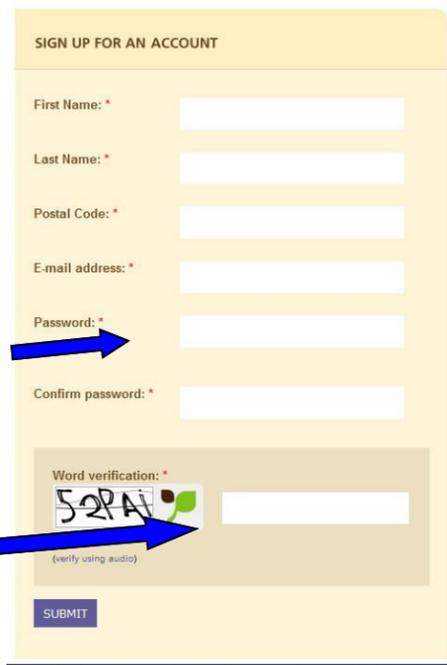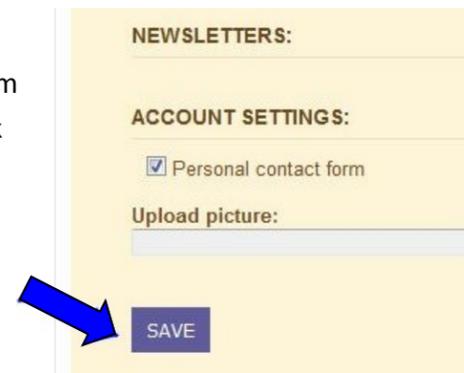**Step 3**: Fill in your basic profile information.

The password needs to be a minimum of 6 characters and needs to include a symbol such as /.!#* (an example could be: Qwerty123!)

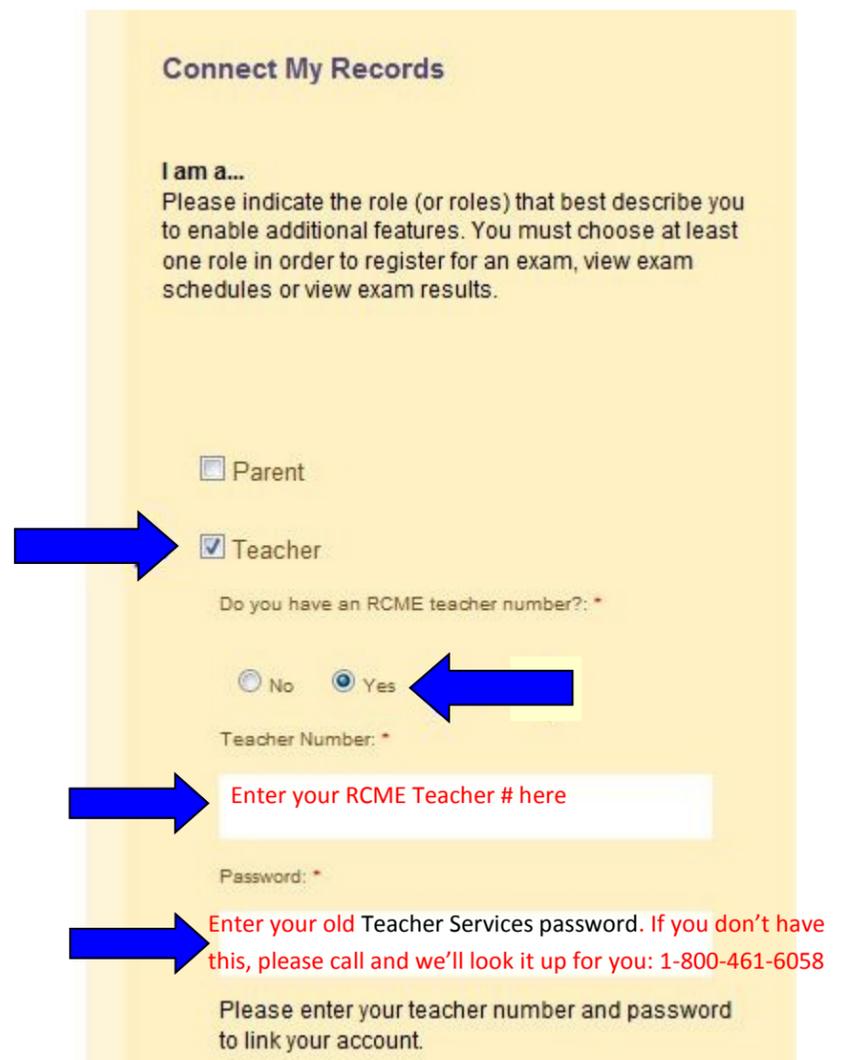You will also need to complete the word verification at the bottom before you click submit.

Step 4: 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).

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

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

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

Enter your RCME Teacher # here

Enter your old Teacher Services password. If you don't have this, please call and we'll look it up for you: 1-800-461-6058

If you are a new RCM teacher signing up for the first time, click "No" when asked if you have an RCME teacher number above . A teacher number will be generated for you when you complete the profile page, click "Save and Continue".

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

First Name: *

Kelsie

Last Name: *

MacTavish

Address: *

356 Main Street

Address 2:

205

City: *

Salmon Arm

Province: *

British Columbia

Phone: *

250-864-2268

Mobile Phone:

Postal Code: *

V6T 4S4

Save and Continue

Facebook   YouTube   Twitter   RSS Feeds

You will be brought to an optional survey page. Please answer the questions on that page to help the RCM better serve you as a Teacher.

Once you click save, you will be brought to the MANAGE YOUR STUDENT LIST page (see Step 10).

Step 10: You now have a My Students tab. Your registered students will appear in the list on the left side of the screen. You can add students that don't already appear in your Student List using the ADD NEW STUDENTS area on the right side of the screen.

If a student has taken an exam, they have an RCME #. Click yes and enter the RCME number and Date of Birth then click Add Existing Student.

My Account
My Profile
My Students
My Family
My Exams
Schedule Exam
My Newsletters
My Seminars
Logout

MANAGE YOUR STUDENT LIST

Manage students - View students exams

RCME Number	Name
07S		register exam
08W		register exam

ADD NEW STUDENTS

Teachers who also teach their own children may either list their children under "My Students" or under "My Family", but not both. We recommend that you add your children under "My Family" which offers more flexibility and control over your childrens' accounts.

Does the student have a RCME Number?:

● Yes
○ No

RCME Number:

Date of Birth (mm-dd-yyyy):

Add Existing Student

If the student 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.)

MANAGE YOUR STUDENT LIST

Manage students - View students exams

RCME Number	Name
07S		register exam
08W		register exam

ADD NEW STUDENTS

Teachers who also teach their own children may either list their children under "My Students" or under "My Family", but not both. We recommend that you add your children under "My Family" which offers more flexibility and control over your childrens' accounts.

Does the student have a RCME Number?:

○ Yes
● No

Please enter the student's name as it should appear on their certificate.

First Name: *

Last Name: *

Email Address: *

Date of Birth (mm-dd-yyyy): *

Address

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.

MY ACCOUNT   LOGOUT   DONATE

finest instrument is the mind

About   Connecting   Giving