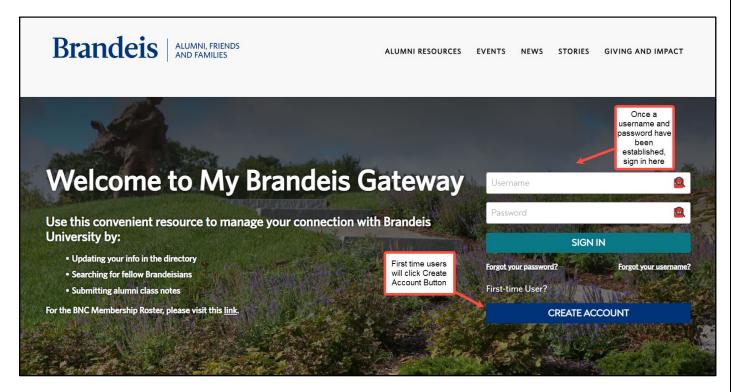
MY BRANDEIS GATEWAY - CREATE ACCOUNT

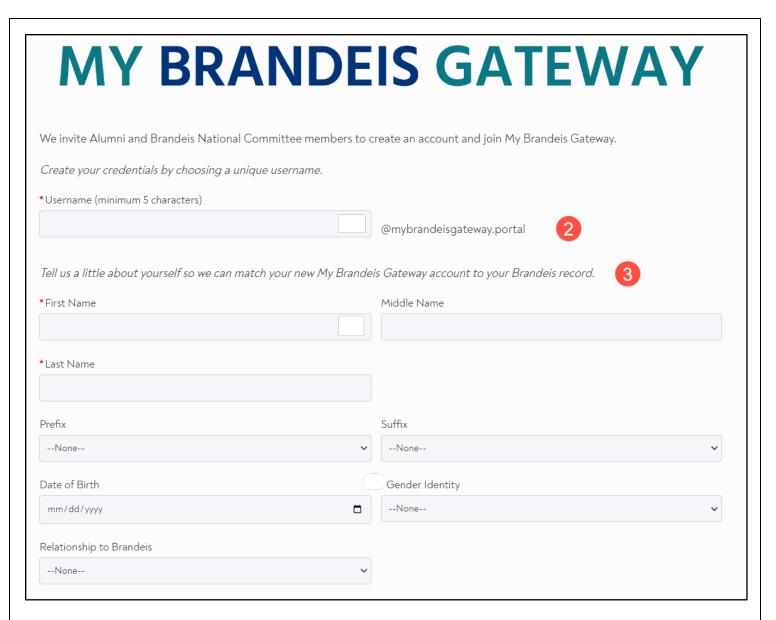
This job aid is intended to instruct users on how to create an account in the My Brandeis Gateway portal. Please use these instructions to create an account for the My Brandeis Gateway: BNC Portal, if you have not already done so.

This portal will allow you to register for BNC Events and Study groups and manage your Profile with Brandeis.

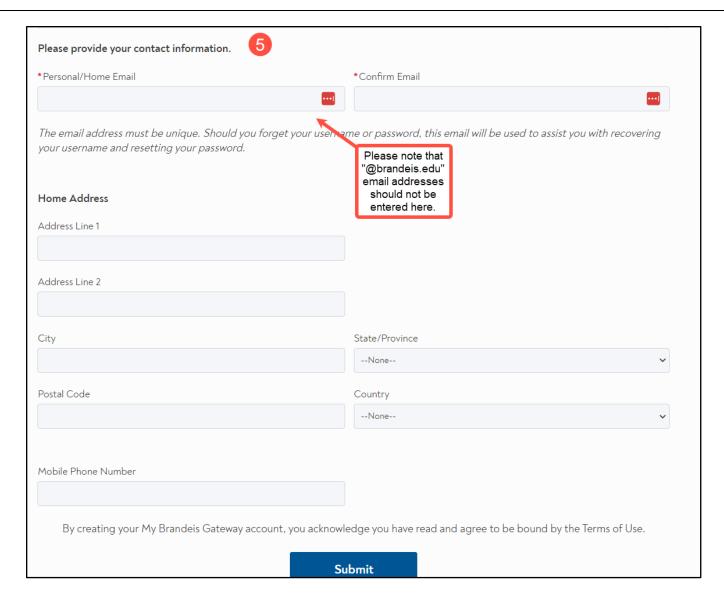
1. If you do not have an account in the system, click the "Create Account" button on the My Brandeis Gateway homepage.



- 2. You will be asked to create a unique username. This is the username you will use every time you log into the portal.
- 3. Enter your first name, middle name (if applicable), and last name. First name and last name are required fields. Optional fields include prefix, suffix, gender identity, and date of birth.
- 4. In the Relationship to Brandeis field, choose BNC Member from the drop down menu. If you are both an alumnus and BNC Member, please choose either Alumni or BNC Member. You will have access to both your Alumni and BNC Member profiles and directories in the My Brandeis Gateway portal.



Enter home contact information. "Personal/Home Email" is the only required field. Note that
 @brandeis.edu email addresses should not be entered here.



6. You will then see a message informing you that a confirmation email will be sent to the email you provided. Check your email for further instructions.

Thank you for registering for My Brandeis Gateway!

A confirmation email will be sent to the email address you provided at registration within 1-3 business days. Please follow the link included in the email to complete the registration process.

Please check your spam or junk folder if you do not see the email in your inbox. If you have any questions, please email crm-help@brandeis.edu.

If you need any assistance creating an account or signing into the system, please email crm-belp@brandeis.edu. For questions related to your BNC Membership, please email BNC@brandeis.edu.