

# How to Create a Client Profile/Account

1

## Go to MyREC

Go to [Halifax.ca/myREC](https://Halifax.ca/myREC)

Click on “Register for a Program”



2

## Click on “Signup”

A screenshot of the Halifax MyREC login/signup page. The page features the 'rec' logo and the 'HALIFAX' logo. Below the logos, there's a red-bordered box containing the text 'Don't have a login? [Signup](#)'. Below this, there's a section titled 'Login to your account' with two input fields: 'Email' and 'Password'. The 'Email' field has a small envelope icon on the right. Below the 'Password' field, there's a link that says 'Forgot password?'. At the bottom of the form, there's a blue button labeled 'Login'.

3

### Complete the Form

Enter the required information in the registration form.

- First Name
- Last Name
- Birthday (Month, Day, Year)
- Email Address
- Mailing Address
  - Civic Number & Street, City, Country/Region, Province, Postal Code
- Primary Phone Type
- Primary Phone
- Primary Phone Ext *(optional)*
- Opt-in to receive promotional email

4

### Confirm & Submit the Form

Click on the **Check Box**, to confirm you are not a robot.

A screenshot of a reCAPTCHA form. It features a checkbox labeled "I'm not a robot" with a red box around it. To the right is the reCAPTCHA logo and "Privacy • Terms" link. Below the checkbox is a green "Submit" button with a red border.

5

### Account Created

You now have a client profile/account!

FYI: You should see a pop-up window in the bottom right of your screen that says "Your account has been created. A temporary password has been emailed to you."

6

### Create a New Password

A temporary password will automatically be sent to the email address you specified when you created your client profile. Select "**Manage Login**" to create a new unique password. You'll need the temporary password sent to your email to create the new one. Remember to click **Save**.

A screenshot of a navigation menu with buttons for "Edit", "Manage Login", "Add Family Member", "Invoices", and "Account Statement". The "Manage Login" button is highlighted with a red box.

A screenshot of a "Manage Login" form. It includes fields for "Username:" (filled with "Ebby.Nielsen@sharklasers.com"), "Current Password:" (filled with "knxo3tr"), "New Password", and "Confirm Password". The "Forgot password?" link is also visible. "Cancel" and "Save" buttons are at the bottom right. Red boxes highlight the password fields.

FYI: If you are successful saving your new password, a pop-up window will appear in the middle of your screen that says "New Password Saved! Close the pop-up & start your search for programs."

If you need additional help, you can always call our Recreation phone line at 902-490-6666 or drop by your [local municipal recreation centre](#).