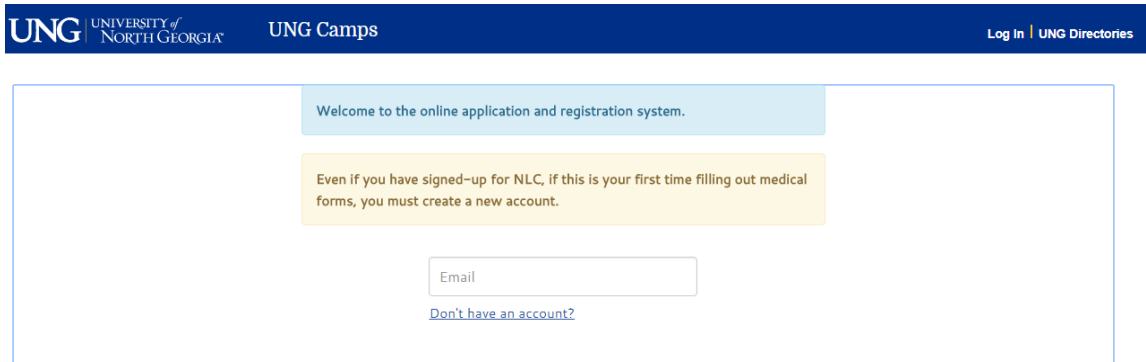
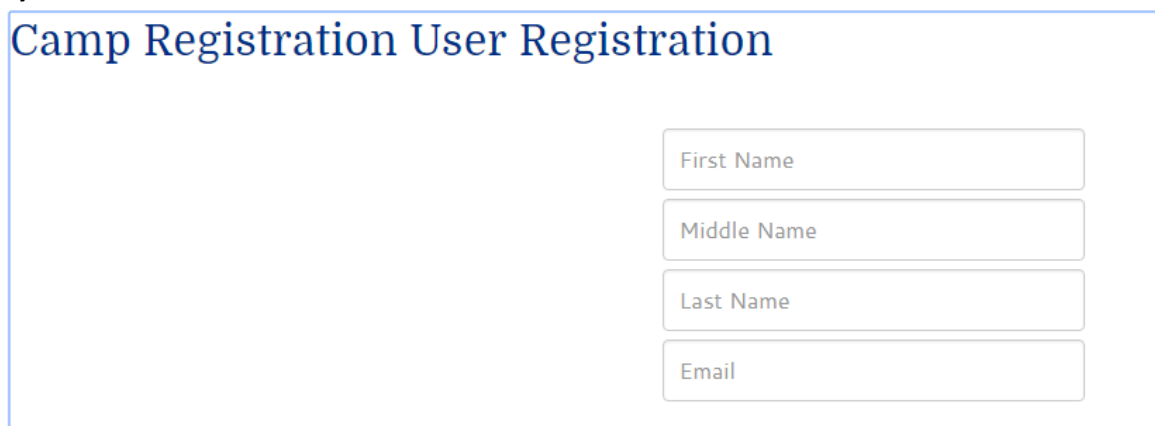


Creating an Account

1. Open a browser and go to the address <https://pcrc.ung.edu> you will see the following screen



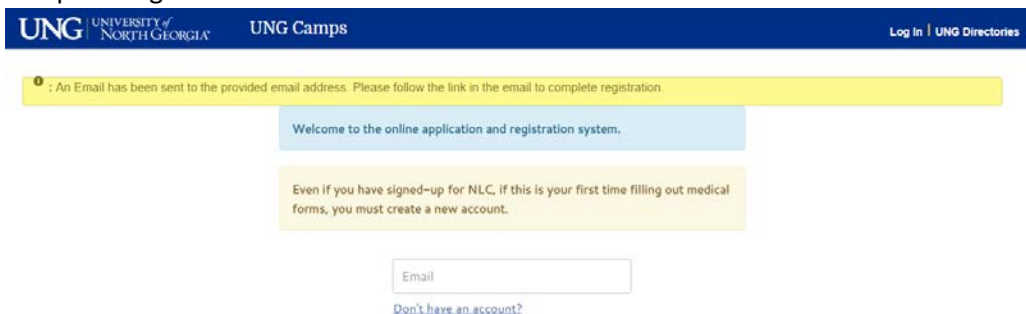
2. If you do not have an account, click on the link “Don’t have an account” and you will see the following screen. If you already have an account go to the section labeled “**Logging into the system**”



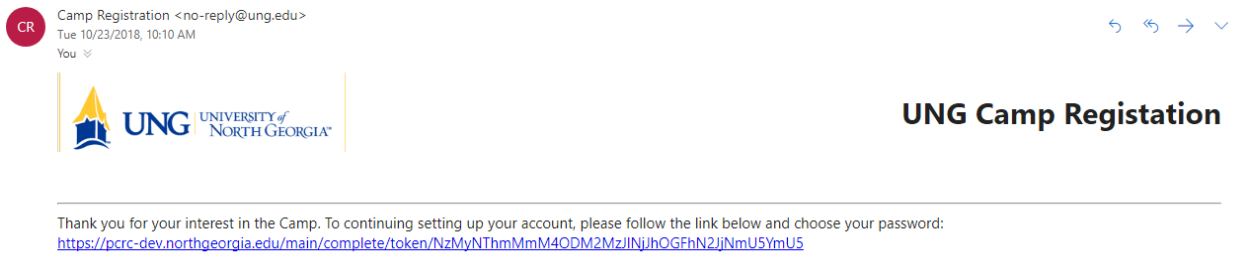
3. Enter in your First Name, Middle Name, Last Name, and the Email Address you would like to use throughout this process. Once all of the fields are filled the **Sign Up** button will appear directly under the Email address you entered. Click this button.



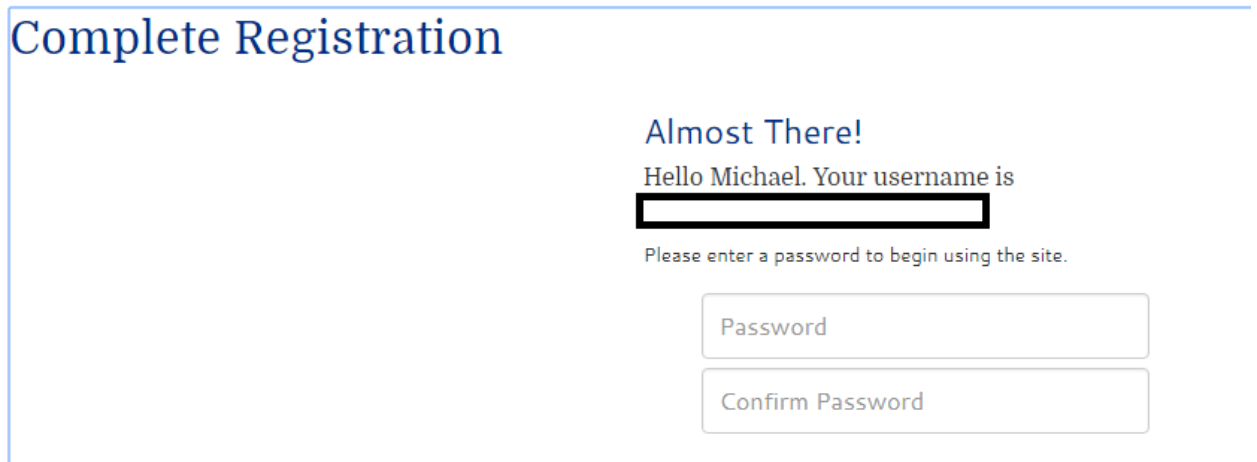
4. You will be taken back to the main login screen where you will see a message in yellow “An Email has been sent to the provided email address. Please follow the link in the email to complete registration”



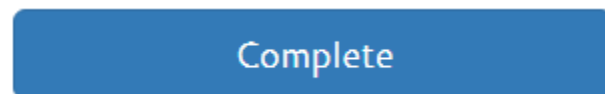
5. Check your email and you should now see an email from **Camp Registration** or no-reply@ung.edu with the subject “UNG Camp registration” and will look like the following (NOTE: your link will be different than the one in the screenshot!)



6. Click on the link provided in the email above and you will be taken to the following screen



7. Enter in a password that must contain an uppercase letter, a lowercase letter, a number, a special character, and be at least 6 characters long. The same exact password must be entered into the Confirm Password text box. Once a password of the correct complexity is entered into both textboxes, the **Complete** button will appear. Click on this button.



8. You are now logged into the system!

*If you need this document in an alternate format for accessibility purposes (e.g. Braille, large print, audio, etc.), please contact Richard Henry: Richard.Henry@ung.edu, 706-867-4447.