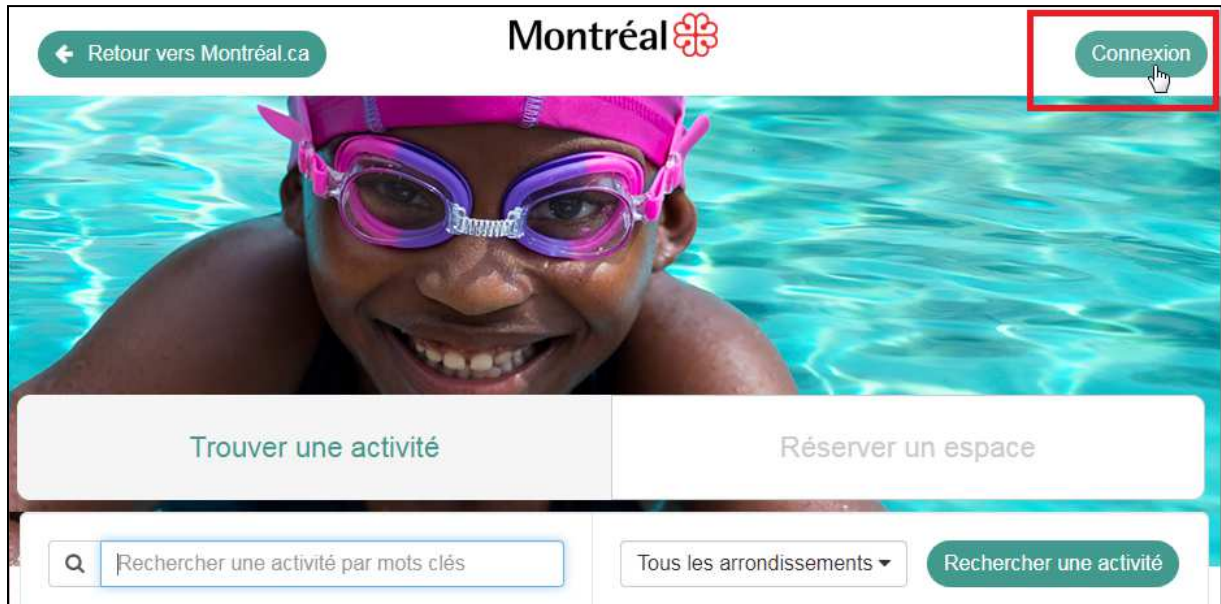


USER INSTRUCTIONS

How to create an account on Loisirs Montréal

Note that you must be age 15 or over to create an account on Loisirs Montréal.

1. Go to the following website: loisirs.montreal.ca
2. On the homepage, click on the button that says **Connexion**.



***Note that the image may change depending on the season.*

3. Click on **Créer mon compte** at the bottom of the window.
4. In the field labelled **Courriel**, enter your personal email address, then click on the button that says **Soumettre**.

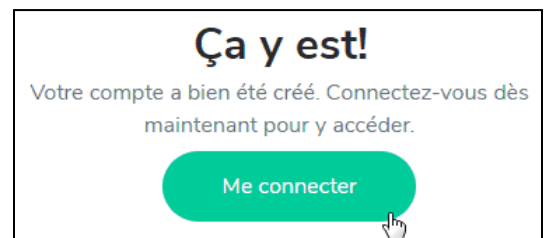
A screenshot of the 'Créer mon compte' form. At the top is the 'Montréal' logo and the heading 'Créer mon compte'. Below is a 'Courriel' label and a text input field containing 'moncourriel@gmail.com'. At the bottom, there is a green button labeled 'Soumettre' with a red arrow pointing to it, and a link labeled 'Se connecter'.A screenshot of the 'Accéder à mon compte' form. At the top is the 'Montréal' logo and the heading 'Accéder à mon compte'. Below are two text input fields for 'Courriel' and 'Mot de passe'. To the right of the 'Mot de passe' field is a link labeled 'Oublié?'. Below the fields is a green button labeled 'Me connecter'. At the bottom, there is a link labeled 'Créer mon compte' with a red arrow pointing to it.

5. You will receive an email from the Ville de Montréal to confirm your email address.



6. In that email, click on the link that says **Confirmer mon adresse** to confirm your email address.
7. Finish creating your account by providing your first name (*prénom*), your last name (*nom*) and a password (*mot de passe*) containing at least 8 characters and at least one letter and one number. Click on **Continuer**.

You will receive a confirmation message. Click on the button that says **Me connecter** to log in and begin a session.



8. You will be redirected to loisirs.montreal.ca. Click again on the **Connexion** button to log in, using your email address and your password.
9. Now, you're ready to activate your profile. You should have your **library card or recreation card** handy, as well as your **phone number** or your **date of birth**, for your first session.

10. A window for activating your profile will be displayed. Click on the button that says **Activer mon profil** in the section **J'ai une carte de bibliothèque ou de loisirs**



11. Enter your card number and your phone number or date of birth and click on **Lier**.

Lier mon dossier

• 12777961545522

Date de naissance

ou

(514) 123-4567

Annuler **Lier**