

## USER SIGN IN INSTRUCTIONS

### Existing Users

If you already have an account, enter your email address and password to log in. The system will check for an existing record.

- If you are matched to an existing record, but don't remember your password follow the steps in the Forgot Password section below.

**Please do not create a new account if you have an existing account.**

### Forgot Password

If you forgot your password, first enter your email address connected to your existing account and select "Forgot Password." This step will generate a numerical code that will be sent to your email inbox. You will be prompted to enter that code into the system before being directed to the page to change your personal password.

### New Users

Select "Sign In" and enter your email address and a unique password. Select "Create Account" if you do not have an existing account, you will be directed to a page to complete your profile.

Once you sign in, please follow these instructions to manage your UR CEL account

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My Profile

My Transcript

Past Certificates

Select this tile to edit details in your CEL profile OR change your password.

Update your profile to include the following information:

- Name
- Email address