How to Register in SAMS

In order to apply for University of Regina awards or scholarships you will need to register in our new awards database, SAMS (Student Awards Management System). To do so, begin by clicking on the "Register" box.

Welcome to SAMS - The Student Awards Management System for the University of Regina

User ID

Password

| **Login** | **Register** |
| Or | |

Continue as Guest

Forgot your password?

Create a User ID. Use something you will not forget. If you get a message that the User ID is already in use, please select a different User ID. Note that your User ID cannot contain special characters.

Create a SAMS User ID
*(Cannot contain spaces)**

Type in your preferred email address in *Email Address* field. It is very important that you type in your email accurately as your temporary password will be sent to you via this email once you are registered in SAMS.

Email Address
*(Password will be sent here, please make sure it is correct)**

Enter your first and last names in the appropriate fields. Make sure to enter them exactly the same as they appear when you log in to UR Self-Service or on your admission application.

First Name*

Last Name

You must enter your first and last name exactly the same as it appears when you log in to UR Self-Service. *

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safa@uregina.ca
Ph: 306-585-4591

Enter your date of birth in Day, Month, and Year format (16-JAN-1980). You can also use the calendar icon for this.

Date of Birth*   DD-Mon-YYYY   ⊞

Enter your *Sask ED Learner ID* (you should be able to obtain this from your high school, it will likely be different from your high school ID number) if you know it. Don't worry if you don't have this number. This is not a mandatory field so you can still continue with registration without it.

Sask Ed Learner ID *(optional)*

Be sure to enter your 9-digit <u>University of Regina</u> *Student ID* correctly! Leave this blank if you are a new student and do not yet know your ID number, but be sure to enter your Sask Ed Learner ID if this is the case (if you have one).

U of R Student ID *(recommended)*

Review all of the information you have filled in to be sure it is correct. Be sure to double check your email address specifically. Once you are sure everything is correct you can click "Submit".

Register	Cancel

You are now a registered user. An email will be sent to you with your username and temporary password. It may take up to 15 minutes to arrive in your inbox so don't panic if you don't see it right away. Also be sure to **check your junk mail** if there seems to be a delay. If you still don't get the registration email, feel free to contact Student Awards and Financial Aid:

Phone: 306-585-4591
Email: safa@uregina.ca
In person: 108 Administration-Humanities Building

You will be prompted to change your password immediately once you log in. Be sure to use a password you will remember as you will want to apply for scholarships each semester you study.

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