1. Log into DECA Ontario Tech Website <u>https://ontariotechu-deca.weebly.com</u>



2. Go to "Delegate" Section and click "Register Now" at the bottom of the page

| ← → C | ☆ 🕝 🛸 📴 : |
|-------------------|--|
| 6 | HOME TEAM DELEGATE EVENTS STAY UP TO DATE |
| DECA | DECA Delegate 2020 |
| | |
| | \$15.00 |
| | Becoming a delegate for Ontario Tech University's DECA chapter! This fee gives you access to this years |
| | events as well as other exclusive opportunities. |
| ONTARIO TECH | DECA - Dream, Inspire, Achieve. |
| | |
| POWERED BY WEEDLY | ERNOW |

3. Fill in information for all 4 sections

| /new/studentRegistration | /studentRegistration |
|--------------------------|----------------------|
|--------------------------|----------------------|

| Personal Information | A definition of the second s | | | |
|-------------------------|--|-------------|----------------------|--|
| The basics | A little bit more | Almost done | Confirm and Complete | |
| | c | | | |
| 1. Personal Inform | nation | | | |
| First Name*: (*) | | | | |
| | | | | |
| Last Name*: (*) | | | | |
| | | | | |
| E-mail*: (*) | | | | |
| | | | | |
| Gender: (*) | | | | |
| Please select your gend | ier 🗸 | | | |
| Birthdate*: (*) | ~ | | | |
| | | | | |
| | | | | |

4. Review and submit

| /new/studentRegistrationConfirmation |
|--|
| |
| ONLINE STUDENT REGISTRATION |
| Welcome to DECA U ONLINE 2020 - 2021 |
| Thank you for registering as a delegate for the 2020 2021 DECA U year. |
| You will receive a confirmation email with your login details shortly; please contact support at register@decau.ca if any information has not been received correctly. |
| |

- 5. Check your email for email from DECA U or Olga Plaglianakos
- 6. Use provided username and temporarily password, click link provided



Your Username<mark>: chaveesnan nagulesvaran@ontariotechu net</mark> Your Password: <mark>ring1nujci</mark> This is your TEMPORARY PASSWORD. Please change your password after you log in to your student control panel to something more familiar.

You can view your control panel by logging in at http://www.decau.ca/new/login

7. Fill in provided login information

| \diamond | | |
|----------------------|-----------|--|
| Username Password | | |
| Forgot your | password? | |

8. Change your password

| \leftrightarrow \rightarrow C \blacktriangle Not secure | decau.ca/new/students/cp |
|---|---|
| | |
| | Control Panel Student Resources Or Online Payment |
| | Welcome to the DECA U STUDENT CONTROL PANEL |
| | The DECA U STUDENT CONTROL PANEL is a work in progress, please report any bugs, errors or glitches to support@decau.ca. |
| | As we progress through the school year, more features and capabilities will be unlocked. Stay tuned! |
| | |
| | PLEASE SET A PERMANENT PASSWORD |
| | |
| | Change Password |
| | New Password |
| | Confirm New Password |
| | Change Password |

9. You are now registered in the system, now moving on to the payment

| e decau.ca/new/students/cp.php |
|---|
| CONTARIO |
| Control Panel Student Resources Of Online Payment |
| Welcome to the DECA U STUDENT CONTROL PANEL |
| The DECA U STUDENT CONTROL PANEL is a work in progress, please report any bugs, errors or glitches to support@decau.ca. |
| As we progress through the school year, more features and capabilities will be unlocked. Stay tuned! |
| |
| A THANK YOU. YOUR NEW PASSWORD HAS NOW BEEN SET |
| |
| |

10. Click "Online Payment"

11. Click "Pay with Card"

| /new/students/studentPayment |
|--|
| CONTARIO |
| Control Panel 🗹 Student Resources 🗹 Online Payment |
| Welcome to the DECA U STUDENT CONTROL PANEL |
| Student Resources |
| Online Payment |
| Online Payment for your DECAU Membership Fee is now available! |
| Please note that refund requests will only be available until October 31st, 2020. If you do not request a refund for your membership fee before October 31st, your membership fee is final and no refunds will be allowed. Pay With Card |
| |

12. Fill in credit card information

| new/students/studentPayment | | | | |
|---|------------------------|-----------------------------|--------------|--|
| Control Panel Student Resources Online | DECAU Student Membe | Ontario ership (\$15.00) | 8 | Student Student Student Settings logout |
| Welcome to the DECA U STUDENT CO | | | | |
| | Fmail | | | |
| Student Resources | | | | |
| Student Acourtes | Card number | | | |
| Online Payment | 🛱 MM / YY | CVC | | * |
| Online Payment for your DECAU Membership Fee is | | | | |
| Please note that refund requests will only be available membership fee is final and no refunds will be all Pay With Card | Pay \$ | 15.00 | for your men | ibership fee before October 31st, your |
| | | | | REAL PROPERTY OF THE |
| | | | | |
| | | | | |
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13. You will receive online receipt