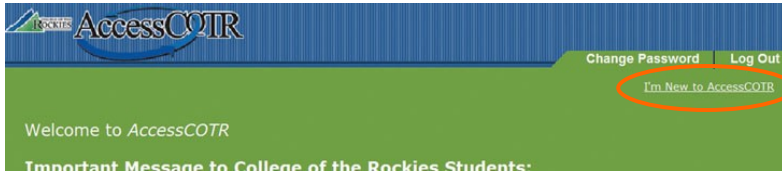


Logging into AccessCOTR

New Students

Logging In For the First Time

Open your web browser and type www.cotr.bc.ca/accessCOTR in the address bar, then follow the steps as outlined below.



Step 1:

When you log into [AccessCOTR](#) for the very first time you will need to select 'I'm new to [AccessCOTR](#) and follow the directions to create your UserID and password.

Step 2: On the "New to AccessCOTR" screen, click OK

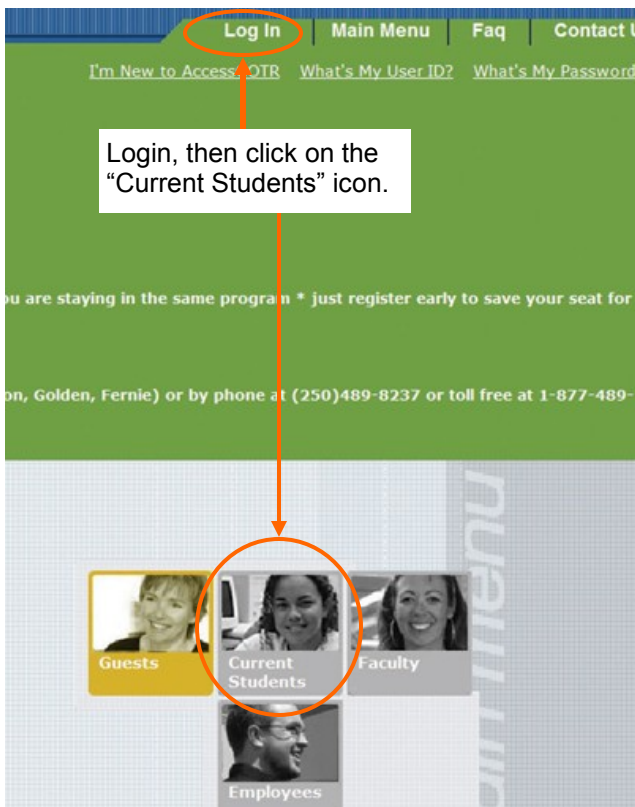
Step 3: Request your User ID. Type your Last Name *plus* your SIN *or* Student Number. Click "Submit".

An email will be sent to you containing your UserID and password. When you login for the first time you will be required to change your password. It may take several hours to receive the email containing your UserID and password. If you require immediate access, call the Registration Office during business hours to set up your account.

All Students

Logging In

Once you have your UserID and password you can access [AccessCOTR](#) through the Student Menu of the COTR main website, or by typing www.cotr.bc.ca/accessCOTR in the address bar of your web browser.



Step 1: Click Log In

Step 2: Click the Current Students icon

From here you can:

- change your user account information,
- check your account balance,
- make payments,
- print your T2202A student tax credit (it will not be mailed to you),
- register for and drop courses,
- manage your waitlists,
- check and/or print your class schedules, and
- access your grades and transcript.



Having problems on a particular screen?

Clicking on the question mark that appears on most screens will open up a HELP dialogue box specific to that screen.

Additional Information

ACADEMIC PROFILE

Grades (Student): Search and view your grades. Select the term you wish to view by clicking the box to the left of the **Term** column. Display your total earned credits in the selected term, total grade points, and term Grade Point Average. Also shows course name, course title, grade achieved and credits earned. Contact us at (250) 489-8237 for more info.

Grade Point Average by Term: You may view your grade point average for any term by clicking on the appropriate check box in the **Choose One Column**. Select transcript grouping from the options presented in the drop-down box (the OFT or WEB will display the same result).

Transcript: The system will display an unofficial transcript for all courses you have taken at this institution along with your earned credits, grade points and cumulative grade point average.

My Class Schedule: View your class schedule for the term you have selected. Students can view their class schedule for terms that have not yet ended. **Print your class schedule** prior to the first day of the term so you can refer to it for scheduling and room number information.

USER ACCOUNT

I'm New to AccessCOTR:

Use this four step process when logging into [AccessCOTR](#) for the first time. You must be a current student, faculty or staff to use this process.

What's my UserID:

If you do forget your UserID use this option to retrieve it. You will be required to enter your last name AND either your SIN (Social Insurance Number) or Student or Employee number (which is your student number with a leading zero (for example, 0912345). Click on Submit and your UserID will be displayed on the screen.

What's My Password:

The 'What's My Password' option assists you in either remembering your password or setting up a new password. Select the option you want from the list and follow the directions on the screen.

Change Password:

To change your password select this option. You will be required to enter your UserID, new password, and confirm your new password by typing it again. You will also be given an opportunity to enter a "password hint". It is strongly suggested that you do enter a password hint even though it is not required. If you have forgotten your password you can choose the 'Reset My Password' link and the system will send a temporary password to you via email.

Address Change:

To add or change address information use the directions on page six, visit the Registrar's Office or email reghelp@cotr.bc.ca. If you choose to email ensure that you include your student number and whether it is a local address (where you reside while attending COTR) or a home address (where you reside when not attending COTR).

FINANCIAL INFORMATION

Account Summary:

This screen presents a summary of your outstanding accounts receivable balance with the College for all terms that you have registered at the College.

- Balance Forward
- Current Charges
- Total Charges
- Student Payments
- Sponsored
- Payment Plans (Deferred Amounts)
- Total Payments & Deferred Amounts
- Refunds
- Total Amount Currently Due
- Amount not Currently Due

Account Summary by Term:

This screen displays charges, payments and outstanding balance of fees for each term you have been at the College of the Rockies.

Make a Payment:

Make a payment on your outstanding fees. All fees are payable on the term's tuition fee due date. Students who are being sponsored are responsible for providing confirmation of sponsorship in writing to the COTR Finance Office by the term's tuition fee due date. Students who have not paid and/or made arrangements for payment by the due date will be taken out of their courses. Fees may be paid by cash, cheque, Visa, MasterCard, Interac or money orders made payable to college of the Rockies. Students can also pay fees via the Internet at: www.cotr.bc.ca/accessCOTR, Internet banking or telebanking at most financial institutions. Make your payment to: *College of the Rockies—Student*



AccessCOTR.

To access your T2202A, look in the Students Menu under the Financial Information heading:

- For your current certificate, click T2202A Information and follow the prompts

Important Tax Information

Your T2202A Tuition and Education Amounts Certificate that you require for your Revenue Canada tax return **will not be sent to you in the mail**. You must download it from

- Only one taxation year at a time is available on line. T2202A certificates for a previous taxation year must be requested. Please include formal first and last name, Student ID number, and the taxation year required. The requests may be either in person, mail, fax, or email to:
Admission/Registration
Box 8500, Cranbrook, BC V1C 5L7
Tel. (250) 489-8237 • Fax (250) 489-8219
Toll Free: 1-877-489-2687, ext. 3237
Email: reghelp@cotr.bc.ca

No T2202A certificate is produced if total eligible fees are less than \$100 for the tax year.

Online Resources at www.cotr.bc.ca

Admissions, Registration, and Fees

Mon - Fri: 9:00am to 4:00pm (Wed to 6:30pm Sept-April)
250-489-8237 or Toll Free 1-877-489-2687 ext 3237

- **Admissions and Registration**
www.cotr.bc.ca/registration
Admissions, registration, **tuition & fees** info
 - Course Schedules
 - Admissions & Registration Forms (includes blank timetable)
- **Apply Online**
www.cotr.bc.ca/accessCOTR
Online Application and Registration
- **Find a Program or Course**
www.cotr.bc.ca/programs
A-Z list, list by Category, Online/Distance, Continuing Education

Student Services

Mon. - Fri. 8:00 am to 4:30 p.m.
250-489-2751 or Toll Free 1-877-489-2687 ext 3243

- **Financial Aid and Awards**
www.cotr.bc.ca/financialaid
Loans, bursaries, scholarships and grants
- **Educational Advising**
www.cotr.bc.ca/edadvising
Assistance with course selection and planning
- **Aboriginal**
www.cotr.bc.ca/aboriginal
Support services for Aboriginal students
- **Disability Services**
www.cotr.bc.ca/disability
Support services for students with disabilities

RESOURCE	WEB SITE
Campus Maps and Hours	www.cotr.bc.ca/location
Important Dates	www.cotr.bc.ca/portal/objects/cal.asp
International Students	www.cotr.bc.ca/INTERNL/
Online or Distance Students	www.cotr.bc.ca/cotronline
Residence (Purcell House)	www.cotr.bc.ca/residence/
Student Handbook	www.cotr.bc.ca/handbook/
Student Resources	www.cotr.bc.ca/students/
Transfer Credit Guide	www.cotr.bc.ca/transfer

For Important Dates go to: www.cotr.bc.ca/portal/objects/