



USING ONLINE SERVICES: *How to create an online account*

UIC Students / Campus Recreation Members ONLY

- If this is your first time using Online Services, go to the UIC Campus Recreation home page, www.rec.uic.edu.
 - Click on the “Register Online” icon.
 - Select the [Forgot your username / password? Option](#). **Do not select JOIN NOW!**
 - **Please note: The site is best viewed with Internet Explorer.**
- Enter your email address. *Please make sure to use the email address that is on file with Membership Services.* You may be asked for your *member number* (UIN), which can be located on your I-card.
- You will be prompted to update your password and username.
- Once you have a user log-in and password you may register online for Group Swim and Parent Tot Lessons, Group Fitness Session classes and Instructional Programs. You will also be able to view your account information and transactions.
- If you need assistance or have any questions, please contact Natalie, Assistant Director - Membership Services, at ndachn1@uic.edu or (312) 413 – 5162.

How to log-in to Online Services

- On the left hand side of the Campus Recreation home page (www.rec.uic.edu) under PROGRAM REGISTRATION click on the “Register Online” icon. It will take you to the following link, <https://online.spectrumng.net/UIC/> you will see a member log-in box (example above), enter the appropriate information.
- Once you have entered the site for the first time, you will be prompted to change your password and username. After your first time you can access this option by selecting “Change Username / Password” on the left hand side.

How to sign up for Group Swim and Parent Tot classes, Group Fitness Session classes, and Instructional Programs Online

- Log into Online Services
- On the left hand side under 'Program Registrations' click on **Sign up for a Program**
- Select the **current session** (e.g. Spring 2012) and **site** (e.g. Student Recreation Facility or Sports and Fitness Center)
- To view the classes, expand a category by clicking on the '+' sign
- Click on a course and view detail; a description, class times and cost will be displayed
- Select '**add to cart**'
- Read the waiver and check the accept box, then hit continue
- Select continue to cart
- Payment summary screen will appear
- Enter payment information
- Confirm the email for the receipt to be sent and a second email if entered
- Select submit payment
- After payment is processed a receipt will appear on your screen
- To check your registration, on the left hand side select current reservation
- Enter a date range for the class e.g. program length is 2/1-2/28 and registered classes may be viewed
- On the left hand side select transaction listing and payments will be shown

Please note that ALL Group Swim Lessons and Parent Tot classes, Group Fitness Session classes, and Instructional Program registration will be done online, ONLY. If you need any extra assistance please contact the following Coordinators:

- ***Aquatics:***
 - ***Chris Stachewicz***
 - [***cstach@uic.edu***](mailto:cstach@uic.edu)
 - ***(312) 413 – 5161***
- ***Group Fitness Session & Instructional Programs:***
 - ***Fern DeLima***
 - [***fdelima@uic.edu***](mailto:fdelima@uic.edu)
 - ***(312) 413 – 5154***