

Student Quick Start Guide

University of Manitoba – Extended Education Registration System

Welcome

This guide will walk you through:

1. Creating your student profile
2. Registering for a course

Follow the steps below to get started quickly and easily.

Part 1: How to Create Your Student Profile

Getting Started

To register for courses, you'll first need to create a student profile.

Creating your profile only takes a few minutes and gives you access to course registration, receipts, and account information.

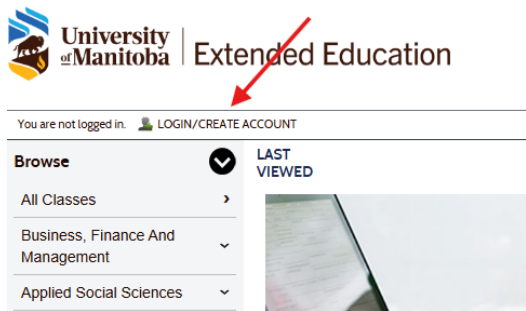
If you have already created a profile but do not remember your username and/or password, please use the "Forgot your username?" or "Forgot your password?" links for assistance. DO NOT CREATE A NEW PROFILE. Please contact extended@umanitoba.ca if you need any assistance.

Before You Begin

Fields marked with a red asterisk (*) are required and must be completed.

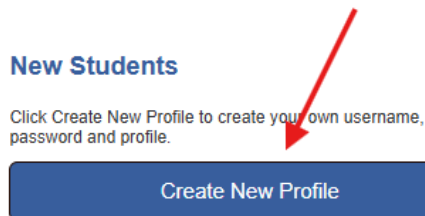
Step 1: Access the Registration Page

1. Visit: <https://umanitoba.augusoft.net/>
2. Click **"Login/Create Account"**



Step 2: Select “Create New Profile”

- Click “Create New Profile”



Step 3: Create Your Login Information

Fill in your account details:

- **Username** (minimum 6 characters)
- **Password** (minimum 12 characters, must include numbers and a mix of uppercase/lowercase or special characters)
- **Password hint**
- **Security question & answer**

👉 Tip: Choose a password you'll remember but keep secure.



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search for a class... **GO**
advanced search options >

You are not logged in. [LOGIN/CREATE ACCOUNT](#)

VIEW CART (0)

Browse

- All Classes >
- Business, Finance And Management ▾
- Applied Social Sciences ▾
- Process And Technology Management ▾
- Adult Education, Development Design And Instruction ▾
- Public Sector And Municipal Administration ▾
- Professional Development In Higher Education Admin ▾
- Pathways To Degree Studies ▾
- Course Series >
- Contact Us >
- FAQ >
- Search >



LAST VIEWED

Create New Student Profile

Already have a Profile? → [Login](#) or [Forgot Password](#)

* denotes required information.

STEP-1

STEP-2

Username*

Username: minimum 6 characters

Password*

Password: minimum 12 characters, must contain a number and any two of the following three: upper case, lower case, special characters (for example: !@#\$%^&*)

Password Strength

□□□□

Re-enter password*

Password hint*

Identity Verification Question*

None specified ▾

Identity Verification Answer*

Step 4: Enter Your Contact Information

- Email address (entered twice)
- First and last name

Note: Previous UM students - **Legal Name Change**

- If you have changed your name since last attending the University of Manitoba, your student records will remain under your previous name until you update it through the Registrar's Office.
- All official documents—such as transcripts, enrollment letters, and parchments—will be issued under your previous name until the change is processed.
- To have documents issued in your new name, you must submit a formal name change request with supporting documentation to the Registrar's Office. Once you have access to Aurora, you may submit a request to have your name changed. [Legal Name Change](#)

E-mail*

[Privacy Statement](#)

Re-enter E-mail*

First name*

Preferred Name (ONLY ENTER IF different
from first name)

Middle Name

Last name*

Former Last Name (as a U of M student) -
ONLY ENTER IF DEFFERENT

Step 5: Add Your Address

- Primary Address Type
- Country
- Address
- City, Province, Postal code
- Phone

Primary Address

Primary Address
Type*

--select one--

Country*

Canada

line 1 > Address*

line 2 > Address

City*

Province*

Manitoba

Postal Code*

Secondary Address

☐ Same as Primary Address

Secondary Address
Type

--select one--

Country

Canada

line 1 > Address

line 2 > Address

City

Province

Manitoba

Postal Code

Phone*

None specified

999-999-9999

EXT

Additional phone

None specified

999-999-9999

EXT

Step 6: Additional Information

- Birthdate
- Immigration Status
- Is English your first Language
- Country of Birth
- Employer/Professional Association
- Company Type
- Education level
- Mail preference

* denotes required information.

STEP-1

STEP-2

Birthdate *

Race/Ethnicity

Immigration Status *

Country of Citizenship

Country where the Learner has citizenship

Is English your first Language *
☐ Yes ☒ No

Country of Birth *

Country where the Learner was born

Employer/Professional Association *

Company Type *

Education Level *

Mail preference
May we include you on our email list?*

☐ Yes ☐ No

Submit

Cancel

Step 7: Submit Your Profile

1. Review your information carefully
2. Click **“Submit”**

Your account will now be created and ready to use.

Part 2: How to Register for a Course

Before You Begin

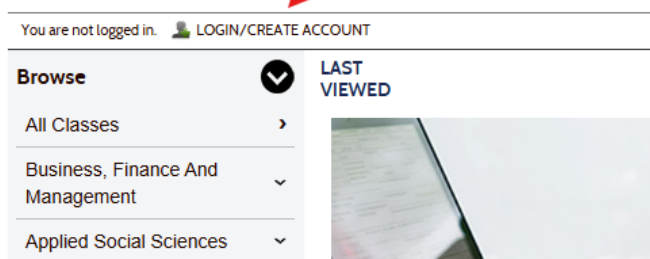
- You must have a student profile
- Fields marked with a red asterisk (*) are required

Step 1: Log In to Your Account

1. Go to: <https://umanitoba.augusoft.net/>
2. Click **“Login/Create Account”**
3. Enter your username and password

👉 If you don't remember your login details:

- Click **“Forgot your username?”** or **“Forgot your password?”**
- **Do not create a new profile**

This is a screenshot of the 'Sign In' form. At the top, it says 'Sign In' in blue. Below that is a message: 'Use your username and password to sign in here. Please note that the password is case sensitive.' The form contains three input fields: 'Select User Type' (a dropdown menu), 'Username', and 'Password' (which has an eye icon for toggling visibility). Below the 'Password' field are two links: 'Forgot your username?' and 'Forgot your password?'. At the bottom of the form is a blue button labeled 'Sign In'.

Step 3: Search for Your Course

You can either:

- Filter by term
- Click on the **Sort by** drop-down menu or,
- Scroll through available courses

 **Tip:** Use **Advanced Search** if you know the course code



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[advanced search options >](#)

Welcome, Kermie [LOGOUT](#)

VIEW CART (0)

Browse

All Classes >

Business, Finance And Management >

Applied Social Sciences >

Process And Technology Management >

Adult Education, Development Design And Instruction >

Public Sector And Municipal Administration >

Professional Development In Higher Education Admin >

Pathways To Degree Studies >

FAQ >

Search >

Menu

Apply To A Program >

Course Series >

Coursera Promotion >

My Profile >

Current Registrations >

My Transactions >

LAST VIEWED

HUMAN RESOURCE MANAGEMENT

HUMAN RESOURCE MANAGEMENT

PUBLIC SECTOR MANAGEMENT

PUBLIC SECTOR MANAGEMENT

Business, Finance and Management >> Human Resource Management

Human Resource Management

Filter by Term: Spring 2026

Changes to any of the page or sort options will immediately update the results.

Sort by: Alphabetical by class name

Showing 1 of 1 pages [Show All](#)

Featured Classes

No Featured Classes today.

Results per page: 12



Human Resource Legislation

Provincial and some federal legislation regulating human resource management will be discussed. The course covers matters arising out of the Labour Re ... [View More](#)

HRM-0110 **Start date:**05/04/26 **Instructional Method:** Online

Please read: Please read: This course includes a final...[More](#)

Instructor : [Mary Kempe](#)



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[advanced search options >](#)

Welcome, Kermie [LOGOUT](#)

VIEW CART (0)

9

Step 4: Add Course to Cart

- Click “Add to Cart”
- Click “Checkout” (top right)



Labour Relations

This course presents the theory and practice of labour relations in Canada; specifically, this course examines the employee relations framework within ... [View More](#)

HRM-0202 **Start date:** 06/15/26 **Instructional Method:** Online

Instructor : [Patricia Sheare](#)



Add to Cart »

View Details »

VIEW CART (1)
 CHECKOUT

HUMAN RESOURCE MANAGEMENT



Step 5: Review and Checkout

1. Review your selection
2. Read the policies
3. Check “Agree to Policies”
4. Click “Checkout”

Shopping Cart

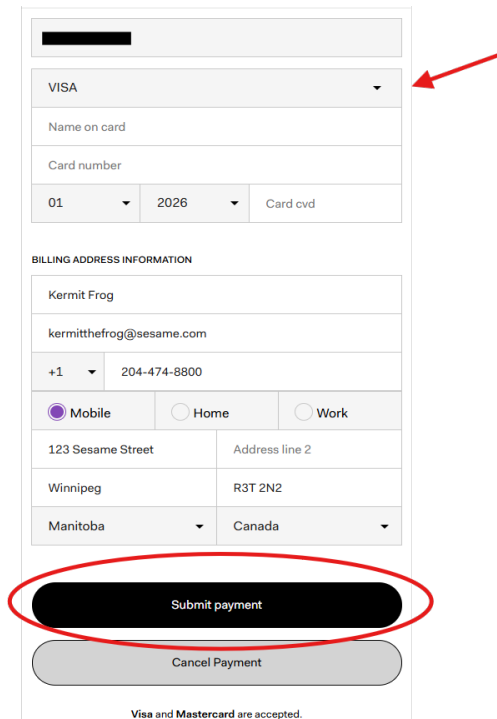
Student Details	Class Details	Amount
Frog, Kermie kermiththefrog@sesame.com 123 Sesame Street Winnipeg , MB R3T 2N2 204-474-8800	Labour Relations, HRM-0202 Start Date: 6/15/2026, Instructor: XXXXXXXXXX	☒ Agree to Policies Remove Class Class Registration Cost XXXXXXXXXX
Total		XXXXXXXXXX
Total		
Checkout		
Checkout Clear Cart Choose Additional Classes		



Step 6: Complete Payment

1. A **payment window** will appear
2. Select your payment method
3. Enter payment details
4. Click **“Submit Payment”**

👉 Sponsored students: contact eeregistration@umanitoba.ca before checkout



The screenshot shows a payment form with the following sections:

- Payment Method:** A dropdown menu set to "VISA". A red arrow points to this dropdown.
- Card Details:** Fields for "Name on card", "Card number", and "Card cvd".
- BILLING ADDRESS INFORMATION:**
 - Company: Kermit Frog
 - Email: kermiththefrog@sesame.com
 - Phone: +1 204-474-8800
 - Location: Mobile (selected), Home, Work
 - Address: 123 Sesame Street, Address line 2
 - City: Winnipeg, R3T 2N2
 - Province: Manitoba, Country: Canada
- Buttons:** "Submit payment" (highlighted with a red oval) and "Cancel Payment".
- Footer:** "Visa and Mastercard are accepted."

Step 7: Confirmation

- You will receive a confirmation email
 - Check your email for important course details
-

Helpful resources

[Online Registration System](#)

[Required Textbooks](#)

[U of M Bookstore](#)

[Aurora How-to](#)

Need Help?

If you experience any issues, our team is here to help!

For assistance with UM Learn, Email, Aurora or UMNNetID contact the [IST Service Desk](#).

For assistance with the online registration system, contact Student Services.

Email extended@umanitoba.ca

Phone: 204-474-8800