GRADUATE COMMONS PROGRAM
EVENT REGISTRATION INSTRUCTIONS

Instructions for First-Time Users:

1. **Only residents of Harvard University Housing have access to register for Graduate Commons Events.** The primary Harvard affiliate on the lease is automatically given an account in GCP's Event Registration system. Click here to begin the logon process. (Please try different browsers if you receive an error message in Internet Explorer).
2. The affiliate should **type their Harvard Housing email account into the "email" field**. If you are unsure which email account you used to register for Harvard Housing, contact your Program Manager via graduatecommons@harvard.edu
3. **Leave the password field blank.** Beneath that field is an option, "Forget Your Password? Click here" Click that link. A password will be automatically generated and sent to that email account. Retrieve the password from your email account and continue the logon process.
4. Return to the logon page, enter this password, select the "Remember me on this computer" checkbox and click "Sign Into Account."
5. From here, you can edit your account information and change your password to something more memorable. You should now be able to register for this event, or any other GCP event.

Adding a Partner or Spouse:

1. The primary Harvard affiliate should sign into their account, together with their partner/spouse.
2. If multiple names appear (spouse/partner), they should click the name of the person you wish to update.
3. Click "Update Account" under the "Options" heading.
   a. Spouse/Partners can update their passwords, email address and contact information here. They will use this information moving forward and will no longer need the Harvard affiliate email address/password combination for GCP events or Room Reservations.
   b. Harvard affiliates can update their passwords here as well.
   c. Use the back button to navigate between names on the account.
4. Enter new password, phone numbers, and email address associated with this name.
5. Click the "Save & Continue" button.
6. Hyperlinks will appear for Event Calendar and Room Reservations, or click "Update Account" under the Options heading to re-edit the account information. Remember, Room Reservations are only available to residents living in the specific property.