

# Passport York

## I am a new employee and I cannot register myself on [mms.yorku.ca](https://mms.yorku.ca). I am getting a Login incorrect error. How do I set up an account?

From a web browser, navigate to <https://mms.yorku.ca>. From there:

1. Click on **Employee Sign Up**.
2. On the following page, put in your employee number and in the password field, type in the last 4 digits of your social insurance number and the last 4 letters of your last name (if there are 4 or less characters, type them all in with no spaces).
3. The next page will prompt you to create a username which will also become your email address. **Username selection is permanent, so please choose carefully.**

Note: The services associated with your account may take up to 24 hours to activate.

It is impossible to create an account without an employee number. If you don't have an employee number, please speak to your manager about the onboarding process.

If you are entering the information correctly and are still getting an error, please send a request to [accounts@yorku.ca](mailto:accounts@yorku.ca).

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