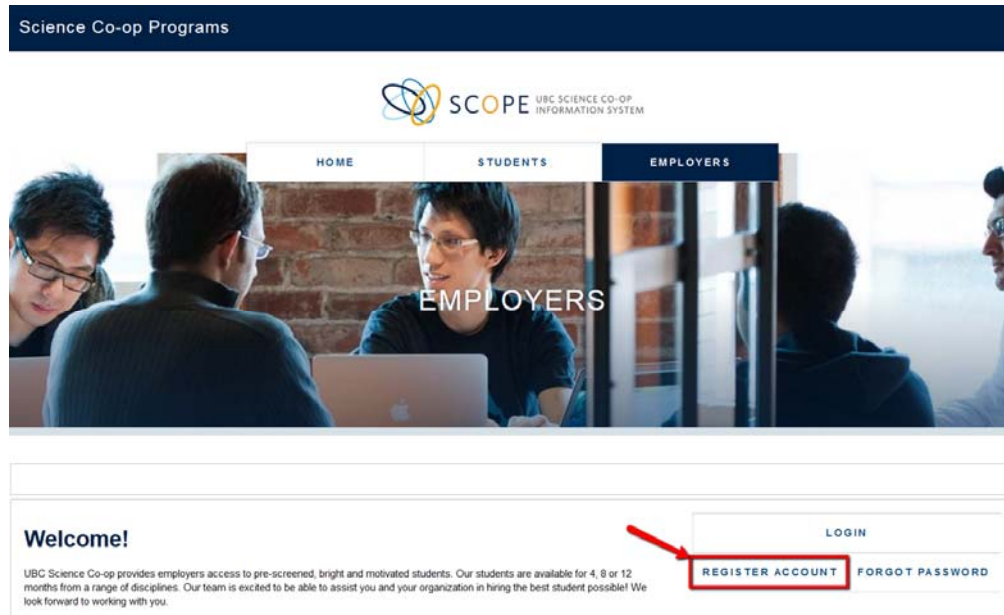


UBC Science Co-op Program

For New Employers – Create a New Account



1. On the home page: <https://scope.sciencecoop.ubc.ca/employers/overview.htm>
Select **“Register Account”**

2. Complete the “New Account Registration” form

Notes:

*For Division, if unknown then use default as “Head Office”

*If your email already exists in the system, it will not allow you to create a new account. Please go back to the home page and use the **“Forget Password”** feature instead to access your Scope account.

3. Click **“Submit Registration”**

Once you have successfully created an account, you will be able to access to UBC Science Co-op Information System. A more detailed user guide can be found on the Main Dashboard of the system.

Thank you for choosing UBC Science Co-op and we look forward to working together with your organization. For any assistance or technical support, contact our office at science.coop@ubc.ca or 604-822-9677.