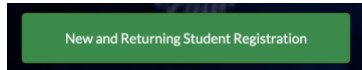


New or Returning Student Enrollment MESA Database 2023-24

To complete your registration to the MESA University Program (MUP), please be sure to use a computer and Google Chrome as the browser (preferred). **DO NOT ATTEMPT TO REGISTER ON A MOBILE DEVICE, as it is not supported.**

1. Go to: mesa.force.com
2. Click on the **Green** button labeled “New and Returning Student Registration”



3. Enter the fields making sure that your name is **accurately spelled**, and DOB is entered **MM/DD/YYYY**
4. Select your Program - **College / University**
5. If you are found in the system (from a previous enrollment with MESA), it will return the following:

A screenshot of the MESA registration form. At the top, there is a search bar with "Search..." and a "SEARCH" button, and a "LOGIN" button. Below the search bar is a blue header with "Registration for New and Returning Students". Underneath, a message reads: "If you are a new or returning MESA student, you can quickly update your profile by filling out the form below." The main form area is titled "Contact: Profile Update" and contains a red message: "We found a matching student. Please provide us with some additional information:". There are two dropdown menus: "* Which school does this student currently attend?" and "* What is their current year in college?". Both dropdowns currently show "--None--". At the bottom right of the form are "Previous" and "Proceed" buttons.

Start typing the name of your school (best to start with typing the city name) and a drop down will fill

6. If not, it will prompt you to create a new student record.

A screenshot of the MESA registration form, similar to the previous one. It shows the same search bar and header. The message below the header reads: "If you are a new or returning MESA student, you can quickly update your profile by filling out the form below." The main form area is titled "Contact: Profile Update" and contains a red message: "There is no record of that student in our system. Would you like to create a new student record?". There are two radio button options: "Yes, I want to proceed to create a student record." (which is selected) and "No, I'm done." At the bottom right of the form is a "Next" button.

7. Enter your year that you are in college, and use the drop down to select your school (will be prepopulated with school name)
8. Enter the information requested in the next pages, **being sure to complete all required fields** marked with a **red asterisk ***.

9. Once you have completed your registration, and submitted the form, inform your MESA director that you need to be approved by them in the system for your enrollment to be complete.