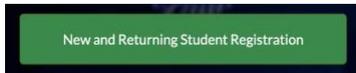


# New or Returning Student Enrollment MESA Database

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](https://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:

The screenshot shows the MESA website header with a search bar and a "LOGIN" button. Below the header is a blue bar with the text "Registration for New and Returning Students". Underneath, there is a message: "If you are a new or returning MESA student, you can quickly update your profile by filling out the form below." The form is titled "Contact: Profile Update" and contains the following text: "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 dropdown menus have "--None--" selected. At the bottom right of the form are two buttons: "Previous" and "Proceed".

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.

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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.