Account Set Up Tutorial

Faculty/staff and students who have an OSU name.#:

1. Go to [https://recregister.osu.edu](https://recregister.osu.edu).
2. Once at recregister.osu.edu, look at the top right hand corner.
3. You will choose the **log in** option.

![Login screen](image1.png)

4. After you choose the log in option, you will click the red bar in the middle of the page shown below:

![Red bar](image2.png)

5. Once you click the red bar, you should be taken to a page that looks like the picture below. If you are new to Fusion, log in with your Name #, and associated password.

![Login required](image3.png)

6. After you log into your credentials, your login will show at the top right corner. Please see below as an example:

![Login successful](image4.png)
Step 2: Adding Your Child to Your Account

1. Once you are logged into your account, you need to go to your profile in order to add your children to your account.

   a. Go to the top right hand corner and click on your username. See the picture below:

   ![Username Icon](image1.png)

   b. When you click this icon, the below dropdown will appear. Click “profile”:

   ![Dropdown Icon](image2.png)

   c. When you click “profile,” the page should look like the picture below:

   ![Profile Page](image3.png)

   d. Scroll down to the bottom of the screen and you will see an option for “add a dependent”.

   ![Add Dependent Option](image4.png)
e. Click the “add a dependent” and provide the information needed. This will be your child’s information.

f. Once you have updated it, refresh the page and then scroll to the top. Repeat process if you have more children to add to your account

Once you have added your children you are all set to register for camp. Please be sure to remember your user name and password. If you have any issues creating your account please be sure to call the Community Programs Office at 614-688-8787 Monday- Friday 9 a.m. - 5 p.m. Please note that our offices will be closed due to the holiday from December 22- January 8.