

How to Register as a New User

1: Access the platform

Visit: www.capitaliq.com Click on 'New User?'

1



2: Submit your email

Enter your email address, then click 'Submit.'

You must use your Toronto Metropolitan University email address.

2



3: Check your email

You will be directed to a page that tells you to check your email to continue setting up your account.

3



This email will have the subject line 'New User Sign Up.' Within the email, click the link 'Register to Access S&P Capital IQ.'



4: Update personal info

You will be prompted to update your personal information. When finished, click 'Register.'

4



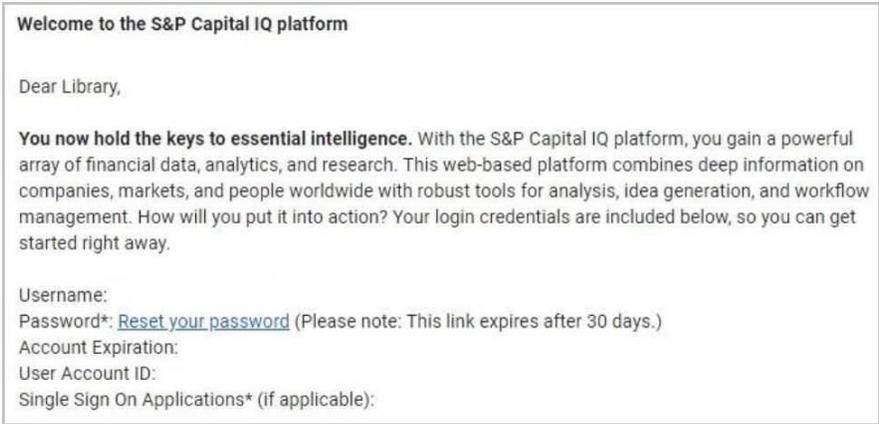
5

5: Check your email

You will be directed to a page that tells you to check your email to continue setting up your account.



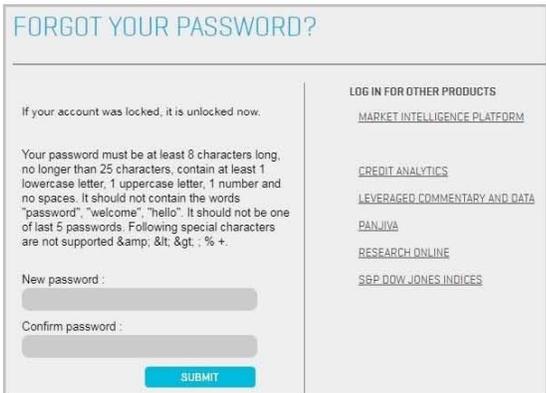
This email will have the subject line 'Welcome to the S&P Capital IQ platform.' Within the email, click the link 'Reset your password.'



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6: Create a password

Create a password for your Capital IQ account.



You will receive a confirmation email with the subject line 'Password Changed for S&P Capital IQ.'



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7: Login to Capital IQ

Now that you have successfully completed the registration process, you can access the platform using your new credentials; ***however, you must always access Capital IQ from the [Toronto Metropolitan Library website](#)** – this will require you to submit your TMU credentials in addition to your Capital IQ credentials.

Once you login, you will be asked to read and agree to the Capital IQ 'Terms of Use' and 'Privacy Policy', and finally directed to the Dashboard.

For subsequent visits, always connect to Capital IQ from the [Toronto Metropolitan Library website](#).

