**Instructions for MEP Students Registering to the MESA System**

1. Go to <https://mesadb.ucop.edu>
2. Click on Button on Top right “Create and Account and Enroll in 2015-16”
3. Select your Program: **MEP**
4. Select your Center
5. Select Role: **Student**
6. **For Username suggestion**, I suggest using **your email address** so that you do not forget.
7. Continue to fill out the rest of the Application using the **“Next”** button to move to the next page. Fields with a RED ASTERISK are Required fields, and need to be completed
8. On the Fourth and Final page, be sure to click **Finish**
9. When you have completed your Registration, you will receive an email from the system.
10. Should you forget your login information, please go to the database login screen (same link as above) and use the **Forgot Password** or **Forgot Username** link to retrieve the information.