

# Learner Guide to MyWeb

**Provided by RECO**

September 2025

# Table of contents

Registered with RECO vs non-registered.....	3
What is a RECO ID? Who needs a RECO ID? .....	3
How to get your RECO ID? .....	4
Enrolling if you are a new or transferring learner, or if you have an Education Equivalency Assessment (EEA) .....	5
Non-registered learners .....	6
How to select an education provider .....	6
Learners registered with RECO .....	10
How to select an education provider .....	10
Contact RECO for assistance with MyWeb .....	13

# Registered with RECO vs non-registered

**Registered:** a person who is already registered with RECO as a salesperson (or broker).

- This group includes applicants for the Real Estate Salesperson Program - post-registration and Real Estate Broker Programs.

**Non-registered:** a person who is not yet registered with RECO as a salesperson or broker.

- This group includes all learners for the pre-registration phase of the Real Estate Salesperson program, including those that have an Education Equivalency Assessment decision.

## What is a RECO ID? Who needs a RECO ID?

A RECO ID is a unique identifier assigned to your MyWeb account by RECO. It is the identifier linked to all your registration records at RECO.

- A RECO ID is required to enroll into any of the real estate registration education programs (Real Estate Salesperson Program – pre-registration and post-registration, and the Real Estate Broker Program).
- A RECO ID consists of 7 digits.

If you are not registered with RECO, you must first follow the required steps below to have your RECO ID assigned in MyWeb.

If you are registered with RECO, you already have a RECO ID (also called a Registration ID). You still need to log in to MyWeb and follow the required steps to enroll with an education provider.

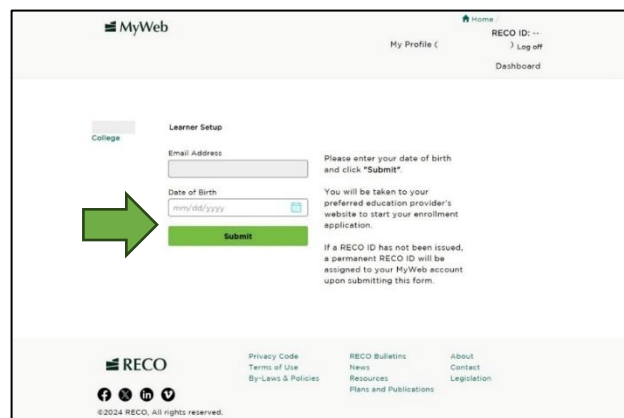
# How to get your RECO ID?

When you first create a new MyWeb account, it does **NOT** have a RECO ID assigned to it.

For full instructions on how to select an education provider, please refer to the section titled “**Non-Registered Learners – How to Select an Education Provider**” below. A brief explanation of how your RECO ID is assigned when you select your provider is outlined here. Once your RECO ID is assigned for the first time, it remains permanent.

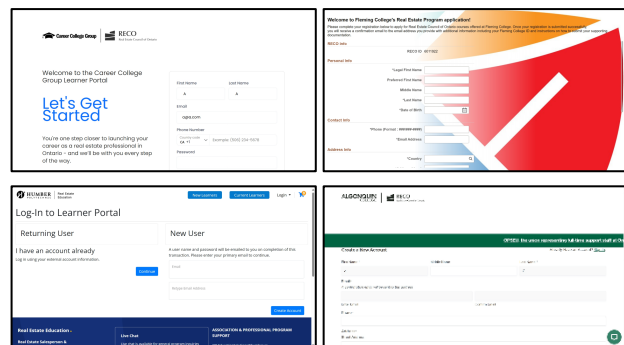
Select an education provider setup page in MyWeb:

- Navigate to any of the individual college Learner Setup pages.
- Fill out “**Date of Birth**”, click “**Submit**”.
- A RECO ID is assigned to your MyWeb account in the background, and you will be taken to the provider’s website.



You may not see your RECO ID displayed on the education provider’s website.

But it has been sent to them when you clicked the “**Submit**” button in MyWeb.



# Enrolling if you are a new or transferring learner, or if you have an Education Equivalency Assessment (EEA)

Every time you apply for enrollment with one of the RECO-approved education providers, your RECO MyWeb account serves to provide a RECO ID, and access for you to apply to the provider of your choice.

Once you reach the education provider's website through RECO MyWeb, **the provider will give you further instructions based on your situation** (for example, applying as a new learner, transferring from another education provider, or completing education requirements outlined in an EEA decision).

**The next steps will vary depending on your registration status – whether you are registered with RECO or not. Please refer to the section that applies to you for detailed instructions.**

## Non-registered learners

## Registered learners

# Non-registered learners

## How to select an education provider

If you are **not** registered with RECO, one of two situations can apply:

- You do **not** yet have an existing RECO MyWeb account OR
- You have an existing RECO MyWeb account but have not yet enrolled with an education provider.

This applies whether you are:

- a new learner
- a transferring learner, or
- someone with an Education Equivalency Assessment decision document from RECO.

The instructions below will guide you through creating a MyWeb account and completing the learner setup so you can enroll with a RECO-approved education provider.

### STEP 1

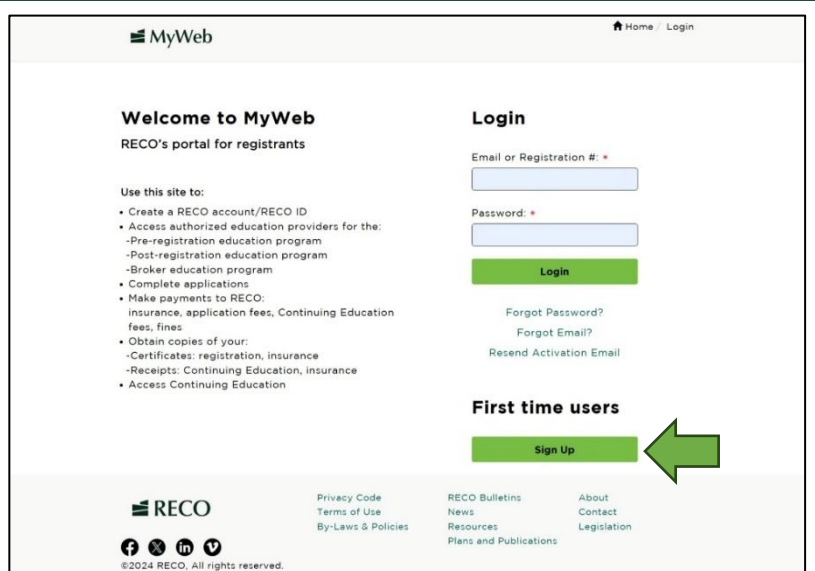
New account – STEP 1

Existing account – STEP 3

Navigate to the MyWeb site: [myweb.reco.on.ca](https://myweb.reco.on.ca)

On the main “Welcome to MyWeb” page and under the “First Time Users” section click the “Sign up” button.

If you already have a MyWeb account, log in with your credentials. **Do NOT create a second account.**



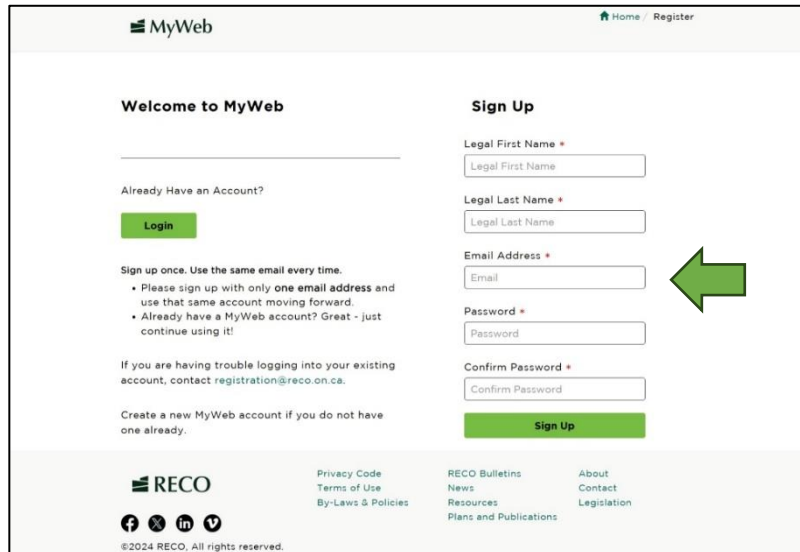
The screenshot shows the RECO MyWeb portal. At the top, there is a navigation bar with 'Home' and 'Login' links. The main content area is divided into two columns. The left column is titled 'Welcome to MyWeb' and 'RECO's portal for registrants'. It lists several services available on the site, including creating a RECO account, accessing education providers, completing applications, and making payments. The right column is titled 'Login' and contains fields for 'Email or Registration #' and 'Password', with a 'Login' button. Below the login section, there are links for 'Forgot Password?', 'Forgot Email?', and 'Resend Activation Email'. At the bottom of the right column, there is a section titled 'First time users' with a 'Sign Up' button. A large green arrow points to the 'Sign Up' button. The footer of the page includes the RECO logo, social media icons, and links to 'Privacy Code', 'Terms of Use', 'By-Laws & Policies', 'RECO Bulletins', 'News', 'Resources', 'Plans and Publications', 'About', 'Contact', and 'Legislation'. The copyright notice '© 2024 RECO. All rights reserved.' is also present.

## STEP 2

Fill in all the fields.

- Legal First Name
- Legal Last Name
- Email Address
- Password - must be at least 8 characters long, one capital letter, one lower case letter, one number, and one special character (e.g.!).
- Confirm Password
- Captcha

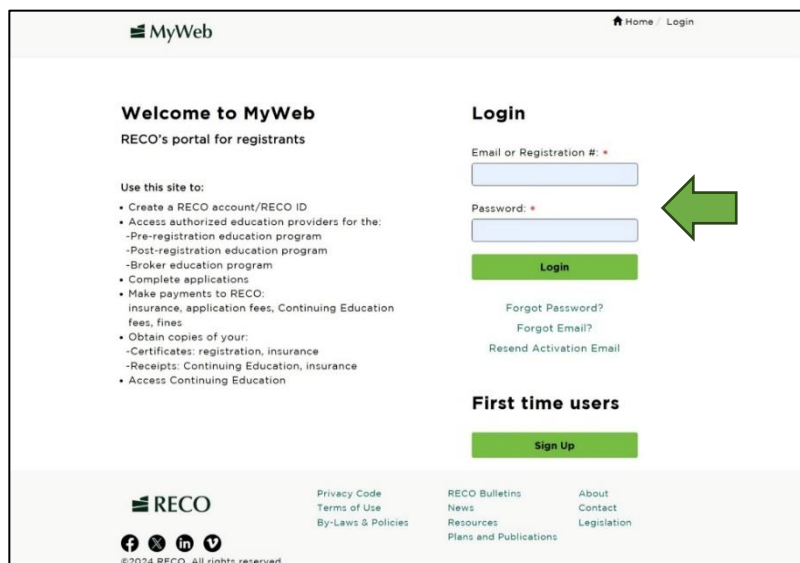
Click the “**Sign Up**” button and you will receive a confirmation email. Click the link in the email to activate the email account.



**Note:** Your legal first name and last name must match your government issued ID. If they do not, you will not be able to take exams.

## STEP 3

When returned to the main MyWeb page, log in with the email and password.

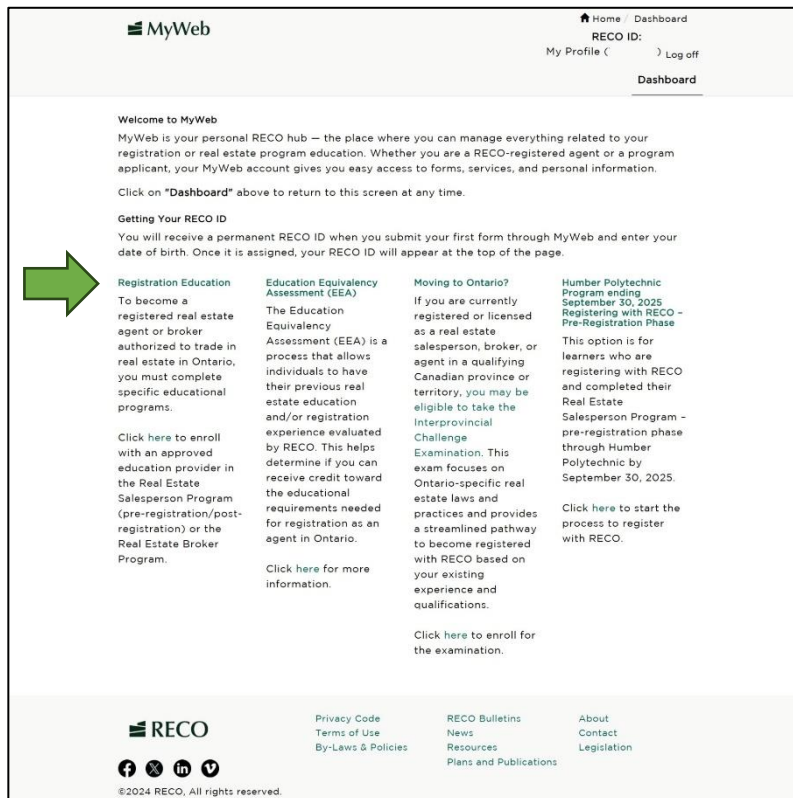


## STEP 4

Once logged in, the “**Dashboard**” page will be available. There are four options available on the page:

- Registration Education
- Education Equivalency Assessments
- Moving to Ontario?
- An option if you have completed your pre-registration phase with Humber Polytechnic before Sept 30, 2025. This option is to apply for registration with RECO as a salesperson.

Click on “**Registration Education**”.



**MyWeb**

Home | Dashboard

RECO ID: My Profile ( ) Log off

**Dashboard**

Welcome to MyWeb

MyWeb is your personal RECO hub – the place where you can manage everything related to your registration or real estate program education. Whether you are a RECO-registered agent or a program applicant, your MyWeb account gives you easy access to forms, services, and personal information.

Click on “**Dashboard**” above to return to this screen at any time.

**Getting Your RECO ID**

You will receive a permanent RECO ID when you submit your first form through MyWeb and enter your date of birth. Once it is assigned, your RECO ID will appear at the top of the page.

**Registration Education**

To become a registered real estate agent or broker authorized to trade in real estate in Ontario, you must complete specific educational programs.

Click here to enroll with an approved education provider in the Real Estate Salesperson Program (pre-registration/post-registration) or the Real Estate Broker Program.

**Education Equivalency Assessment (EEA)**

The Education Equivalency Assessment (EEA) is a process that allows individuals to have their previous real estate education and/or registration experience evaluated by RECO. This helps determine if you can receive credit toward the educational requirements needed for registration as an agent in Ontario.

Click here for more information.

**Moving to Ontario?**

If you are currently registered or licensed as a real estate salesperson, broker, or agent in a qualifying Canadian province or territory, you may be eligible to take the Interprovincial Challenge Examination. This exam focuses on Ontario-specific real estate laws and practices and provides a streamlined pathway to become registered with RECO based on your existing experience and qualifications.

Click here to enroll for the examination.

**Humber Polytechnic Program ending September 30, 2025**

Registering with RECO – Pre-Registration Phase

This option is for learners who are registering with RECO and completed their Real Estate Salesperson Program – pre-registration phase through Humber Polytechnic by September 30, 2025.

Click here to start the process to register with RECO.

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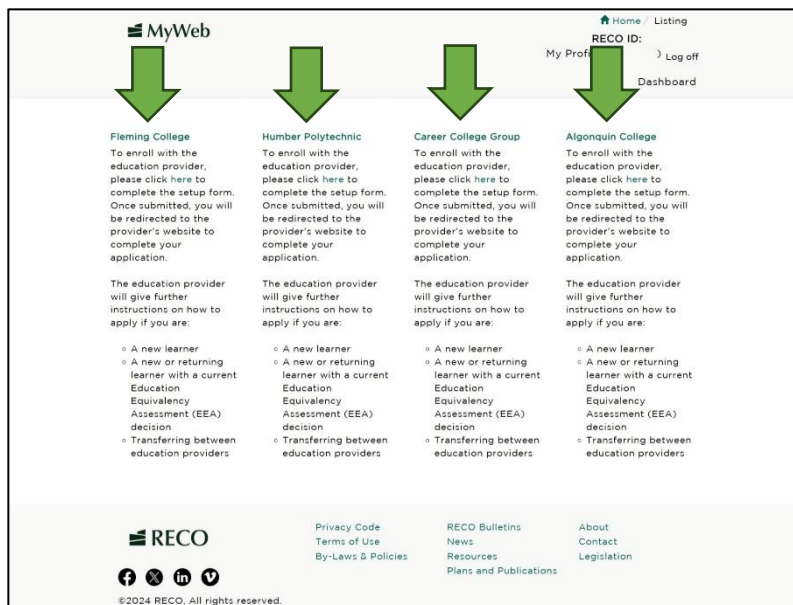
## STEP 5

Clicking on “**Registration Education**” takes you to the education provider “**Listing**” page. Here you are presented with the four education providers:

- Algonquin College
- Career College Group
- Fleming College
- Humber Polytechnic

All providers are offering the pre-registration program.

Click the title of the education provider of your choice to go the next step.



**MyWeb**

Home | Listing

RECO ID: My Profile ( ) Log off

**Dashboard**

**Fleming College**

To enroll with the education provider, please click here to complete the setup form. Once submitted, you will be redirected to the provider's website to complete your application.

The education provider will give further instructions on how to apply if you are:

- A new learner
- A new or returning learner with a current Education Equivalency Assessment (EEA) decision
- Transferring between education providers

**Humber Polytechnic**

To enroll with the education provider, please click here to complete the setup form. Once submitted, you will be redirected to the provider's website to complete your application.

The education provider will give further instructions on how to apply if you are:

- A new learner
- A new or returning learner with a current Education Equivalency Assessment (EEA) decision
- Transferring between education providers

**Career College Group**

To enroll with the education provider, please click here to complete the setup form. Once submitted, you will be redirected to the provider's website to complete your application.

The education provider will give further instructions on how to apply if you are:

- A new learner
- A new or returning learner with a current Education Equivalency Assessment (EEA) decision
- Transferring between education providers

**Algonquin College**

To enroll with the education provider, please click here to complete the setup form. Once submitted, you will be redirected to the provider's website to complete your application.

The education provider will give further instructions on how to apply if you are:

- A new learner
- A new or returning learner with a current Education Equivalency Assessment (EEA) decision
- Transferring between education providers

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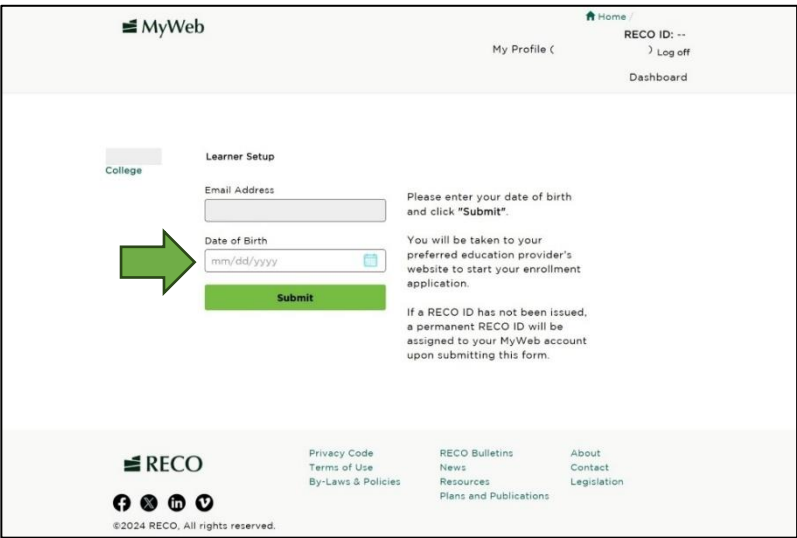
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### STEP 6

Once an education provider is selected you will be taken to that education provider's **"Learner Setup"** page. On that page your email address (not editable) and a field for your **"Date of Birth"** are shown. Enter your date of birth.

Click the **"Submit"** button and you will leave MyWeb and be taken to the education providers' site to enroll with them.



The screenshot shows the 'MyWeb' interface. At the top, there's a navigation bar with 'MyWeb', 'Home', 'RECO ID: --', 'Log off', and 'Dashboard'. Below this, the 'Learner Setup' section is visible. It includes a 'College' dropdown, an 'Email Address' field, and a 'Date of Birth' field with a calendar icon. A green arrow points to the 'Date of Birth' field. A green 'Submit' button is at the bottom of the form. To the right of the form, there's instructional text: 'Please enter your date of birth and click "Submit". You will be taken to your preferred education provider's website to start your enrollment application. If a RECO ID has not been issued, a permanent RECO ID will be assigned to your MyWeb account upon submitting this form.' The footer contains the RECO logo, social media icons, and a copyright notice: '©2024 RECO. All rights reserved.'

### STEP 7

Your new RECO ID will be assigned to your MyWeb account.

It will be sent with your name and email address and inserted into the provider's application form. When you need to log into MyWeb, use the **"Login"** option on the main page.

# Learners registered with RECO

## How to select an education provider

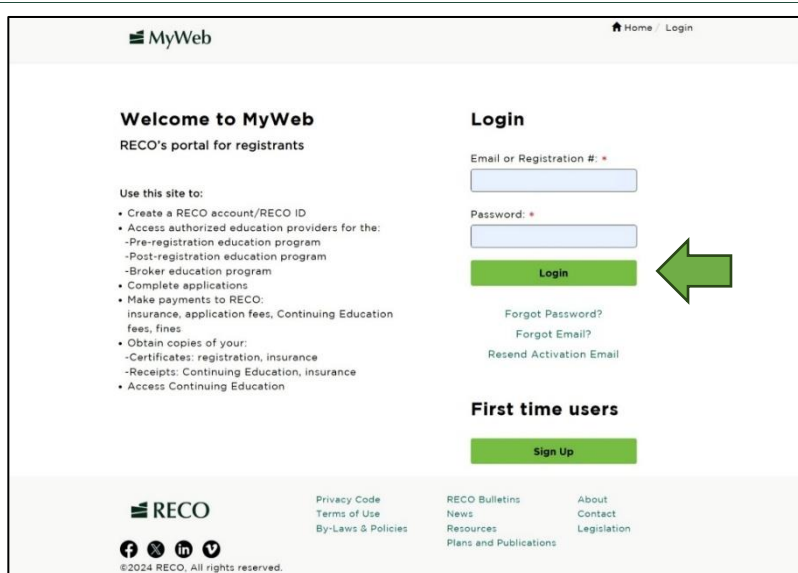
The following instructions apply to learners registered with RECO who already have a MyWeb account, whether new or transferring from another provider.

### You already have a RECO ID (also called a Registration ID)

#### STEP 1

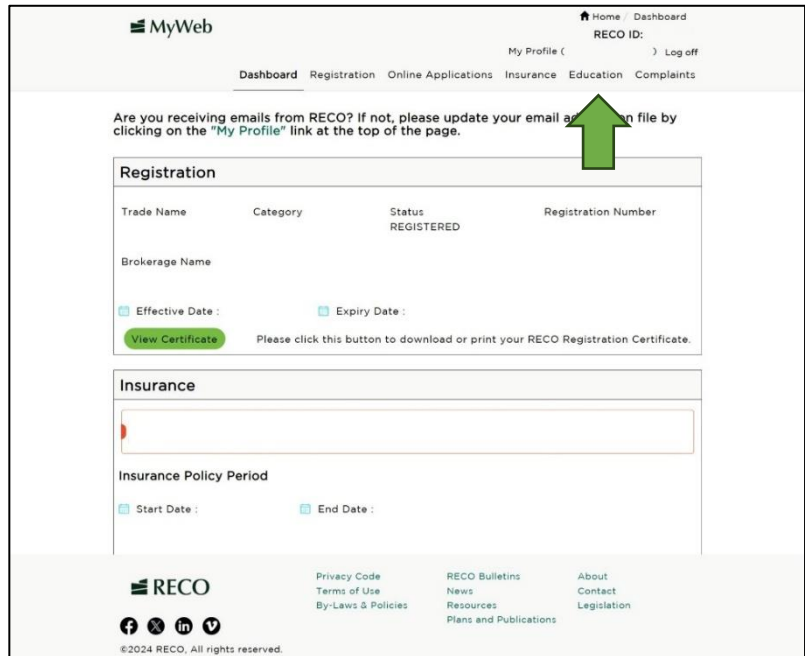
Go to RECO MyWeb  
site: [myweb.reco.on.ca](https://myweb.reco.on.ca)

On the main “**Welcome to MyWeb**”  
page and under the “**Login**” section fill  
out the required information and click  
the “**Login**” button.



## STEP 2

On the “**Dashboard**” page find the “**Education**” tab at the top and click to go to that page.



MyWeb

Home / Dashboard

RECO ID: ) Log off

Dashboard Registration Online Applications Insurance Education Complaints

Are you receiving emails from RECO? If not, please update your email address and upload a file by clicking on the “My Profile” link at the top of the page.

**Registration**

Trade Name	Category	Status	Registration Number
		REGISTERED	

Brokerage Name

Effective Date : Expiry Date :

[View Certificate](#) Please click this button to download or print your RECO Registration Certificate.

**Insurance**

Insurance Policy Period

Start Date : End Date :

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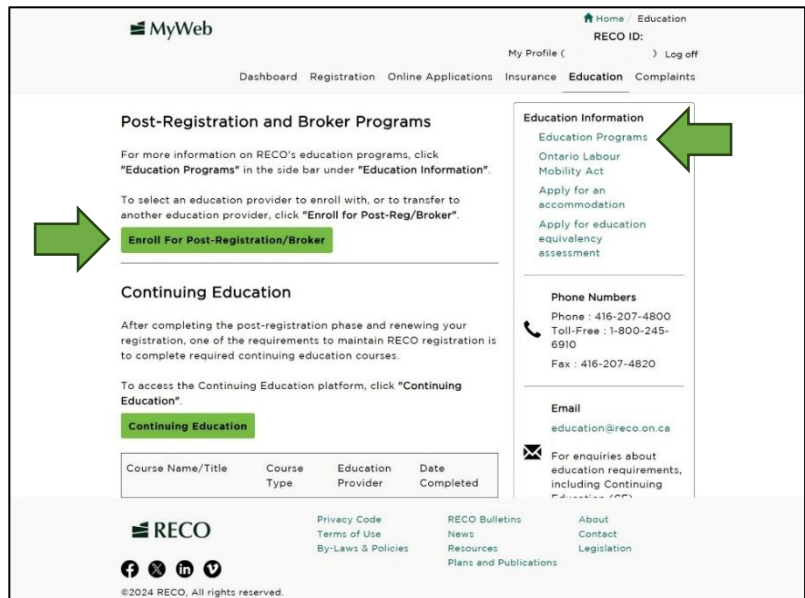
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## STEP 3

The “**Education**” page will have a section at the top called “**Post-Registration and Broker Programs**”.

If you want to enroll in one of these programs, you can start by clicking the “**Enroll for Post-Registration/Broker**” button.

Optionally, if you want more information about the programs, click the “**Education programs**” link in the side bar section “**Education information**”.



MyWeb

Home / Education

RECO ID: ) Log off

Dashboard Registration Online Applications Insurance Education Complaints

**Post-Registration and Broker Programs**

For more information on RECO's education programs, click “Education Programs” in the side bar under “Education Information”.

To select an education provider to enroll with, or to transfer to another education provider, click “Enroll for Post-Reg/Broker”.

[Enroll For Post-Registration/Broker](#)

**Continuing Education**

After completing the post-registration phase and renewing your registration, one of the requirements to maintain RECO registration is to complete required continuing education courses.

To access the Continuing Education platform, click “Continuing Education”.

[Continuing Education](#)

Course Name/Title	Course Type	Education Provider	Date Completed

**Education Information**

Education Programs

Ontario Labour Mobility Act

Apply for an accommodation

Apply for education equivalency assessment

**Phone Numbers**

Phone : 416-207-4800  
Toll-Free : 1-800-245-6910  
Fax : 416-207-4820

**Email**

education@reco.on.ca

For enquiries about education requirements, including Continuing Education, click “Education Programs”.

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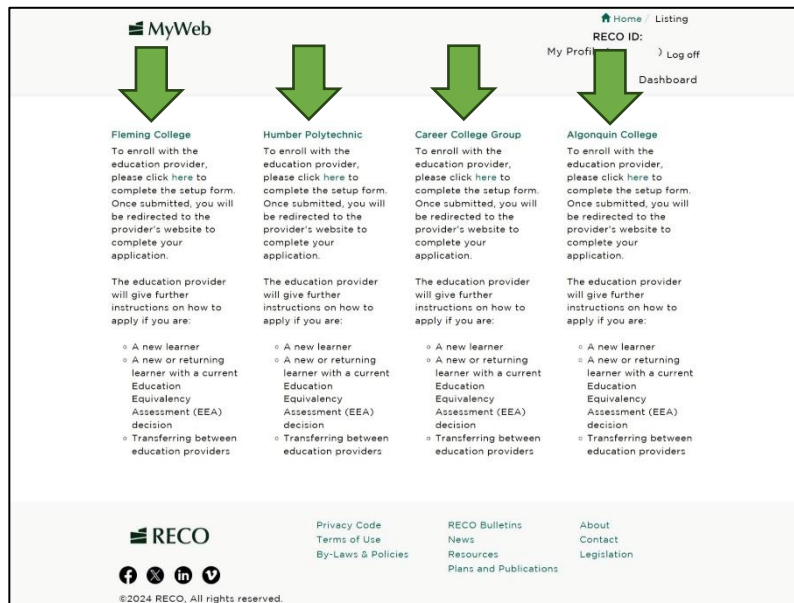
## STEP 4

From the “**Education**” screen, you are presented with four education providers:

- Algonquin College
- Career College Group
- Fleming College
- Humber Polytechnic

**Note:** For program availability, please check [RECO website](#).

Click the title of the education provider of your choice to go to the next step.

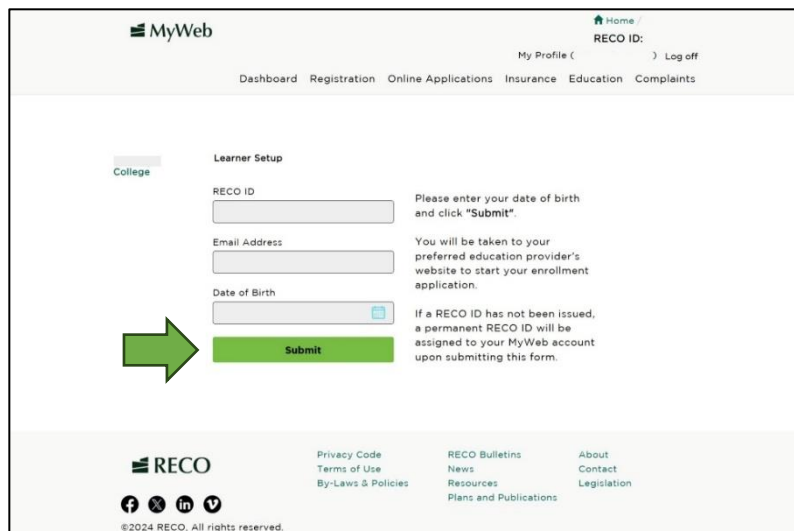


## STEP 5

Once an education provider is selected you will be taken to that education provider's “**Learner Setup**” page. On that page your RECO ID, email address, and date of birth are shown (all not editable).

Click the “**Submit**” button and you will leave MyWeb and be taken to the education providers’ site to enroll with them.

**Your RECO ID will be sent along with your name and email address and inserted into the providers application form.**





# Contact RECO for assistance with MyWeb

If you experience issues with MyWeb, please contact RECO directly for support:

Phone: 416-207-4800 or 1-800-245-6910

Email: [registration@reco.on.ca](mailto:registration@reco.on.ca)