

Learner Guide to MyWeb

Provided by RECO

October 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

Document Release Version: October 2025 v1

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.

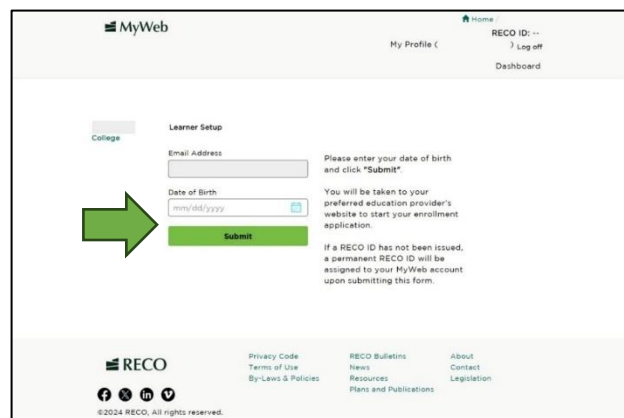
How to get your RECO ID?

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.

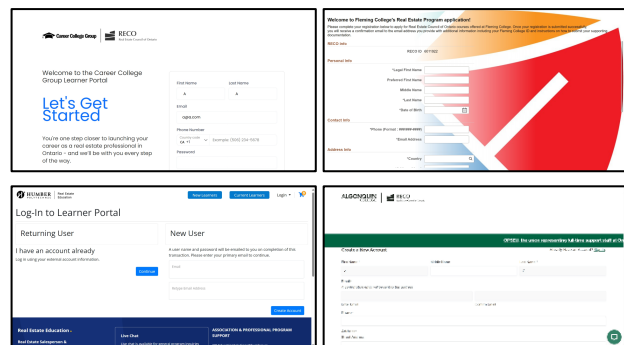
Select an education provider setup page in MyWeb:

- 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.

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

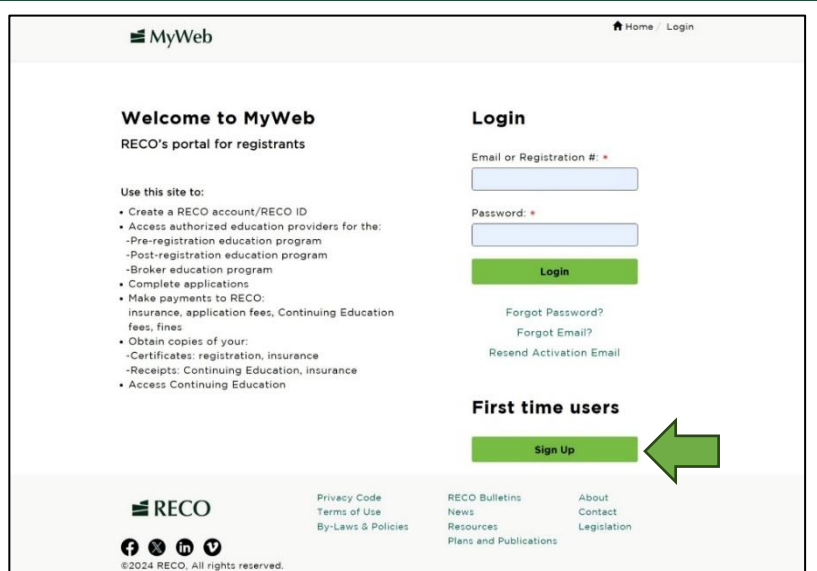
New account – STEP 1

Existing account – STEP 3

Navigate to the MyWeb site: myweb.reco.on.ca

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.**



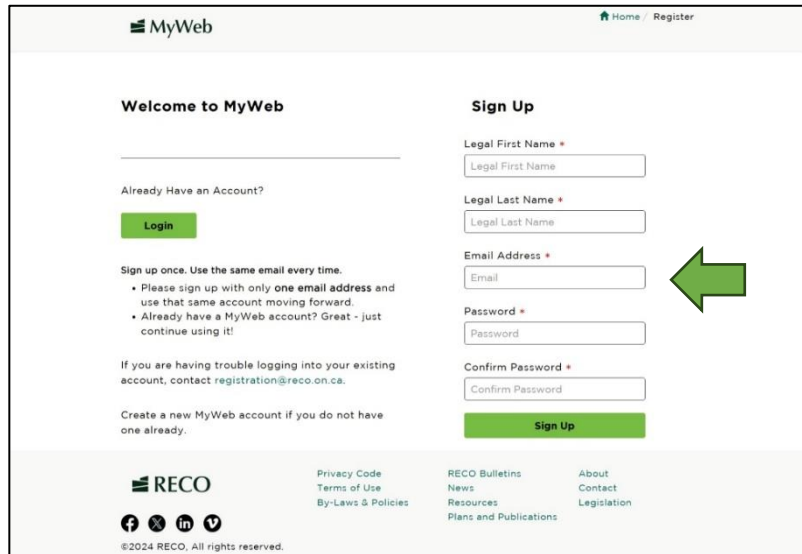
The screenshot shows the RECO MyWeb portal. At the top, there is a navigation bar with 'Home' and 'Login' links. The main heading is 'Welcome to MyWeb' with the subtitle 'RECO's portal for registrants'. Below this, there is a section titled 'Use this site to:' which lists several bullet points: 'Create a RECO account/RECO ID', 'Access authorized education providers for the: -Pre-registration education program -Post-registration education program -Broker education program', 'Complete applications', 'Make payments to RECO: insurance, application fees, Continuing Education fees, fines', 'Obtain copies of your: -Certificates: registration, insurance -Receipts: Continuing Education, insurance', and 'Access Continuing Education'. To the right of this list is a 'Login' section with fields for 'Email or Registration #' and 'Password', a 'Login' button, and links for 'Forgot Password?', 'Forgot Email?', and 'Resend Activation Email'. Below the login section is a 'First time users' section with a 'Sign Up' button. A large green arrow points to the 'Sign Up' button. At the bottom of the page, there is a footer with the RECO logo, social media icons, and links for 'Privacy Code', 'Terms of Use', 'By-Laws & Policies', 'RECO Bulletins', 'News', 'Resources', 'Plans and Publications', 'About', 'Contact', and 'Legislation'. The footer also includes the text '©2024 RECO. All rights reserved.'

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

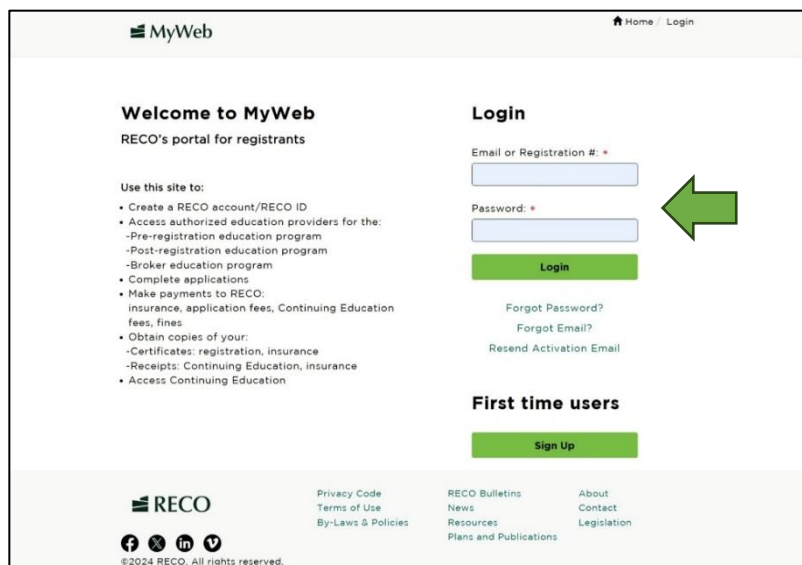
Click the “**Sign Up**” button and you will receive a confirmation email. Click the link in the email to activate the email account.



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.

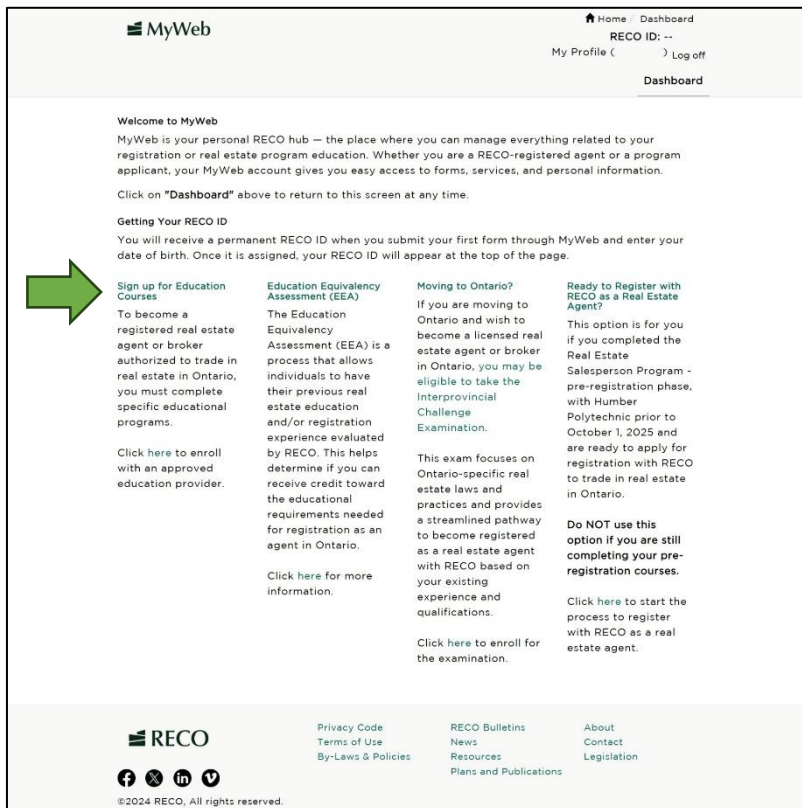


STEP 4

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

- Sign up for Education Courses
- Education Equivalency Assessments (EEA)
- Moving to Ontario?
- Ready to Register with RECO as a Real Estate Agent? (Only if you have completed your pre-registration phase with Humber Polytechnic prior to Oct 1, 2025.)

Click on “**Sign up for Education Courses**”.



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.

Sign up for Education Courses

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.

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 moving to Ontario and wish to become a licensed real estate agent or broker in Ontario, 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 as a real estate agent with RECO based on your existing experience and qualifications.

Click here to enroll for the examination.

Ready to Register with RECO as a Real Estate Agent?

This option is for you if you completed the Real Estate Salesperson Program - pre-registration phase, with Humber Polytechnic prior to October 1, 2025 and are ready to apply for registration with RECO to trade in real estate in Ontario.

Do NOT use this option if you are still completing your pre-registration courses.

Click here to start the process to register with RECO as a real estate agent.

RECO

Privacy Code
Terms of Use
By-Laws & Policies

RECO Bulletins
News
Resources
Plans and Publications

About
Contact
Legislation

©2024 RECO, All rights reserved.

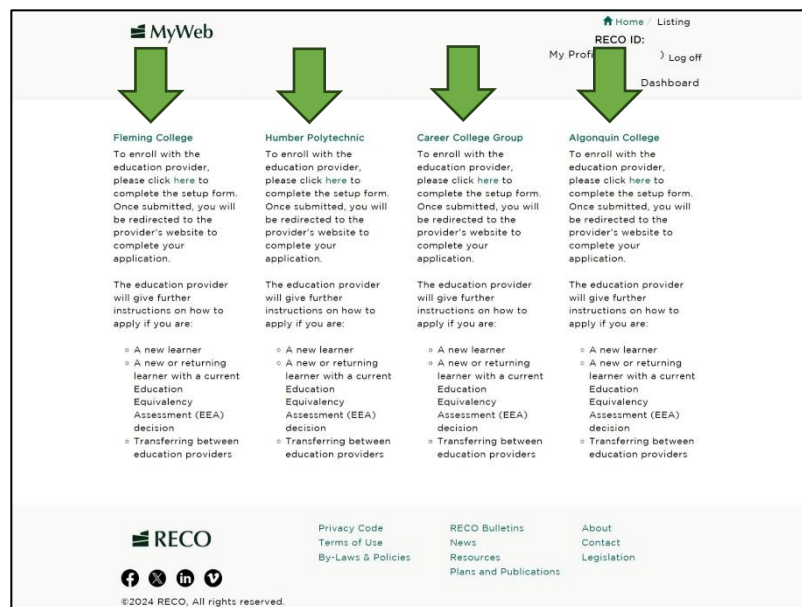
STEP 5

Clicking on “**Sign up for Education Courses**” 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 to 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

RECO

Privacy Code
Terms of Use
By-Laws & Policies

RECO Bulletins
News
Resources
Plans and Publications

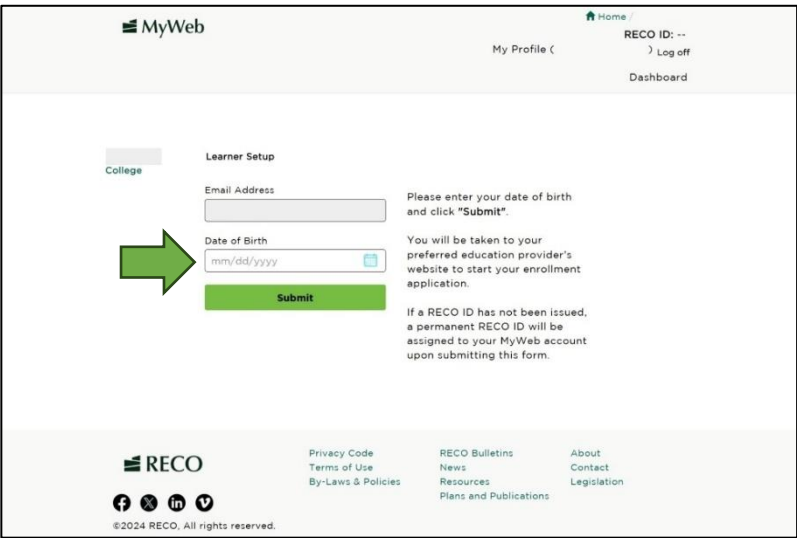
About
Contact
Legislation

©2024 RECO, All rights reserved.

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 provider’s site to enroll with them.



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

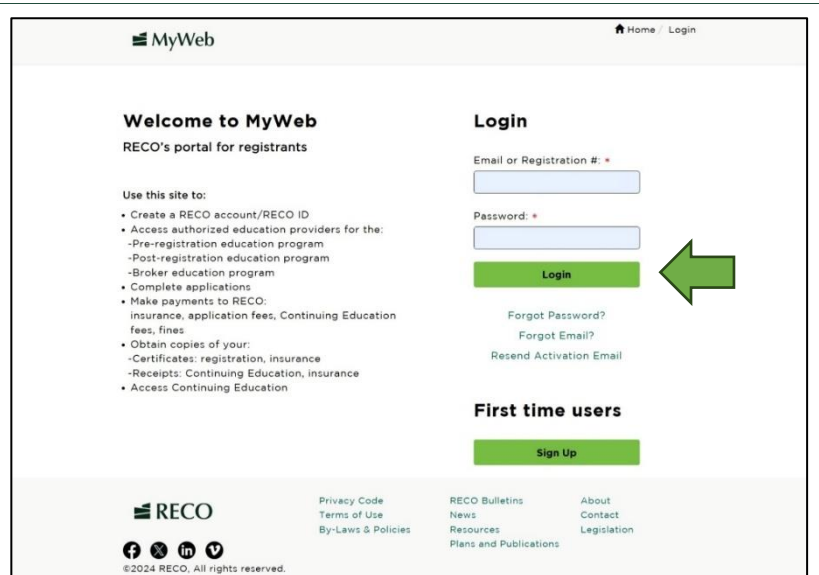
The following instructions apply to learners registered with RECO who already have a MyWeb account, whether new or transferring from another provider.

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

STEP 1

Go to RECO MyWeb
site: myweb.reco.on.ca

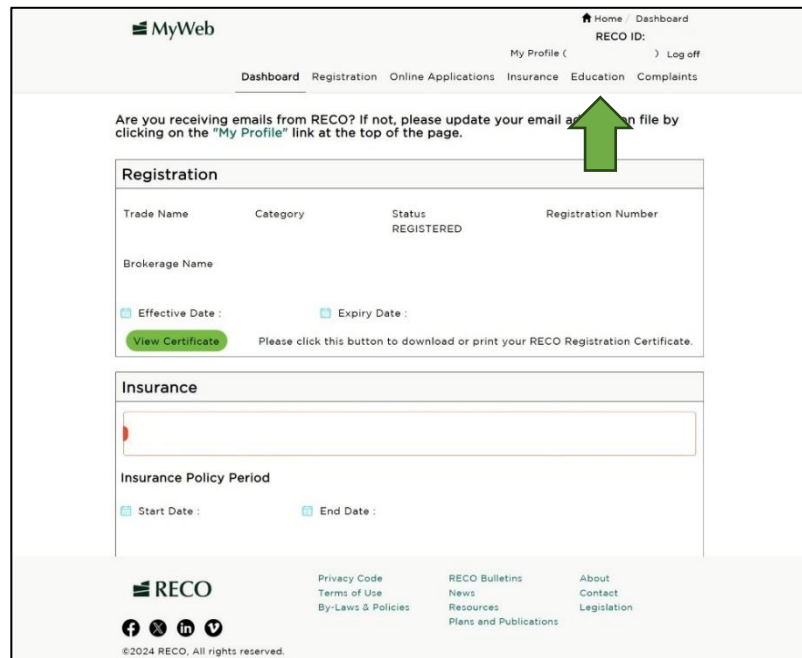
On the main “**Welcome to MyWeb**”
page and under the “**Login**” section fill
out the required information and click
the “**Login**” button.



The screenshot shows the RECO MyWeb portal. At the top, there is a navigation bar with the MyWeb logo and links for Home and Login. 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, such as creating a RECO account, accessing authorized education providers, and completing applications. The right column is titled "Login" and contains a form with two input fields: "Email or Registration #: *" and "Password: *". Below these fields is a green "Login" button, which is highlighted by a large green arrow. There are also links for "Forgot Password?", "Forgot Email?", and "Resend Activation Email". Below the login section is a "First time users" section with a green "Sign Up" button. At the bottom of the page, there is a footer with the RECO logo, social media icons, and various links including 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

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

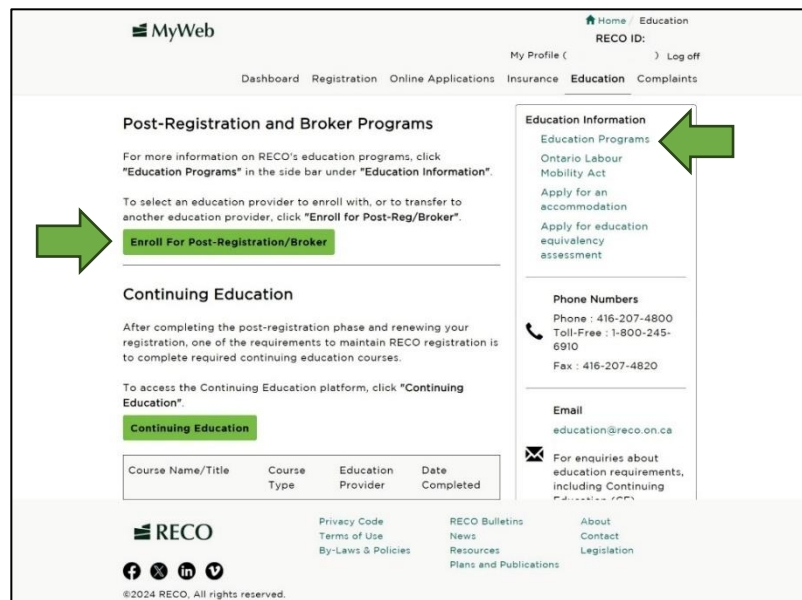


STEP 3

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**”.



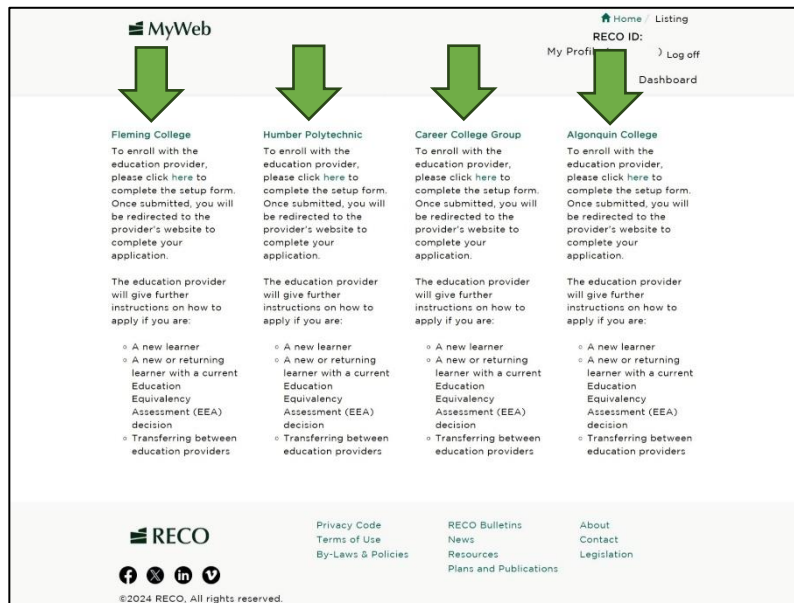
STEP 4

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.

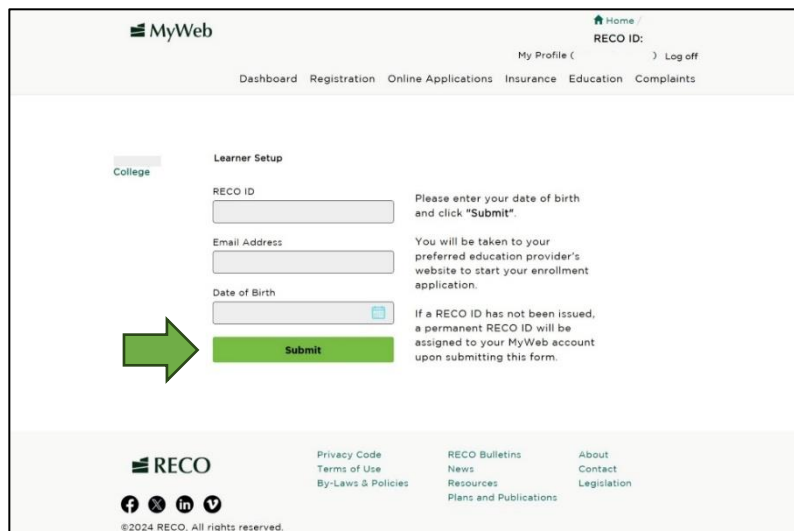


STEP 5

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