

ApplyAlberta Application Instructions

1. Register for a secure login

You will need to create a secure provincial login account to enter the www.ApplyAlberta.ca application system. The Government of Alberta's Secure Identity and Access Management System (SIAMS) will protect your personal information.

- a) On the www.ApplyAlberta.ca webpage, click the **APPLY NOW** button to start your application.
- b) On the next screen, click the **CONTINUE APPLICATION** button to enter SIAMS.
- c) Returning users should enter their User ID and Password (see "Notes for Returning Users" below for more information)
- d) New users should:
 - click the [Create an Account](#) link under **New to SIAMS? Sign-up**
 - agree to the Terms and Conditions for obtaining and using an ApplyAlberta account
 - fill in their personal information. This includes the required personal information (name, birth date, address and contact information).

Provide your legal first name and surname as shown on (birth certificate, marriage certificate, passport, Canadian Immigration Record of Permanent Residency, or Canadian Immigration Student Authorization document.)

HINT: Be sure to fill in your **middle name** if you have one. (This helps to create your unique identity.)

HINT: The **Contact E-mail Address** is mandatory and will be used to communicate with you electronically.

- select challenge response questions. The purpose of these questions is to help you login if you have forgotten your password and to keep your account information secure. Select and complete responses for 4 of the 10 questions.
- create a User ID and Password

HINT: The **User ID** must be at least 6 characters long.

HINT: The **Password** must be 8 to 20 characters long and include at least one lower case, one UPPER case, and one number or special character. Allowed special characters are: ! @ # \$ % ^ & * () _ etc...

IMPORTANT: Keep your Login ID and Password in a safe location. You will need it to re-enter this secure site:

- to resume an application in progress;
- to send your application information to other Alberta post-secondary institutions;

Notes for returning users: If you have previously created an account in ApplyAlberta (or SIAMS), you will have to use the same User Name and Password that you created when you first set up your account.

- To retrieve your User Name, click the "[Recover Account](#)" link on the SIAMS home page, where you will be prompted to enter the email address you used when you originally created your SIAMS account.
- Once you have retrieved your User Name from your email, you may be prompted to answer security questions to reset your password.

2. Find Alberta Student Number

- An Alberta Student Number (ASN) is required to complete an ApplyAlberta application.

Note: An ASN is a unique number assigned to any student who has applied to or attended an Alberta school (K-12), college, technical institute or university.

- If you applied to or attended school in Alberta you may already have an ASN and the system will try to find it.
- If you don't have an ASN, the system will assign one to you.

Your Alberta Student Number is needed to access your Alberta high school or post-secondary transcripts.

3. Authorize transfer of your transcripts

- Bow Valley College may require your transcripts to determine eligibility for admission. You will need to authorize Bow Valley College to obtain your transcripts on your behalf, where required.
- The first step in this part of the process is to read the legal agreement that covers the ApplyAlberta Privacy Notice, Transcript Authorization and Terms and Conditions.
 - By clicking AGREE, you acknowledge that you have read and understand all that is covered in the Legal Agreement.
 - If you do not agree, you will not be able to proceed with an ApplyAlberta application.

4. Fill in your personal and academic history profile

- If you have any questions about how to fill out this section of the application, please ask a Prospective Student Centre staff member for assistance.

5. Submit application and pay the BVC application fee

- When you are ready to submit your application you will be asked to review your application and declare the information is correct.
- You will then be asked to pay the BVC application fee.
- If you do not wish to pay the application fee online, you may select the "Pay Later" option and pay at the Registrar's Office.

NOTE: Your application is not complete until after you have paid the application fee.