

Important Instructions: Educational Institution Representative (Signing Authority)

Before You Start: Ensure your post-secondary institution ('institution') has signed an Alberta Student Aid Access to Learner Information Agreement, commonly referred to as the ALIA with Advanced Education/Alberta Student Aid before proceeding to complete this form.

You can learn more about the ALIA agreement at: [Access for Schools](#).

Action Required: The Educational Institution Representative with signing authority must submit this form before designated staff at the institution can create their own individual Alberta Education Accounts.

- Section 10.3 of the ALIA states the institution must provide the authorized authority, by 'title' only.
- The person holding this 'title' will then be provided ongoing authority to identify individual/designated staff, at the institution, who require individual access to the Student Aid System by submitting the Alberta Student Aid System Access Form.

Questions regarding the ALIA?

Email: AE.SAACORAccess@gov.ab.ca

Alberta Student Aid System Access: Designated Staff

- Access to the Student Aid system is available to designated staff who are employed at [publicly funded post-secondary institutions in Alberta](#)/Canada or [Private Career Colleges](#) once your institution has signed the ALIA.
- [Alberta Education](#) is a secure, authenticated site where designated staff will set-up their individual Alberta Education Online Account to get access to the Student Aid System.
- Designated Staff who require access to the Student Aid System must complete the following steps before the Educational Institution Representative can submit this form, and Alberta Student Aid can grant system access:
 1. Each designated staff must set up their own individual Alberta Education Account, and
 2. Create their own profile: the Alberta Student Aid System links this individual profile to a unique Provider and Program Registry System (PAPRS) Institution ID when access is set up for each Designated Staff member.
 3. Once system access is completed, designated staff will be able to use the Alberta Student Aid System to inquire on students attending their institution, and who have applied for Alberta Student Aid funding. As well, Designated Staff can perform Confirmation of Registration (COR) functions to support the release of the student's Alberta Student Aid loans and grants.

Learn more about how to create an Alberta Education Online Account:

- [Alberta Student Aid System/Access for Staff](#)

Submit an Alberta Student Aid System Access Form

The Educational Institution Representative must complete the following steps:

1. Read and sign the Educational Institution Representative Declaration below.
2. Provide the names/email addresses for all designated staff to have system access, and
3. Notify Alberta Student Aid of the names of designated staff when they no longer require access to the system.

Additional Information:

- Complete this form to either grant or remove Designated Staff access to the Alberta Student Aid system. System access gives Designated Staff the ability to inquire on a student's loan funding application and/or perform online Confirmation of Registration (COR) functions for students who have received funding from Alberta Student Aid to attend your institution.
- When Designated Staff are employed at multiple locations/campuses for a Private Career College (where each location has a unique PAPRS Institution ID), they are required to create a separate Alberta Education Account profile, and submit a new Alberta Student Aid System Access Form for each campus location where financial assistance is being provided to students.
- Alberta Student Aid uses the information on this form to maintain a verified list of authorized users on the Alberta Education site who are routinely accessing secure information in the Student Aid System.

Submit the completed form to Alberta Student Aid at:

Email: AE.SAACORAccess@gov.ab.ca

Designated Representative Declaration

Pursuant to the Alberta Student Aid system Access to Learner Information Agreement (the “Agreement”) between His Majesty in Right of Alberta as represented by the Minister of Advanced Education (“Alberta”) and the Educational Institution, the Educational Institution is required to provide Alberta with the names and email addresses of employees, officers and agents of the Educational Institution that require access to the system for the purposes of providing assistance to Learners regarding Financial Assistance and/or to provide electronic confirmation of registration services.

To be completed by the Educational Institution’s representative for the purposes of authorizing Designated Staff (i.e., the position as stated in clause 10.3 of the Agreement) who require access to the Alberta Student Aid system.

Name of Educational Institution

Location / Campus

Institution No. from PAPRS

AUTHORIZATION:

I authorize the following individuals as Designated Staff pursuant to the Agreement. I understand that:

- I am responsible for contacting Alberta Student Aid to identify newly Designated Staff requiring access to the Student Aid system for the purposes of their current position at the Educational Institution.
- If Designated Staff leave or are removed from a position or it is no longer necessary for the Designated Staff to access the Student Aid system for the purpose of their employment responsibilities, I am responsible for immediately informing Alberta Student Aid to revoke the Designated Staff’s Login ID.
- For security reasons, Login IDs and Passwords may be revoked by Alberta at any time without notice.
- Each of the Designated Staff has undergone Confidentiality Training, as defined in the Agreement and has been made aware that:
 - Login IDs and Passwords must be kept confidential.
 - Any use of information obtained from the Student Aid system will be subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.
 - Access to information obtained from the Student Aid system is on a need-to-know basis.

Name

Position

Date

Signature

Email

Phone

Name of Designated Staff

Designated Staff Email Address

Grant or Remove Access

Download and complete this form: Save the PDF form to your computer. Open the form with Adobe Reader. Fill it in and save it.