

Instructions for Designated Representative (Signing Authority):

- Ensure your school has already signed an Alberta Student Aid: Access to Learner Information Agreement (ALIA) before proceeding to complete this form.

If you have questions regarding the ALIA, email:

- AE.SAACORAccess@gov.ab.ca

- Access to the Alberta Student Aid system is available through Alberta Education, a secure, authenticated site allowing the exchange of confidential data between Alberta Student Aid and external stakeholders. Designated Staff who require access to the Student Aid System must complete the following steps before the Designated Representative with signing authority can submit this form and grant them access:

1. Set up an Alberta Education Account, and
2. Create a unique profile which is linked to their school and/or each campus location.

If Designated Staff at your school have not completed these steps, please refer them to:

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

- Complete this form to either grant/remove Designated Staff access to the Alberta Student Aid system. System access gives Designated Staff the ability to inquire and/or perform Confirmation of Registration (COR) functions for students who have received funding from Alberta Student Aid.
- When Designated Staff are employed across multiple locations/campuses, they must 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 on the Student Aid system.

Submit an Alberta Student Aid System Access Form

The educational institution's Designated Representative with signing authority must complete the following steps:

1. Read and sign the Designated Representative Declaration,
2. Provide the names/email addresses for all Designated Staff to have them added to the system, and
3. Notify Alberta Student Aid by removing Designated Staff when they leave their employ and no longer require access to the system.

Submit the completed form to Alberta Student Aid at:

Email: AE.SAACORAccess@gov.ab.ca

Fax: 780 422-4517

Designated Representative Declaration

Pursuant to the Alberta Student Aid system Access to Learner Information Agreement (the “Agreement”) between Her Majesty the Queen 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	Provide Access Remove Access