

Alberta Personal Property Registry Electronic System (APPRES)

Alberta Secure Access Service (ASAS) User Guide

This package provides step by step instructions on how to create your ASAS User id and enrol in the Alberta Personal Property Electronic System (APPRES).



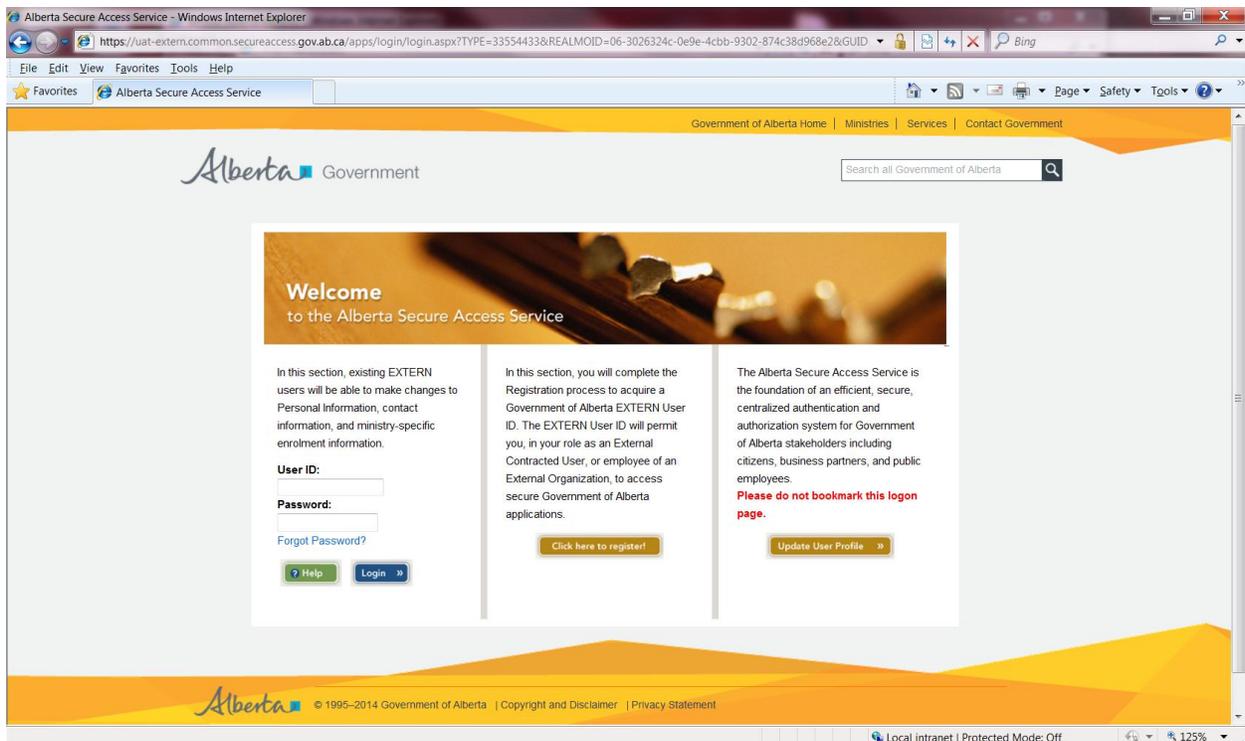
Alberta Secure Access Service (ASAS) Instructions

Getting Started

If this is your first time accessing APPRES begin the process by clicking on “Click here to register”. If you have previously created an ASAS User ID and are attempting to perform registration / search functions in APPRES please read the information under “Subsequent Login”.

Navigate to the Alberta Personal Property Electronic System (APPRES) location at this address:

<https://appres.reg.gov.ab.ca>



If you have previously created an ASAS User ID, supply it and your password and click Login to access APPRES.

To update your user profile click on “Update User Profile”

For assistance using the Alberta Secure Access Service, contact the Government of Alberta Help Desk at:

Local (Edmonton): 780-427-1462

Toll Free: Within Alberta, call 310-0000 and enter 780-427-1462 when prompted.

Alberta Secure Access Service (ASAS) Instructions

Privacy Notice

You should read the Privacy Notice information and if you agree click “I Agree” at the bottom right of the screen to continue.

The screenshot shows a web browser window displaying the "Self-Registration" page for the Alberta Secure Access Service. The page title is "Self-Registration" and the main heading is "Privacy Notice". Below the heading, there is a paragraph stating: "Before registering for an Alberta Secure Access Service User ID, please read and agree to the following Privacy Notice. The full Privacy Statement can be reviewed at the link below." The main content is a bulleted list of terms and conditions under the heading "ALBERTA SECURE ACCESS SERVICE PRIVACY NOTICE". At the bottom of the list, there are two buttons: "I Disagree x" and "I Agree >>". The page footer includes the Alberta Government logo, the copyright notice "© 1995 - 2014 Government of Alberta | Copyright and Disclaimer | Privacy Statement", and the status "Local intranet | Protected Mode: Off".

Government of Alberta Home | Ministries | Services | Contact Us

Alberta Government

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Self-Registration

Privacy Notice

Before registering for an Alberta Secure Access Service User ID, please read and agree to the following Privacy Notice. The full Privacy Statement can be reviewed at the link below.

ALBERTA SECURE ACCESS SERVICE PRIVACY NOTICE

- This is a two-step process:
 - Registration to the Alberta Secure Access Service and
 - A Request for Enrolment for each on-line application to which access is requested.
- In order to register for the Alberta Secure Access Service you will need to provide some personal information. *In future you must keep this personal information accurate, complete and up-to-date.*
- Your personal information is being collected for the Alberta Secure Access Service under the authority of section 8 of the *Government Organization Act* and section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIP)* as the information is necessary for the purposes stated below.
- When you provide your personal information for the Alberta Secure Access Service:
 - the personal information being collected is required to uniquely identify you for the purposes of the Alberta Secure Access Service and;
 - the information will only be used to verify who you are and assist you to enrol in Government of Alberta and related on-line applications, including new ones which may be added in the future.
- Your consent may be requested and recorded during the Alberta Secure Access Service enrolment process. Your personal information will be exchanged between ministries of the Government of Alberta only as necessary for Alberta Secure Access Service enabled on-line applications.
- Once you are registered with the Alberta Secure Access Service and subsequently enrolled in individual ministry on-line applications, the Alberta Secure Access Service will provide you with the ability to access other Alberta Secure Access Service enabled applications during one computer session (Single Sign On).
- When you login to the Alberta Secure Access Service with your Government of Alberta User ID and password, an encrypted, temporary, non-persistent "cookie" will be inserted into your browser's memory. This cookie will help to pass permission information to different Government of Alberta secure Access Service enabled applications so that you do not have to login again.
- Your Alberta Secure Access Service User ID and password combination provides access to personal information. Consequently, you must keep your password secure and will be responsible for any unauthorized access, collection, use and disclosure of personal information that results from not keeping your password secret.
- While you are logged into the Alberta Secure Access Service, information about you cannot be intercepted or captured because the cookie is in an unreadable format; and when you logout, close your web browser, or exceed the allocated time limit, the cookie will be automatically deleted from your web browser.
- You may choose *not* to provide your personal information to the Alberta Secure Access Service. Other approaches may be available so that you may gain access to the service that you require. In that case, however, the service you require may not be delivered electronically.
- You may cancel your Alberta Secure Access Service User ID and password at any time. If you do so, you will no longer be registered in the Alberta Secure Access Service or have access to any Government of Alberta on-line applications that you have enrolled in until such time as you request and complete a new registration at a later date.
- If you have FOIP related questions about the collection, use or disclosure of your personal information for the Alberta Secure Access Service, you may contact the ASAS Helpdesk at 780-427-1462 or use asas.help@gov.ab.ca.
- By clicking "I agree", I agree to the collection and disclosure of my personal information on the terms stated above.

Alberta

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Alberta Secure Access Service (ASAS) Instructions

Personal Information

The following details must be supplied:

- First (given) name
- Surname
- Gender
- Date of birth
- Postal/ZIP code
- Telephone Number
- Email Address

Instructions specific to a field will appear as you navigate through each field on the left side of the screen under the heading “Instructions”.

Click “Next” on the bottom right of the screen to continue.

Alberta Secure Access Service - Windows Internet Explorer

https://uat-extern.secureaccess.gov.ab.ca/asas/extern/registration/bio-info.html?TARGET=%24SM%24HTTPS%3A%2F%2Fstaging.appres2.reg.gov.ab.ca%2F

File Edit View Favorites Tools Help

Alberta Secure Access Service

Page Safety Tools

Self-Registration

Help

Personal Information

The Alberta Secure Access Service requires you to provide a minimal amount of personal information to uniquely identify you. Your name will be used to automatically generate an Alberta Secure Access Service User ID for you.

Note: All fields are mandatory.

INSTRUCTIONS:

Please provide the email address where you may be contacted during the day.

First (given) name

Surname

Gender

Date of birth

Postal/ZIP code

Telephone Number International

Email address

Next

Local intranet | Protected Mode: Off 125%

Alberta Secure Access Service (ASAS) Instructions

Security Information

A response for each question is required. A password under the “Password” portion must be created.

PLEASE NOTE:

When creating your password, place your cursor in the password field and read the text that appears under “Instructions” for specific password length and text requirements.

Click “Next” to continue, the next screen may take several seconds to appear.

The screenshot shows the 'Self-Registration' page for the Alberta Secure Access Service. The page is titled 'Security Information' and includes the following sections:

- Government of Alberta Home | Ministries | Services | Contact Us** (top navigation)
- Alberta Government** (logo)
- Search all Government of Alberta** (search bar)
- Self-Registration** (page title)
- Security Information** (section title)
- The Alberta Secure Access Service needs you to provide information that only you know. This information will be required when you access secure functions within the Alberta Secure Access Service or by Help Desk personnel to confirm your identity.**
- Note: All fields are mandatory.**
- INSTRUCTIONS:** Please provide your mother's maiden name.
- Mother's maiden name** (text input field)
- CHALLENGE RESPONSE QUESTIONS:**
 - The purpose of the challenge response questions is to allow you to login in the event you have forgotten your password. You must provide a response to all five questions. Then, when you login, if you have forgotten your password, you will be asked to provide a response to two of these five randomly chosen questions. When you are challenged for your response, you will need to provide your answers precisely as you have entered them below (this includes the case of each letter).
- In what city or town were you born?** (text input field)
- Who was your best friend while you were growing up?** (text input field)
- What was your favourite class or subject in school?** (text input field)
- What was your first job?** (text input field)
- What is the location of your dream vacation?** (text input field)

PASSWORD:

- You create your own password for your Alberta Secure Access Service User ID.
- Do not share your password with anyone. Your password and the secrecy of it is an integral part of the security protecting your personal information.
- Your password must conform to the Alberta Secure Access Service password guidelines.

Password (text input field)

Confirm Password (text input field)

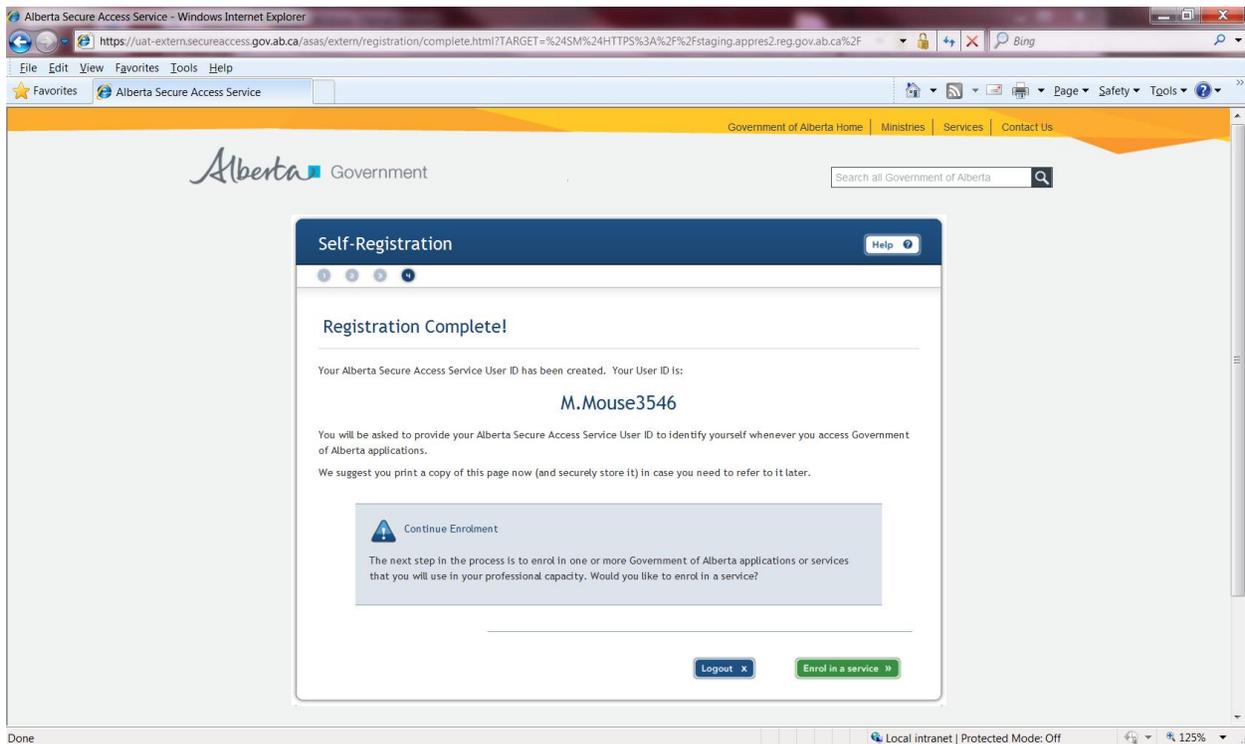
Next (button)

Alberta Secure Access Service (ASAS) Instructions

Registration Complete

It may take several seconds for this screen to appear. This is your ASAS User ID. It is recommended that you print this screen and securely store it in the event you need to refer to it at a later date.

You are now ready to enrol in the Alberta Personal Property Registry Electronic System (APPRES), click “Enrol in a Service” at the bottom right hand corner of the screen to continue.



The screenshot shows a web browser window displaying the "Self-Registration" page. The page title is "Registration Complete!". The main content area states: "Your Alberta Secure Access Service User ID has been created. Your User ID is: **M.Mouse3546**". Below this, it says: "You will be asked to provide your Alberta Secure Access Service User ID to identify yourself whenever you access Government of Alberta applications. We suggest you print a copy of this page now (and securely store it) in case you need to refer to it later." A blue box with a plus icon and the text "Continue Enrolment" is present, followed by the instruction: "The next step in the process is to enrol in one or more Government of Alberta applications or services that you will use in your professional capacity. Would you like to enrol in a service?". At the bottom of the page, there are two buttons: "Logout" and "Enrol in a service". The browser's address bar shows the URL: "https://uat-extern.secureaccess.gov.ab.ca/asas/extern/registration/complete.html?TARGET=%245M%24HTTP5%3A%2F%2Fstaging.appres2.reg.gov.ab.ca%2F". The browser's status bar at the bottom indicates "Local intranet | Protected Mode: Off" and "125%".

Alberta Secure Access Service (ASAS) Instructions

Select Ministry Service

Choose to enrol in APPRES by clicking in the radio button that appears on the left hand side of the Alberta Personal Property Registry Electronic System (APPRES) text.

Click "Next" to continue.

The screenshot shows a web browser window displaying the 'Self-Enrolment' page. The page title is 'Self-Enrolment' and the sub-header is 'Select Ministry Service'. The page contains the following text:

The Government of Alberta ministries that are currently enrolling users through the Alberta Secure Access Service are listed below. The applications offered by each ministry are listed under that ministry.

The ministry you choose to enrol in may require you to provide a minimal amount of information that will be used to assess, validate and enable your ability to access the requested application.

INSTRUCTIONS:
Please choose the application in which you would like to enrol.

The page lists four ministry categories, each with an 'Application' label and a radio button:

- Service Alberta**
 - Application: Alberta Personal Property Registry Electronic System (APPRES)
- Alberta Environment**
 - Application: Water Use Reporting (WUR)
- Treasury Board and Finance**
 - Application: Tax and Revenue Administration Client Self-Service (TRACS)
- Human Services**
 - Application: Mobius

A green 'Next' button is located at the bottom right of the page.

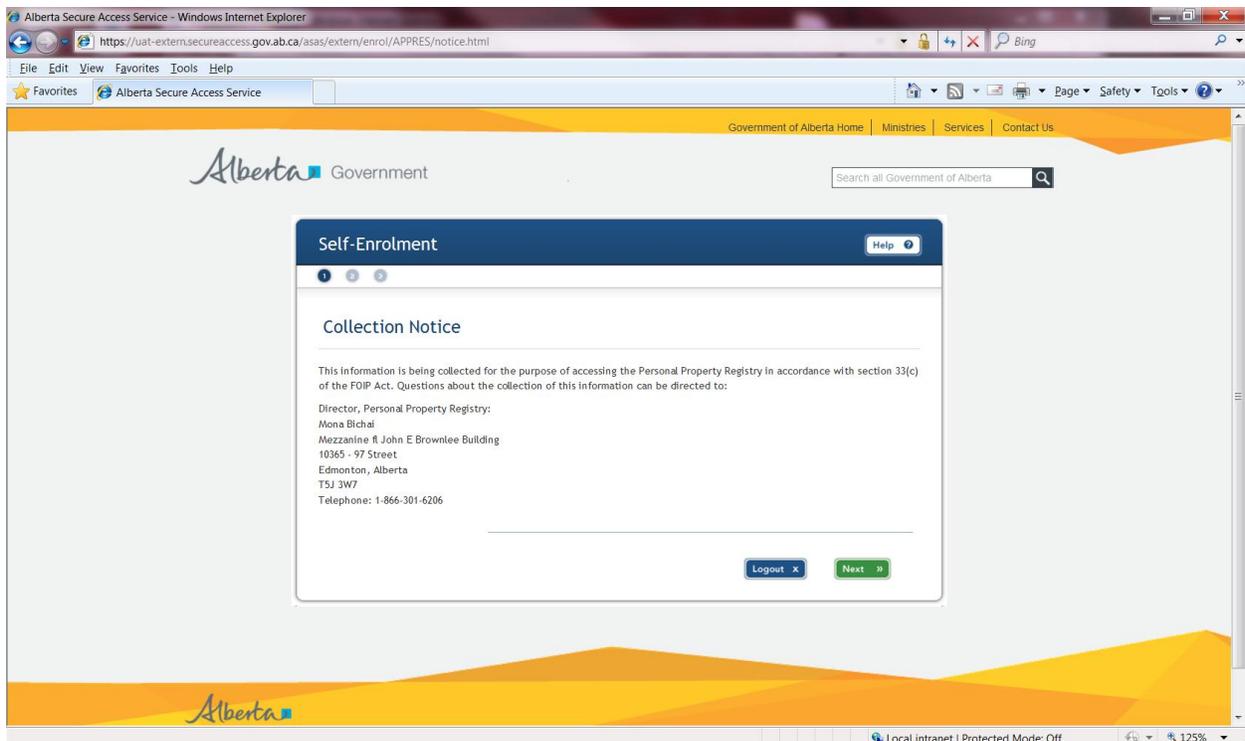
Alberta Secure Access Service (ASAS) Instructions

Collection Notice

This is notice to you that the following details provided during the registration process will be collected for use in APPRES:

- First and last name
- ASAS User ID
- Phone number
- Email address

Click “Next” to continue.

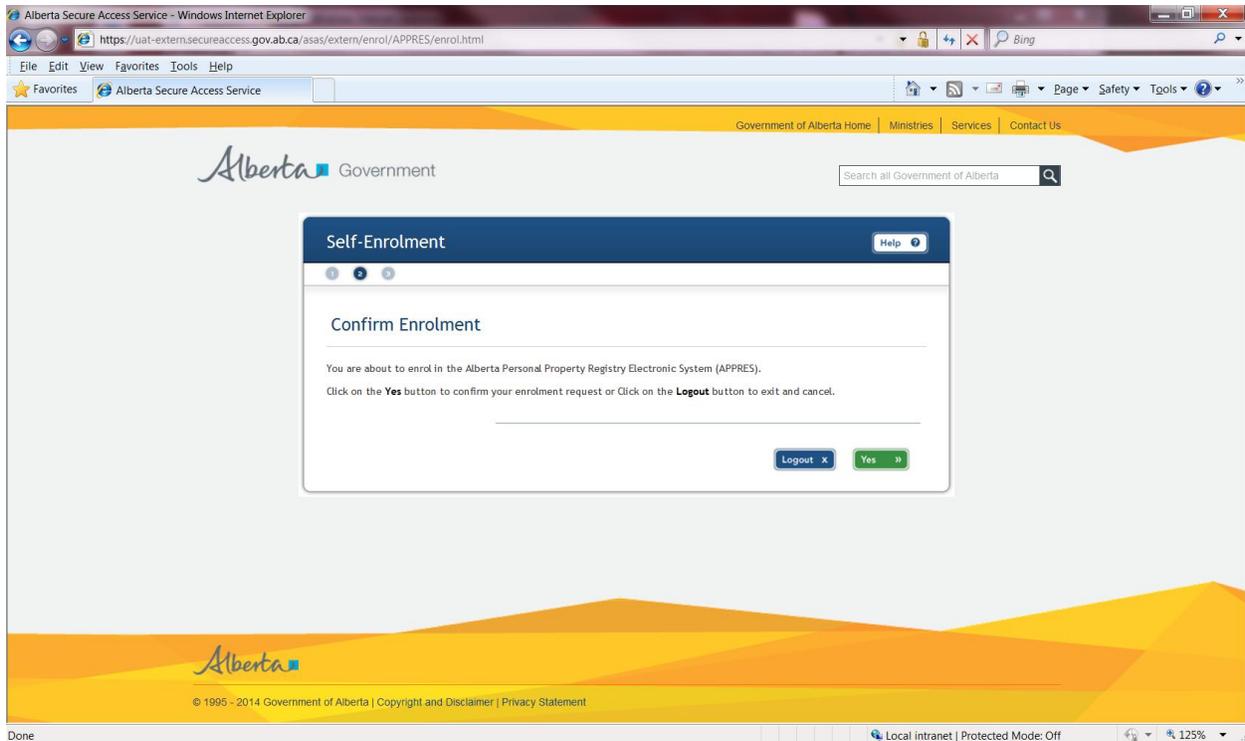


Alberta Secure Access Service (ASAS) Instructions

Confirm Enrolment

Click “Yes” to continue.

It may take several seconds for the next screen to appear.



Alberta Secure Access Service (ASAS) Instructions

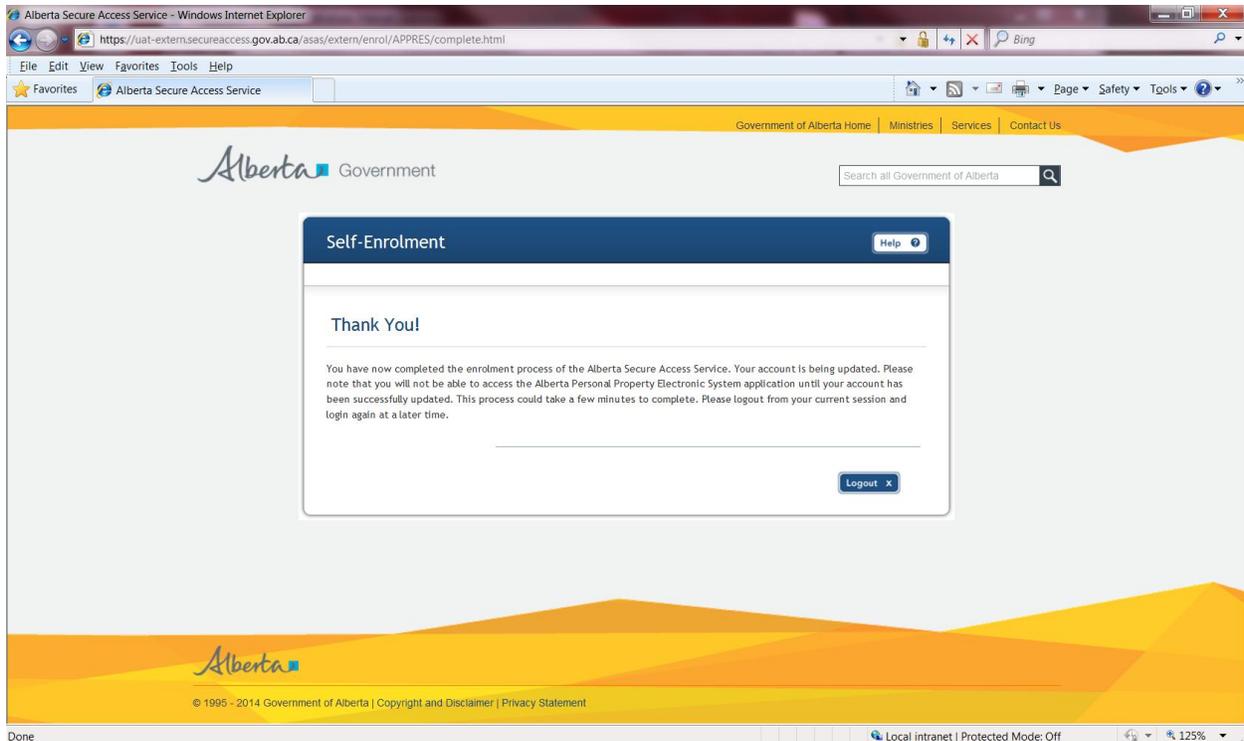
Thank You

You have successfully completed the registration / enrolment process.

PLEASE NOTE:

At this point you should have an ASAS User ID and password and enrolled in APPRES. The next step is to request affiliation to your organization to enable access to registration / search functions.

To begin the affiliation process click "Logout".



Alberta Secure Access Service (ASAS) Instructions

How to Request Affiliation

To access APPRES you must be affiliated to an organization. The registration and/or search fees incurred are applied to the Personal Property Registry client account number of the organization you are affiliated with.

To request affiliation to an organization navigate to the ASAS login screen:

<https://appres.reg.gov.ab.ca>

Supply your ASAS User ID and password in the “Login / Modify your Account” section located on the left hand side of the screen and click “Login” to continue.

Alberta Secure Access Service - Windows Internet Explorer

https://uat-extern.common.secureaccess.gov.ab.ca/apps/login/login.aspx?TYPE=33554433&REALMOID=06-3026324c-0e9e-4cbb-9302-874c38d968e2&GUID

Government of Alberta Home | Ministries | Services | Contact Government

Alberta Government

Welcome to the Alberta Secure Access Service

In this section, existing EXTERN users will be able to make changes to Personal Information, contact information, and ministry-specific enrolment information.

User ID:
m.mouse3546

Password:

Forgot Password?

Help Login

In this section, you will complete the Registration process to acquire a Government of Alberta EXTERN User ID. The EXTERN User ID will permit you, in your role as an External Contracted User, or employee of an External Organization, to access secure Government of Alberta applications.

Click here to register!

The Alberta Secure Access Service is the foundation of an efficient, secure, centralized authentication and authorization system for Government of Alberta stakeholders including citizens, business partners, and public employees.

Please do not bookmark this logon page.

Update User Profile

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Alberta Secure Access Service (ASAS) Instructions

Request Affiliation

To request affiliation to your organization click “New Affiliation” on the lower left hand side of the screen to begin the process.

The screenshot shows a web browser window titled "Request Affiliation - Windows Internet Explorer". The address bar displays a URL: <https://staging.appres2.reg.gov.ab.ca/GOA.APPRES.Stakeholder.Web/InitiateTransaction.aspx?ServiceTypeID=b5a2f07e-19d5-401f-bd21-3c356b717ea&Resp>. The page content is as follows:

Request Affiliation

User Information

User Name: Mickey Mouse
ASAS ID: M.Mouse3546
APPRES User ID: VTGQ71P5
Physical Address:

Phone: Ext.
Fax: Ext.
Email: mickey@mouse.com

Affiliations

No Affiliations Exist

Affiliation Status	Affiliation Code	APPRES User ID	Party Code	Party Name
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Done

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Alberta Secure Access Service (ASAS) Instructions

Affiliation Code

Supply the Affiliation Code that has been provided to you by your organization in the “Affiliation Code” field and click “Add” to continue.

PLEASE NOTE:

If you do not have the affiliation code for your organization you will not be able to continue this process. Please contact the Site Coordinator for your organization to obtain the affiliation code.

The Affiliation Code is 10 characters in length, begins with the letters “AC” and is following by 8 numeric digits - all 10 characters must be supplied.

Request Affiliation - Windows Internet Explorer

https://staging.appres2.reg.gov.ab.ca/GOA.APPRES.Stakeholder.Web/Service/Affiliation.aspx?EventID=e206990c-1622-462a-a9bc-a9438ebd0819

Request Affiliation

Request Affiliation

User Information

User Name: Mickey Mouse
ASAS ID: M.Mouse3546
APPRES User ID: VTGQ7IP5
Physical Address:

Phone: Ext.
Fax: Ext.
Email: mickey@mouse.com

Affiliations

No Affiliations Exist

Affiliation Status	Affiliation Code	APPRES User ID	Party Code	Party Name
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Affiliation Code

AC00000003

Add Cancel

Save Exit

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Alberta Secure Access Service (ASAS) Instructions

Save Affiliation Code

The screen will refresh and the Affiliation Code will appear under the “Affiliations” heading. Click “Save” to continue.

PLEASE NOTE:

If you exit without clicking save the Affiliation Request will not be saved – you must click “Save” in the bottom left hand corner of the screen to continue.

The screenshot displays the 'Request Affiliation' web application interface. The browser address bar shows the URL: <https://staging.appres2.reg.gov.ab.ca/GOA.APPRES.Stakeholder.Web/Service/Affiliation.aspx?EventID=577d267f-0950-4b67-9584-7b059b6ca398>. The page title is 'Request Affiliation'.

User Information

User Name: Mickey Mouse
ASAS ID: M.Mouse3546
APPRES User ID: VTGQ7IP5
Physical Address:
Phone: Ext.
Fax: Ext.
Email: mickey@mouse.com

Affiliations

Affiliation Status	Affiliation Code	APPRES User ID	Party Code	Party Name
Requested - Pending Approval	AC36045961	VTGQ7IP5		

Affiliation Code

Add Cancel

Save Exit

Local intranet | Protected Mode: Off | 125%

Alberta Secure Access Service (ASAS) Instructions

Save Affiliation Code - Continued

The screen will refresh and a prompt to Continue will appear - you must click “Continue” to complete the action. If you click “Cancel” the Affiliation Code will not be saved and your Site Coordinator will not be able to approve your affiliation request.

Request Affiliation - Windows Internet Explorer
https://staging.appres2.reg.gov.ab.ca/GOA.APPRES.Stakeholder.Web/Service/Affiliation.aspx?EventID=577d267f-0950-4b67-9584-7b059b6ca398

Request Affiliation

Press **Continue** to Proceed.
Press **Cancel** to return to the form in progress.

User Information
User Name: Mickey Mouse
ASAS ID: M.Mouse3546
APPRES User ID: VTGQ7IP5
Physical Address:
Phone: Ext.
Fax: Ext.
Email: mickey@mouse.com

Affiliations

Affiliation Status	Affiliation Code	APPRES User ID	Party Code	Party Name
Requested - Pending Approval	AC36045961	VTGQ7IP5	:	:

Affiliation Code

Alberta Secure Access Service (ASAS) Instructions

Successfully Saved Affiliation Code

Once “Continue” has been clicked and the screen refreshes the Request Affiliation process is complete.

At this point you may request affiliation to another organization if required or click “Exit” to leave the Request Affiliation screen.

PLEASE NOTE:

Your Site Coordinator must approve the request for affiliation before you will be able to access search and/or registration functions in APPRES.

The screenshot shows a web browser window titled "Request Affiliation - Windows Internet Explorer". The address bar displays the URL: <https://staging.appres2.reg.gov.ab.ca/GOA.APPRES.Stakeholder.Web/Service/Affiliation.aspx?EventID=577d267f-0950-4b67-9584-7b059b6ca398&originalDo>. The page content is as follows:

Request Affiliation

User Information

User Name: Mickey Mouse
ASAS ID: M.Mouse3546
APPRES User ID: VTGQ7IP5
Physical Address:
Phone: Ext.
Fax: Ext.
Email: mickey@mouse.com

Affiliations

Affiliation Status	Affiliation Code	APPRES User ID	Party Code	Party Name
Requested - Pending Approval : AC36045961 : VTGQ7IP5 : :				

Affiliation Code

Add Cancel

Save Exit

Done

Local intranet | Protected Mode: Off

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Alberta Secure Access Service (ASAS) Instructions

Subsequent Login

The creation of an ASAS User ID, password and requesting affiliation to an organization and the approval of that request are only required if you are accessing APPRES for the first time.

Once you have completed this process on subsequent logins you need only supply your ASAS User Id and password to access APPRES registration and/or search functions.

Please note that you will only have access to registration types if you have been accredited. Otherwise you will be able to access the search types that your organization has access to.

Alberta Secure Access Service - Windows Internet Explorer
https://uat-extern.common.secureaccess.gov.ab.ca/apps/login/login.aspx?TYPE=33554433&REALMOID=06-3026324c-0e9e-4cbb-9302-874c38d968e2&GUID

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Search all Government of Alberta

Welcome to the Alberta Secure Access Service

In this section, existing EXTERN users will be able to make changes to Personal Information, contact information, and ministry-specific enrolment information.

User ID:
m.mouse3548

Password:

Forgot Password?

Help Login

In this section, you will complete the Registration process to acquire a Government of Alberta EXTERN User ID. The EXTERN User ID will permit you, in your role as an External Contracted User, or employee of an External Organization, to access secure Government of Alberta applications.

Click here to register!

The Alberta Secure Access Service is the foundation of an efficient, secure, centralized authentication and authorization system for Government of Alberta stakeholders including citizens, business partners, and public employees.

Please do not bookmark this logon page.

Update User Profile »

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