Instructions for MyKeys
Keyano College's Application Portal

1. Proceed to apply to Keyano College through ApplyAlberta.

2. Once your application has been processed by ApplyAlberta and received by Keyano College you will receive the acknowledgment email. See below for example of email:

Thank you for applying to Keyano College

Keyano Student ID# {{StudentID}}

Dear {{FirstName}} {{LastName}},

We have received your application and application fee. We appreciate your interest in Keyano College!

For further information on your application will be available on your MyKeys admission portal. Information on how to sign into your account will be sent to your personal email.

If you have any issues with your login, please email AdmissionsPortal@keyano.ca.

For international and domestic students, please allow 5-14 business days for processing from the point of application

Should you require specific information, please visit Contact Us - Office of the Registrar on our website.

Sincerely,
The Admissions Team
Office of the Registrar

3. You will then receive a Portal Invite email once your application has been handled by our admissions clerk. This email will provide you the link to your MyKeys portal.
   a. Please click on the **Register Now** or scan the QRcode to continue with accessing your MyKeys.
   b. You will be prompted to create a password to be able to access your dashboard.

Welcome to your MyKeys Admissions Portal

Hi {{FirstName}} {{LastName}},

Please complete the registration into the MyKeys Admissions portal.

This portal will allow you to receive updates from Keyano College and complete your application. You will need to access the portal to complete critical steps like:

- Provide the required documents and information to complete your application
- View your current admission status
- Pay your admissions deposit to secure your seat

To get started, set up your username and password from the link below.

Register Now

4. Once you have successfully logged into your MyKeys, you will be able to view the MyKeys Admissions Dashboard. Your dashboard will display all the information regarding your application, including admission requirements, and status of your application, etc. This is also where you can upload your educational and supporting documents.

5. Under **Application-Offer**, this will display your applications information, the year and term you applied towards, the program name, along with your application status and decision and a brief description.

Application - Offers

Year	Term	Program	Application Date ↑	Application Status
2023	FALL	UT Bachelor of Science	5/28/2023	Payment Required

Status Description	Decision Status	Decision Description	Decision Date
Admission deposit payment required to accept seat in program	Conditional Offer	You have received acceptance with certain conditions, please see below for outstanding requirements	5/28/2023

6. Please see table below of the possible application status and decisions you may see on your dashboard and detail on what these application status mean. There are some more status and decisions that may display on your MyKeys; if you require further clarity on the description, please reach out to admissions@keyano.ca.

Application Status and Decision	What this status means
Application Received/ Application Processed	We have received your application from Apply Alberta and an admissions clerk has moved it into our system. Still needs to be reviewed by an admissions representative.
Pending / No Decision	An admissions representative has reviewed your application and has determined one of the following: - You have not uploaded or are missing documents to be able to assess your application. - You are missing or have not met admission requirements; missing requirements will be displayed under the Admission Requirements on your dashboard
Payment Required / Full Offer	You have met full requirements to your program and have been sent a full offer. Payment is required of your admission deposit to accept your seat in the program. Offers are only valid for 10 business days.
Payment Required / Conditional Offer	You have met most of your requirements to your program and have been sent an offer with conditions to be met prior to your studies. Some conditions may include but are not exclusive to: official transcripts, current high school student required completion of your grade 12 courses, etc. *Information on your specific conditions will be outlined under your Application Requirements in their **notes section**.* Payment is required of your admission deposit to accept your seat in the program. Offers are only valid for 10 business days.
Confirm / Accepted	We have received your admission deposit payment, and you are now fully accepted into your program.
Confirm / Conditional Accepted	We have received your admission deposit payment, and you are now accepted into your program, however you still have certain conditions to be met prior to your start.
Program Full / Waitlist	You have met the requirements for the program however the intake at this time is full and we are not sending out offers, you will remain on the waitlist. At such time there is a seat available you will be contacted by our admissions department.
Pending / Waitlist	You have applied to a competitive program; addition decisions are required to be cleared before offer can be sent, offers are not guaranteed. Example in ACP and Social Work Diploma you are waiting on an interview, for PN or BScN you have met the minimum GPA requirement but not the competitive GPA.
Confirm / Cancelled	Applicant has cancelled their application to Keyano College
Confirmed / Application Expired	Your application is no longer active. You have not met requirements and the intake has now passed.
Confirm / Offer Expired	Your application is no longer active. You have either not accepted your offer into the program, or you have not registered for courses and the add/drop date has now passed for the intake.
Cancelled / Application Expired	Keyano College is no longer offering this program in the intake you have applied to.

7. **Application Requirements** is where you can navigate the admission requirements for the program in which you applied for, this is also where you can upload your educational documents, high school and post-secondary transcripts, English language proficiency results, applicant profiles, etc. Click on the **Upload Documents**, any documents that you or our admission department have uploaded will be located there.

Application Requirements				
Name ↑	**Required**	**Waived**	**Documents Required**	
High School Transcripts	Yes	No	Yes	⊕ Upload Documents

NOTES: ** documents provided considered unofficial please visit keyano.ca/applynow to see how to submit your official transcripts. ** If educated in Alberta, we can request your transcripts on your behalf. If you were educated outside of Alberta, please upload a copy of your transcripts to MyKeys Dashboard and have your school send us your official transcripts.

8. If your dashboard has been updated applicants will receive an email indicating there has been updates. Please review the **Notes** section of your Application Requirements, each requirement will indicate what information is required, this is also where your admissions representative will update on what they still require or next actions to take.

Check out your Dashboard for Updated Information on your Application

Dear {{FirstName}} {{LastName}},

Your application to Keyano College has been updated. Please log in to the MyKeys Portal (mykeys.keyano.ca) to see your dashboard.

If you are experiencing any issues with your login, please contact us at AdmissionPortal@keyano.ca.

For more information on our program's requirements, please check our website at A-to-Z Programs and Courses - Keyano College.

Sincerely,
The Admissions Team
Office of the Registrar

Application Requirements				
Name ↑	**Required**	**Waived**	**Documents Required**	
High School Transcripts	Yes	No	Yes	⊕ Upload Documents

NOTES: ** documents provided considered unofficial please visit keyano.ca/applynow to see how to submit your official transcripts. ** If educated in Alberta, we can request your transcripts on your behalf. If you were educated outside of Alberta, please upload a copy of your transcripts to MyKeys Dashboard and have your school send us your official transcripts.

9. Applicants may receive an offer email to the program they applied to if they meet admission requirements and there are seats available. Please see below for example offer email. In the letter it will indicate the amount of your admission deposit to accept your seat.

Congratulations! We are pleased to extend you an offer to Keyano College.

Dear {{FirstName}} {{LastName}},

To confirm your acceptance of this offer, please log into your MyKeys Portal (mykeys.keyano.ca) and accept your offer on the dashboard.

To accept this offer you will be required to pay an admission deposit of $750.00.

Your offer of admission will be rescinded if we do not receive your admission deposit by the due date, which is 10 business days from today.

Please note, a refund of the admission deposit will be administered at the following rate:

- Fall Term: 50% prior to July 1
  No refund after July 1
- Winter Term: 50% prior to November 1
  No refund after November 1
- Summer Term: 50% prior to March 1
  No refund after March 1

You may also pay for your tuition at this time as well. Please visit your program page here Programs and Courses - Keyano College, to view your specific tuition amount for the upcoming academic year.

If you decide not to accept this offer, please decline your offer on your dashboard.

If you choose to accept the offer after it has expired, we may be able to reactivate the offer if there are still seats left in the program. Please email Admissions@keyano.ca

10. To accept your offer, you will have to go onto your dashboard, under the **Application-Offer**, select Accept Offer to proceed to the Payment page.

Application - Offers

Year	Term	Program	Application Date ↑	Application Status	Status Description	Decision Status	Decision Description	Decision Date	
2023	FALL	UT Bachelor of Science	5/28/2023	Payment Required	Admission deposit payment required to accept seat in program	Conditional Offer	You have received acceptance with certain conditions, please see below for outstanding requirements	5/28/2023	➡ Accept Offer ✖ Decline Offer

11. Applicants can accept their offer by paying their admission deposit via credit card, TransferMate (international only) or Bank Transfer (domestic bank accounts only). Information on refund policies is also available on this page. It is the applicants responsibility to know the application policy and procedure including the refund.

Select Payment Option

⚠ Admissions Deposit and Refunds

If you are offered a seat in the program, you will need to pay a non-transferable $250 ($750 for international) admission deposit to accept your seat. This deposit may be partially refundable depending on when cancellation is requested. You can read our complete refund policy here: **https://www.keyano.ca/en/about-us/refund-policy.aspx**

By selecting a payment option below you agreeing to our terms and conditions as specified in our refund policy.

▭ Accept and Pay via Credit Card

Choose this option if you want to pay via Visa or MasterCard. Please note some Visa Debit or MasterCard Debit, and international credit cards may not be accepted. Students who pay through this method typically receive their Letter of Acceptance within 24 hours. Please note an additional Letter (Letter of Acceptance for IRCC) will be provided to International Students within 2-3 business days. If your international credit card doesn't work, use the "TransferMate" option instead.

⇄ Pay via TransferMate

Keyano College has partnered with TransferMate to provide our international students with a payment portal that saves on bank fees and exchange rates while providing 24 HR customer service and online tracking of your payment. The system allows international students to make payments using their local banks (bank wire transfers) or credit cards, with competitive exchange rates. Select your country of origin and preferred payment method, and follow the steps to make your payment. Once your payment is complete at TransferMate, return to this portal and provide the reference/confirmation number to accept the offer. The actual transfer of funds can take 3-4 business days (longer depending on international banking policies and controls in your local country).

Click here to read more on how Transfermate works: **Transfermate tuition payments**

⇄ Pay via Bank Transfer

This option is only available for individuals with a Canadian bank account. Register Keyano College as a payee from your bank's website to make online bill payments. Select "Add Payee" and enter "Keyano College – Tuition Fee" to pay for tuition. Please allow for three to four business days for bank processing. Once you have completed this step, you must provide a reference/confirmation number on the next page.

For more information on payment options please visit: **Tuition and Financial Services - Keyano College**

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12. Once payment has been made for their admission deposit, their status of application will move to Full Acceptance or Conditional Acceptance. Applicants will receive this confirmation acceptance email, please see example email below.

Dear {{FirstName}} {{LastName}},

Thank you for choosing Keyano College! We are delighted to have you study with us this year.

Please note your student ID: {{StudentID}}

Your first step as a Keyano College student should be to review our Essential Student Information. This will help you navigate your Keyano College experience smoothly.

Your program may also include a Welcome Letter, which could contain information on the start of your classes and requirements needed outside of Admissions. Please review your letter for more information specific to your program.

To view the full tuition and fees for your programs, please visit your specific program page A to Z Programs and Courses - Keyano College.

Registration is an essential step in becoming a student. You must register into your courses prior to the course start date. We encourage your register early to avoid the waitlist. You can find your registration guide and Self-Service instructions here (Course Registration). If you have any questions regarding registration and courses, please email student.advisors@keyano.ca.

We would like to take this opportunity to wish you much success at Keyano College. We look forward to being a part of your educational experience!

Sincerely,

The Admissions Team
Office of the Registrar

13. **Application – Current and Past**, you can always view the status of your application(s) form the time we have processed them to the final decision whether that be accepted or declined etc.

Applications - Current and Past						
Year	Term	Program	Enrollment Status	Application Date ↑	Application Status	Status Desc
2023	FALL	UT Bachelor of Science		5/28/2023	Payment Required	Admission deposit payment required to accept seat in program
2024	FALL	UT Bachelor of Science		11/8/2023	Application Received	We have received your application, application has not yet been review

14. If you need help with accessing your MyKeys account, please email admission.portal@keyano.ca. If you have questions regarding your admission status, application requirements etc. please email admissions@keyano.ca.