How to Accept your Offer/Conditional Offer on Self-Service

1. Log into Self-Service using your credentials found in your email from Admissions. An example of Keyano credentials would be John.Smith806  **DO NOT** include @keyanomail

2. If you are a new student who just received a temporary password, you are required to activate your Keyano ID account and reset your new password. Instructions here: [www.keyano.ca/en/student-services/keyano-account.aspx](http://www.keyano.ca/en/student-services/keyano-account.aspx)  **Please do this FIRST, before you accept your offer.**

3. Go to [https://selfservice.keyano.ca/SelfService/Home.aspx](https://selfservice.keyano.ca/SelfService/Home.aspx) and login on the left side using your username and password.

4. Click on “Active Applications and Offers”
5. This will show all of your Credit and Non-Credit applications to Keyano College. Programs that you are eligible to receive an offer for will appear under “Offers” with an option to “Accept”. Other applications that are not eligible to receive an offer at this time will appear under “Applications”.

![Active Applications and Offers Table]

6. Once you have “Accepted” your offer, please click “Pay Deposit”. If you have been offered for more than one program, your other programs will automatically be declined. If you have other applications still pending, they will remain pending and you may receive an offer for them at a later date.

![Confirm Offer Selection]

7. Follow the instructions on the pop-up tab to complete your admission deposit. Only accepts VISA or MasterCard, and it must be a credit card, not Debit. If you do not have either card and are in Canada, you may purchase a pre-loaded VISA or MasterCard to use at most grocery or convenience stores.
If you are unable to use a credit card to pay for your Admission Deposit, and you are an international student, you can choose TransferMate. Information on this service can be found on our website at www.keyano.ca/en/student-services/financial-services-and-tuition.aspx

If you are a domestic student and do not have a credit card of your own, and cannot borrow one from a parent or other friend or relative, you can purchase a pre-loaded credit card and use it. **NOTE:** you must activate and register your pre-loaded card before you can use it for this purpose, and the activation process may take up to 24 hours to complete.

8. Once your payment has been successfully processed, you will see the following screen.

![Payment successfully processed screenshot](image)

Please note: your admission deposit is the only thing you can pay via self service. Options to pay your remaining balance for tuition and rent, and the instructions for them, can be found [here](https://www.keyano.ca/en/index.aspx):