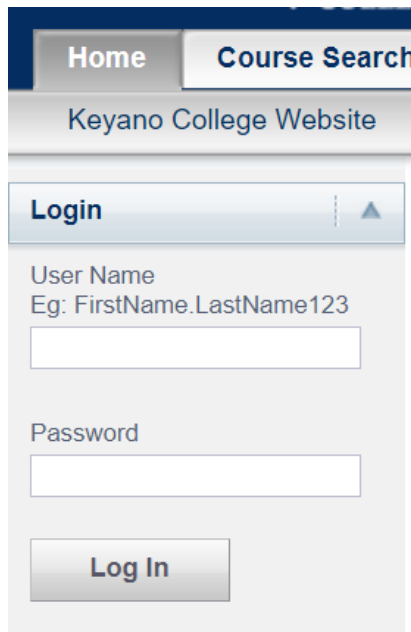# How to Accept your Offer/Conditional Offer on Self-Service

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   **Please do this FIRST, before you accept your offer.**

3. Go to 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

Applications

These are your past and present applications pending review

Receipt Date	Period	College Attendance	College	Program / Degree / Curriculum
2/9/2018	2017/Fall/Regular Semester	New	Trades Heavy Indust	Credit / Trades / Power 4 Online
7/5/2018	2018/Fall/Regular Semester		UniStd CareerP AUpgr	Credit / Academics / Art and Design Cert
8/17/2018	2018/Fall/Regular Semester	New	UniStd CareerP AUpgr	Credit / Academics / Open Studies
8/17/2018	2019/Winter/Regular Semester	Continuing	Trades Heavy Indust	Credit / Trades / Power 4 Online

Offers

These are your currently available offers that you can accept

Accept Offer	Receipt Date	Period	College Attendance	College	Program / Degree / Curriculum
Accept	11/12/2018	2019/Fall/Regular Semester		Art Sci Bus Ed	Credit / Academics / Environment Tech Dip

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

This offer will be accepted once you pay deposit.
Click "Pay Deposit" below to continue and complete the acceptance process.

Accept

Receipt Date	Period	College Attendance	College	Program / Degree / Curriculum
11/12/2018	2019/Fall/Regular Semester		Art Sci Bus Ed	Credit / Academics / Environment Tech Dip

Following offers for same period will be declined automatically.
You may only be enrolled in one active program in a given semester. For any type of exceptions, you will need to speak with an advisor.

Decline

There are currently no applications on record for you. If you submitted your application on-line or through the mail, it may not have been processed yet. Please check back later.

Back   Pay Deposit   (Payment can only be made by Visa/Mastcard).

If you are experiencing issues with this, please contact the Office of the Registrar.

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.

Mandatory fields marked by *

Payment Details

Transaction Amount: $250.00 (CAD)

Order ID: 19749

Please complete the following details exactly as they appear on your card.
Do not put spaces or hyphens in the card number.
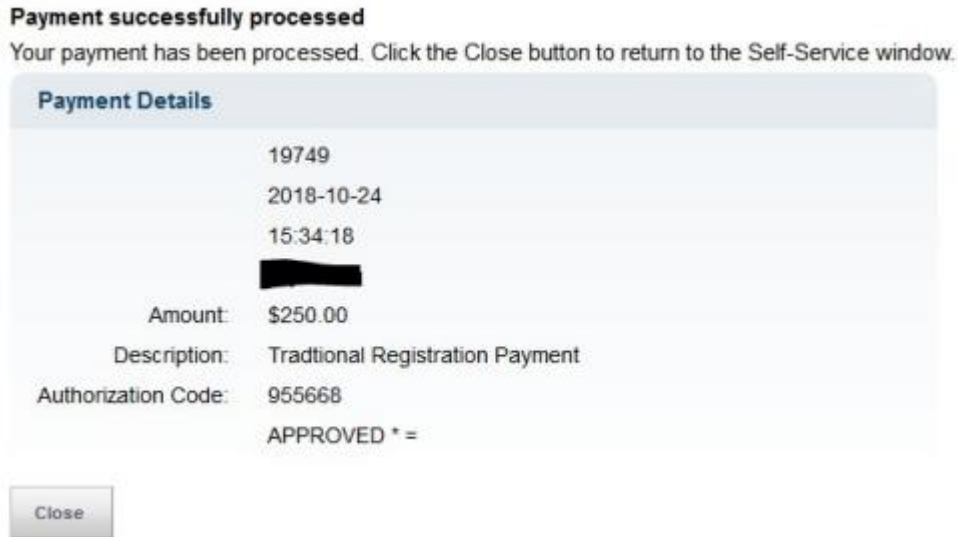
Cardholder Name*:

Card Number*:

Expiry Date (MMYY)*:

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back','Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

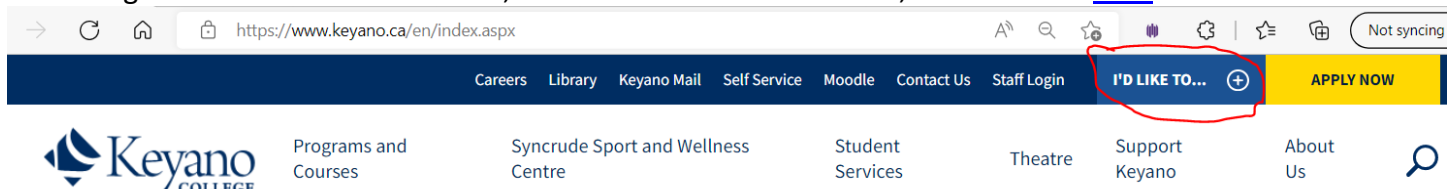**Process Transaction**   **Cancel Transaction**

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

Your payment has been processed. Click the Close button to return to the Self-Service window.

Payment Details

19749

2018-10-24

15:34:18

Amount: $250.00

Description: Tradtional Registration Payment

Authorization Code: 955668

APPROVED * =

Close

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:

I'd Like To...

Student Services

Add a course

Apply to Graduate

Apply for Housing

Become a Student Athlete

Register for a Course

Request a Transcript

Drop a course

Finances

View my statement

Tuition Tax Receipts

Pay for Parking

Pay my Rent

Pay for Tuition

View Scholarships and Bursaries

Get a Student Loan

Technology

Keyano Account

Download Microsoft Office

Download Read/Write Software

Reset my Password

Wi-Fi Access

Connect to School Messenger

What are you looking for?