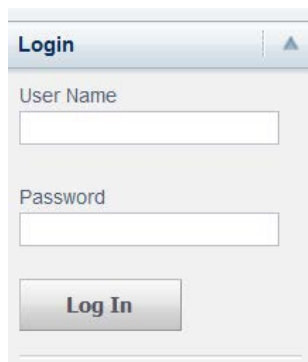


### How to Accept your Offer/Conditional Offer on Self-Service

1. Log into Self-Service using your credentials found in your email from Admissions. An example of Keyano Credentials would be test.test806
2. If you are not a current student and do not have a password, you are required to activate and set your new password here: <https://password.keyano.ca>
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
<a href="#">Accept</a>	11/12/2018	2019/Fall/Regular Semester		Art Sci Bus Ed	Credit / Academics / Environment Tech Dip

- 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.

**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.				


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

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

- Follow the instructions on the pop-up tab to complete your admission deposit.

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

- Once your payment has been successful 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

XXXXXXXXXX

Amount: \$250.00

Description: Traditional Registration Payment

Authorization Code: 955668

APPROVED \* =