

OPaC User Guide Section 1 – Registration and Common Features

Applications for *Historical Resources Act* clearance and for permits to undertake archaeological or palaeontological studies (Alberta Culture) or to conduct research within Alberta Parks and Protected Areas (Alberta Tourism, Parks and Recreation) must be submitted through the Online Permitting and Clearance (OPaC) system (www.opac.alberta.ca). The OPaC User Guide Section 1 provides information on registration procedures and common features.

1.1 Accessing OPaC

The External Applicant site is a public site open to anyone with a browser and internet access. A one-time registration is required.

1.1.1 Register as a New Applicant


In order to gain access to the OPaC website, complete the following steps:

1. Click on the “Register” button.

The screenshot shows the OPaC website interface. At the top, there is a blue header with the Alberta Government logo on the left, the text "Online Permitting and Clearance" in the center, and a "Contact Us/Instructions" link on the right. Below the header, the main content area is white. It starts with a blue heading "Welcome to the Online Permitting and Clearance System (OPaC)". Underneath, a green heading reads "If you have already registered on the site, you may use your User Id and Password to Logon". This is followed by a login form with two input fields: "User Id:" and "Password:", and a "Logon" button. Below the login form is a green heading "User Id and Password help", which contains two links: "Forgot your user id?" with a "User Id Help" button, and "Forgot your password?" with a "Password Help" button. Further down is a green heading "Register", with the text "Need access to this site?" and a "Register" button. At the bottom of the white area, a "NOTE:" states that users must meet certain requirements to apply for permits and provides instructions: contact the Ministry at 780-431-2331 for Archaeological Permits, and at 403-820-6210 for Palaeontological Permits. The footer is a blue bar with the Alberta logo on the left and a list of links: "Home", "Government", "Accessibility", "Using this Site", "Privacy", "Contact Us/Instructions", and "Copyright and Disclaimer" on the right, along with the copyright notice "©2009 - 2011 Government of Alberta".

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2. Enter basic profile information in the following screen. An asterisk denotes required information.


Online Permitting and Clearance
[Contact Us/Instructions](#)

[Main Menu](#)

Welcome to the Online Permitting and Clearance System (OPAC)

Register to use the OPAC system

All fields with asterisks must be filled out in order to proceed. Once the information on this screen has been provided, the system will send a confirmation email with a link to this website, where you can confirm your registration.

Please enter a user id that you wish to use for access to this system. It must begin with a letter and can be any combination of letters and numbers up to 30 characters. Spaces are not allowed.

* **User ID:**

The password can be any combination of letters, numbers and special characters up to 30 characters long, and is case sensitive. Passwords must meet the following restrictions:

- must be at least eight (8) characters long and may not include any part of your user id
- must include at least one upper case letter (A, B, C, ...)
- must include at least one lower case letter (a, b, c, ...)
- must include at least one number (1, 2, 3, ...)

* **Password:**

* **Confirm Password:**

Your Information

* **First Name:**

* **Last Name:**

* **Affiliation:**

* **Address:**

* **City or Town:**

* **Province/State:** * **Country:**

* **Postal Code/Zip:**

* **Business Number:** () -

* **Email:**

CC Emails To:

This information will be stored in the system and used to set default values for contact information. Once you are registered in the system, you will be able to update this information at any time by using the "My Profile" link.

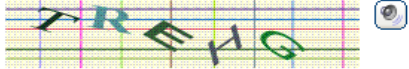
Security Question for Password Reset

The security question is used in case you forget your password or user id. You will need to know the answer to this question in order to regain access to the system.

* **Security Question:**

* **Answer:**

* **Enter the code you see below:**



The personal information that you provide on this form and any attachments will be used for communicating with you concerning your application and for billing purposes. It is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and is protected by the privacy provisions of the Act. Should you have any questions about the collection of this information, you may contact Brian Ronaghan for Historic Resource Management submissions (brian.ronaghan@gov.ab.ca or 780-431-2335) or Roy Finzel for Parks and Protected Areas submissions (roy.finzel@gov.ab.ca or 780-427-5818).

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- When the information is complete, click the “Submit” button. If your email address is already registered, an error message will appear prompting you to return to the Main Menu to use the Password Help feature to re-establish access to your original account. This error message will not prevent you from creating an additional account with the same email contact address if that is your intention.

Your Information

* First Name:	<input type="text" value="John"/>	
* Last Name:	<input type="text" value="Doe"/>	
* Affiliation:	<input type="text" value="Doe Consulting"/>	
* Address:	<input type="text" value="11111 111 Avenue"/>	<i>This information will be stored in the system and used to set default values for contact information. Once you are registered in the system, you will be able to update this information at any time by using the "My Profile" link.</i>
	<input type="text"/>	
* City or Town:	<input type="text" value="Edmonton"/>	
* Province/State:	<input type="text" value="AB"/>	* Country: <input type="text" value="Canada"/>
* Postal Code/Zip:	<input type="text" value="T6P 1R1"/>	
* Business Number:	(<input type="text" value="780"/>) <input type="text" value="111"/> - <input type="text" value="1111"/>	
* Email:	<input type="text"/>	<i>This email has been previously registered in OPaC. Click on the 'Main Menu', above, to retrieve your existing User ID and Password.</i>
CC Emails To:	<input type="text"/>	

- Once your profile information is complete and the “Submit” button has been clicked, an email will be sent to the email address provided. **The email contains a link that must be used to activate the account.**
- Copy the link to an internet browser or click on it to gain access to the OPaC website. You will be prompted to enter your newly created OPaC User ID and password

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6. After successfully entering your OPaC User ID and password and confirming your profile information, you can access the Main Menu tab of the OPaC website.

The screenshot displays the OPaC website interface. At the top, there is a blue header bar containing the Alberta Government logo on the left, the text "Online Permitting and Clearance" and "Welcome John Doe" in the center, and a "Contact Us/Instructions" link on the right. Below the header is a navigation bar with three buttons: "Main Menu", "My Profile", and "Log Off". The main content area is enclosed in a white box with a thin border. It begins with a heading "Welcome to the Online Permitting and Clearance System!". Underneath, there are two sections: "Historic Resources Management" and "Parks and Protected Areas". Each section contains a list of links with red arrow icons. The "Historic Resources Management" section includes links for "My Applications", "Apply for Historical Resources Act Clearance", and "Search the Listing of Historic Resources". The "Parks and Protected Areas" section includes links for "My Applications", "Apply for Research and Collection Permit", "Amend/Renew Research and Collection Permit", and "Submit Research and Collection Permit Progress Report". In the bottom right corner of the content area, the text "Release 1.2.0, Screen ID: 1000000" is visible. At the very bottom of the page is a dark blue footer bar with the Alberta Government logo on the left and a series of links: "Home", "Government", "Accessibility", "Using this Site", "Privacy", "Contact Us/Instructions", and "©2009 - 2011 Government of Alberta Copyright and Disclaimer".

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7. In order to apply for Archaeological or Palaeontological permits, an applicant must go through a screening and approval process (see note on the registration page). If the applicant meets the requirements for applying for Archaeological or Palaeontological permits and has been approved by Historic Resources Management Branch (HRMB), additional options may appear on the Main Menu screen:

The screenshot displays the OPaC user interface. At the top, there is a blue header with the Alberta Government logo on the left, the text "Online Permitting and Clearance" and "Welcome John Doe" in the center, and a "Contact Us/Instructions" link on the right. Below the header is a navigation bar with three buttons: "Main Menu", "My Profile", and "Log Off". The main content area is titled "Welcome to the Online Permitting and Clearance System!" and is divided into three sections: "Historic Resources Management", "Royal Tyrrell Museum of Palaeontology", and "Parks and Protected Areas". Each section contains a list of links with arrows pointing to the right, such as "My Applications", "My Permits", "Apply for Historical Resources Act Clearance", "Apply for Archaeological Permit", "Apply for Archaeological Permit Amendment", "Submit Archaeological Report Summary", "Search for Archaeological Permit Reports", and "Search the Listing of Historic Resources". At the bottom right of the main content area, the text "Release 1.2.0, Screen ID: 1000000" is visible. The footer of the page is a dark blue bar containing the Alberta Government logo on the left and a series of links: "Home", "Government", "Accessibility", "Using this Site", "Privacy", "Contact Us/Instructions", and "©2009 - 2011 Government of Alberta Copyright and Disclaimer".

8. Companies may create an administrative account through which they can access the individual OPaC accounts of their employees. An administrative account is created following the standard registration procedures. Once the account has been created and activated, the account administrator should contact the Historic Resources Management Branch at 780-431-2331 to have the administrative account linked to the accounts of relevant employees.

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The following menu options are available from anywhere in the OPaC system:


Main Menu: This link will return the user to the start screen displayed on the previous page.

My Profile: This link will display the user profile information and allow updates it as necessary.

Log Off: This will log the user out of OPaC.

1.2 Updating User Profile Information

After successfully registering with the OPaC system, you can update your personal profile information or change your password at any time. This can be done clicking the “My Profile” tab in the top menu.



Online Permitting and Clearance
Welcome John Doe

[Contact Us/Instructions](#)

Main Menu
My Profile
Log Off

My Profile

User Details

* Title:	<input type="text"/>	* Address:	<input type="text" value="11111 111 Avenue"/>
* First Name:	<input type="text" value="John"/>	Initials:	<input type="text"/>
* Last Name:	<input type="text" value="Doe"/>	* City or Town:	<input type="text" value="Edmonton"/>
* Affiliation:	<input type="text" value="Doe Consulting"/>	* Province/State:	<input type="text" value="AB"/>
* Work Number:	(<input type="text" value="780"/>) <input type="text" value="111"/> - <input type="text" value="1111"/>	* Country:	<input type="text" value="Canada"/>
Cell Number:	(<input type="text"/>) <input type="text"/> - <input type="text"/>	* Postal Code/Zip:	<input type="text" value="T6P 1R1"/>
Home Number:	(<input type="text"/>) <input type="text"/> - <input type="text"/>		
Fax Number:	(<input type="text"/>) <input type="text"/> - <input type="text"/>		
* Email Address:	<input type="text" value="john.doe@email.com"/>		
CC Emails To:	<input type="text"/>		

Please note that we will be using your e-mail address to send you periodic notices of changes to our programs and other regulatory announcements. This information will be kept confidential. Detailed information on the Government of Alberta's Privacy Policy can be found at:
<http://alberta.ca/home/privacy.cfm>

I would like to receive email updates regarding the Listing of Significant Historical Sites and Areas and other regulatory announcements.

Security Question for Password Reset

The security question is used in case you forget your password or user id. You will need to know the answer to this question in order to regain access to the system.

* **Security Question:**

* **Answer:**

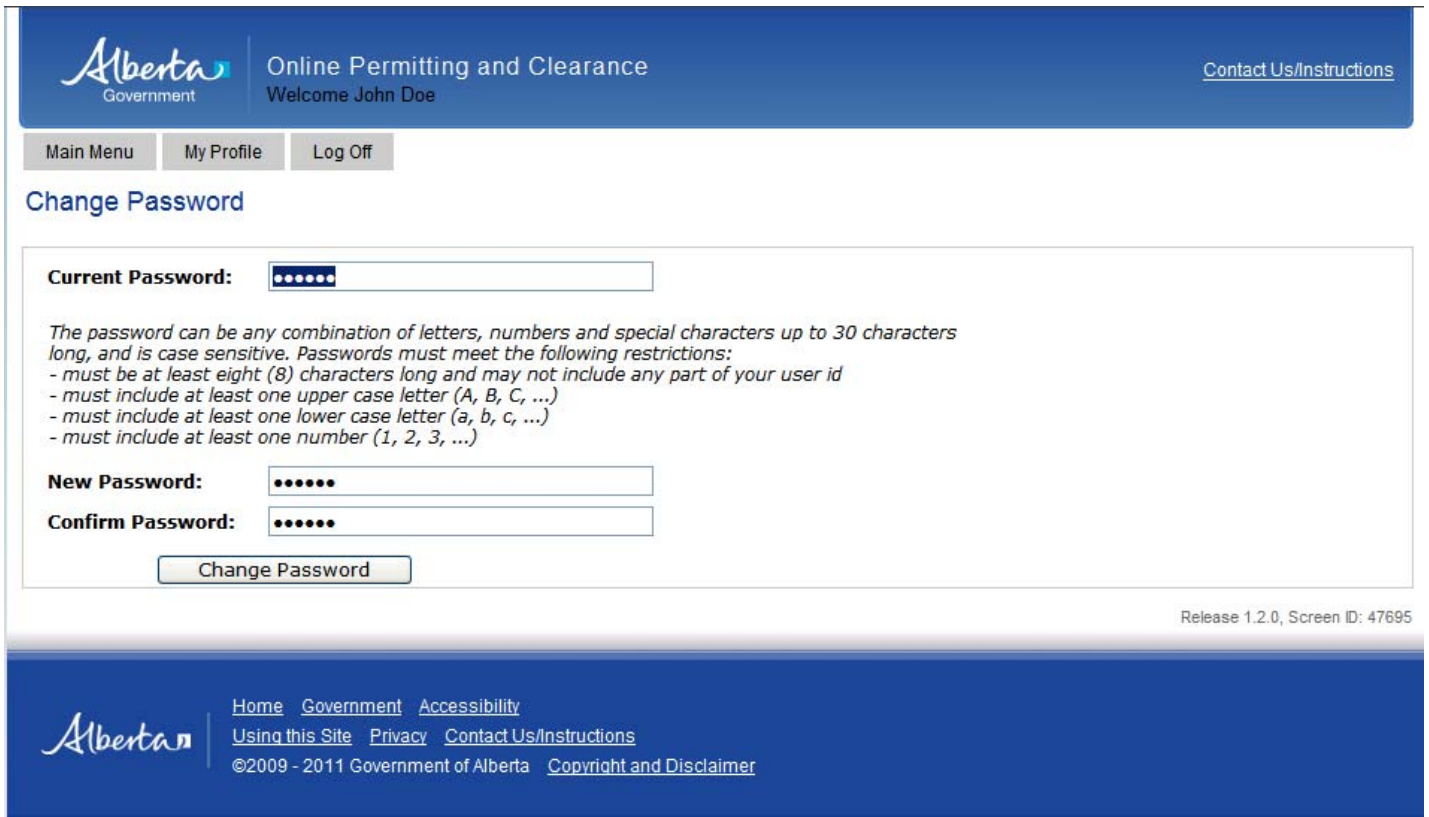
* An asterisk indicates a required field.

Release 1.2.0, Screen ID: 12949

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1.2.1 Change Password

Clicking the “Change Password” button on the “My Profile” screen will navigate to the change password screen. To change a password, enter the current password and then a new password that follows the four rules as documented on the page.



Current Password:

The password can be any combination of letters, numbers and special characters up to 30 characters long, and is case sensitive. Passwords must meet the following restrictions:

- must be at least eight (8) characters long and may not include any part of your user id
- must include at least one upper case letter (A, B, C, ...)
- must include at least one lower case letter (a, b, c, ...)
- must include at least one number (1, 2, 3, ...)

New Password:

Confirm Password:

Release 1.2.0, Screen ID: 47695

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[Using this Site](#) [Privacy](#) [Contact Us/Instructions](#)
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1.3 Main Menu

The following options may be available from the Main Menu:

Historic Resources Management:

My Applications: This will display all active applications for a user who is currently logged in.

My Permits: This will display information on permits that have been issued to a user approved to apply for Archaeological Mitigative, Research or Student permits.

Apply for Historic Resources Act Clearance: This will enable a user to apply for *Historic Resources Act* Clearance for development projects being planned within the province of Alberta.

Apply for Archaeological Permit: This will enable an approved user to apply for Archaeological Mitigative, Research or Student Permit.

Apply for Archaeological Permit Amendment: This will enable an approved user to apply to amend a current Archaeological Permit.

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1.3 Main Menu

The following options may be available from the Main Menu:

Historic Resources Management:

Submit Archaeological Report Summary: This will enable an approved user to submit an Archaeological Report Summary.

Search for Archaeological Permit Reports: This will enable an approved user to access electronic copies of Archaeological Permit Reports that have been accessioned by the Historic Resources Management Branch.

Search the Listing of Historic Resources: This will enable a user to search using ATS locations for the Historic Resource Values assigned to lands in Alberta prior to creating an Application for *Historical Resources Act* Clearance. The results of this search can be saved as an excel file.

Royal Tyrrell Museum of Palaeontology:

My Applications: This will display all active applications for a user who is currently logged in.

My Permits: This will display information on permits that have been issued to a user approved to apply for Palaeontological Mitigative, Research or Student permits.

Apply for a Palaeontological Permit: This will enable an approved user to apply for Palaeontological Mitigative, Research or Student Permit.

Apply for a Palaeontological Permit Amendment: This will enable an approved user to apply to amend a current Palaeontological Permit.

Submit Palaeontological Report Summary: This will enable an approved user to submit a Palaeontological Report Summary.

Parks and Protected Areas:

My Applications: This will display all active applications for a user who is currently logged in.

Apply for Research and Collection Permit: This will enable an user to apply for a Parks Research and Collection Permit.

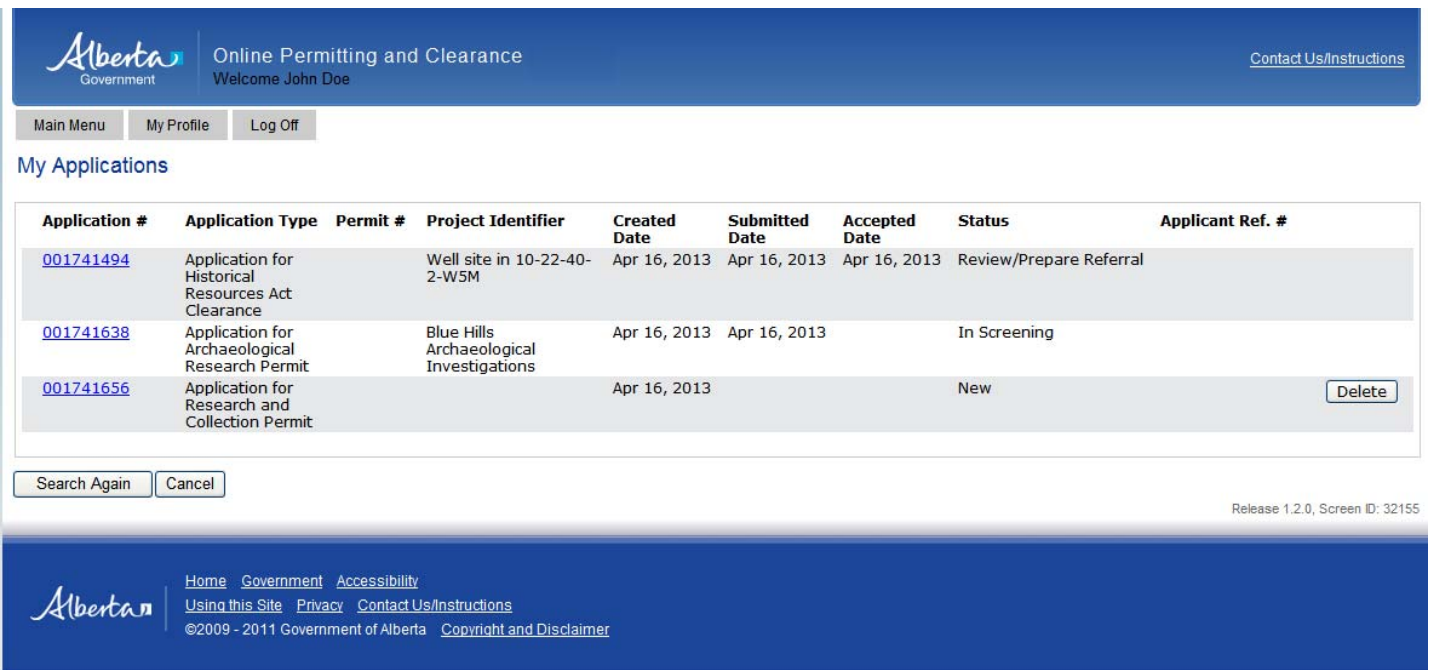
Amend/Renew Research and Collection Permit: This will enable an user to apply to amend or renew a current Parks Research and Collection Permits.

Submit Research and Collection Permit Progress Report: This will enable a user to submit a Parks Research and Collection Permit Progress Report.

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1.3.1 My Applications

After a user has accessed the system, they can view their applications by selecting the “My Applications” link located on the Main Menu page under the Historic Resource Management, Royal Tyrrell Museum of Palaeontology or Parks and Protected Areas sub-headers. Please note that the “My Applications” links in these two sub-areas will display the same list (i.e., HRM, RTMP and Parks applications together). The standard generated list will include outstanding applications only (i.e., those that have not been approved, denied or cancelled):



Alberta Government Online Permitting and Clearance
Welcome John Doe [Contact Us/Instructions](#)

Main Menu My Profile Log Off

My Applications

Application #	Application Type	Permit #	Project Identifier	Created Date	Submitted Date	Accepted Date	Status	Applicant Ref. #
001741494	Application for Historical Resources Act Clearance		Well site in 10-22-40-2-W5M	Apr 16, 2013	Apr 16, 2013	Apr 16, 2013	Review/Prepare Referral	
001741638	Application for Archaeological Research Permit		Blue Hills Archaeological Investigations	Apr 16, 2013	Apr 16, 2013		In Screening	
001741656	Application for Research and Collection Permit			Apr 16, 2013			New	Delete

Release 1.2.0, Screen ID: 32155

Alberta Government
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[Using this Site](#) [Privacy](#) [Contact Us/Instructions](#)
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1.3.2 My Applications List Features

The following features and functions are available on the “My Applications” list:

- Applications not yet submitted may be deleted by clicking the “Delete” button on the far right.
- The list can be sorted by clicking the column headers.
- The Status column provides information about an application’s review status:
 - New:** Application has not yet been submitted or has been returned for revision.
 - In Screening:** Application is being checked for completeness and accuracy.
 - In Review** (also Review/Prepare Referral, In Review (Report), Waiting for Report Review): Application is under review.
 - In Preparation:** A response is being generated.
 - Cancelled:** Application has been cancelled.

Navigation to further application information can be accomplished by clicking the Application Number link.

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1.3.3 My Applications Search

Users may refine search results by clicking on the “Search Again” button at the bottom of the “My Applications” list. Applicants may search by application number, applicant’s reference number or submitted date or range of dates. The search results will include all applications unless the “Outstanding Only” box is checked. If this box is checked, the search results will include active applications only.

1.4 Common Features

1.4.1 Application Structure

The following is common to all applications and all external web pages:

- The application form is divided into sections and each section has a descriptive header in Green underlined by a horizontal dividing line.
- Buttons within the form (e.g., “Add Project Identifiers”) will create a new line for additional information above the button. There is no limit to the number of lines that can be added in this way.
- “Save” and “Submit” buttons are available immediately upon display of the application form. **You may save an application at any time, leave it and come back to it later (using the “My Applications” tab).** Clicking “Submit” will prompt the system to check if all required information has been entered appropriately. If it has, the application is submitted. If it has not, the system will return an error message such as the following:

Main Menu My Profile Log Off

Application for Historical Resources Act Clearance

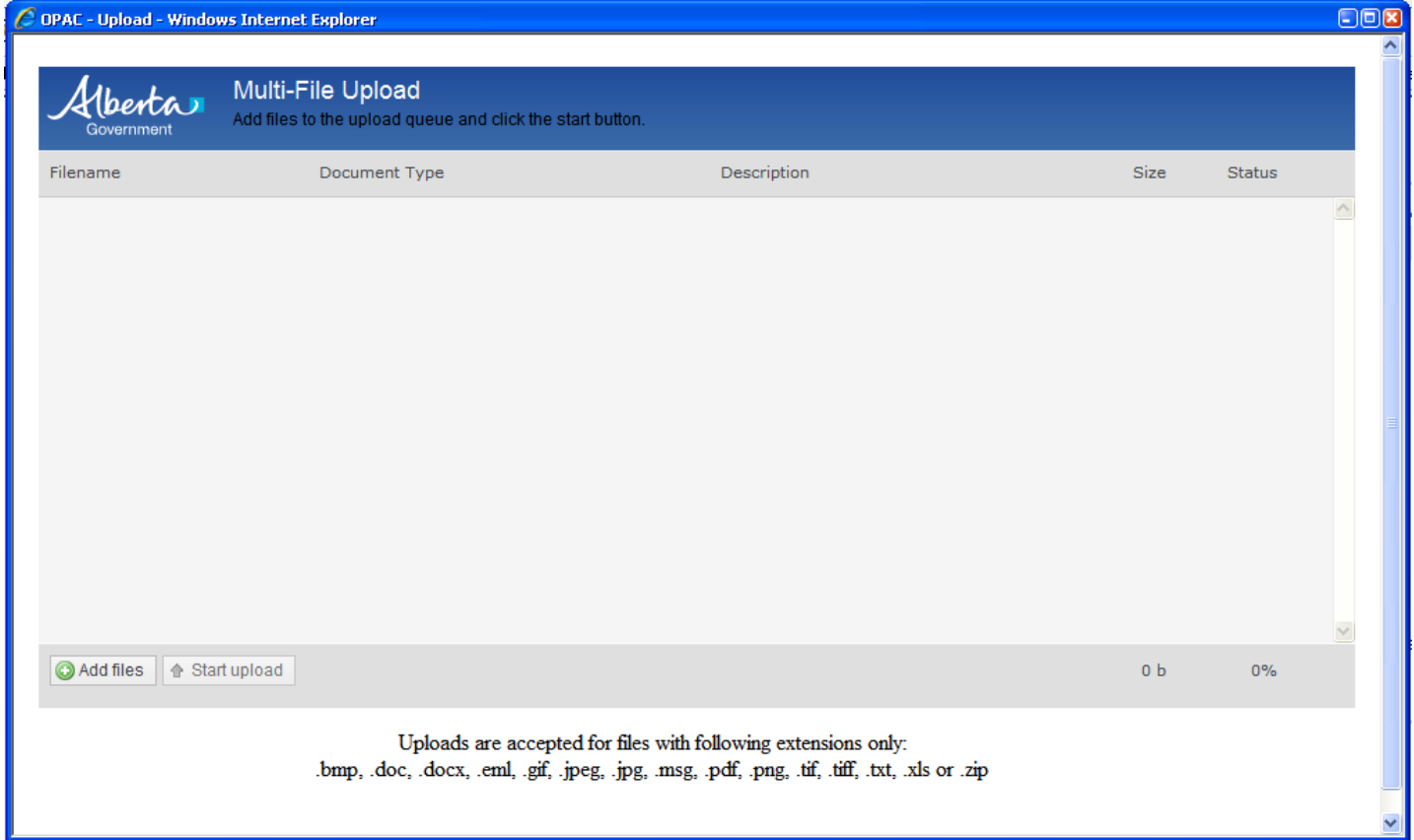
⊗ Button Click failed. Please ensure that the following is entered: Project Identifier, at least 1 Proposed Development Area, at least 1 Listed Lands Affected and an Attachment with a Type of “Illustrative Material”. [Show Details](#)

- “Other” field: In several places throughout the system there is an option to select “Other” (meaning the information is not well described in the provided list). When “Other” is an option, a text box labelled “Other ... Description” (e.g., “Other Project Type Description”) will be present to allow the applicant to enter the item that wasn’t in the selection list. When “Other” is selected, an entry the description window is required.

1.4.2 Button with an ellipsis (“...”)

When a user clicks on a button with “...”, such as “Upload Documents...” or “Add Type of Research...”, a pop-up screen will appear to allow the applicant to enter information or to search and select the information.

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1.4.3 Button without an ellipsis

When a user clicks on a button without an ellipsis, such as “Add Development Area,” a new line will appear above the button so that the applicant may enter the information. There is no limit to the number of lines that can be added.

*Proposed Development Area

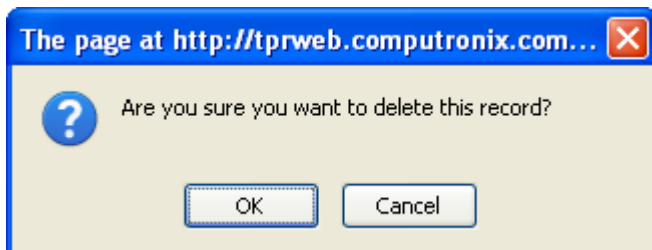
MER	RGE	TWP	SEC	LSD List	Freehold	Special Areas Board	Crown Untitled	Crown Titled	
(None) ▾	(None) ▾	(None) ▾	(None) ▾	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete

Add Development Area

Listed Lands Affected

MER	RGE	TWP	SEC	LSD	HRV	Category
Update Listed Lands Affected <i>Use this button to find lands that are in the Listing of Historic Resources.</i>						

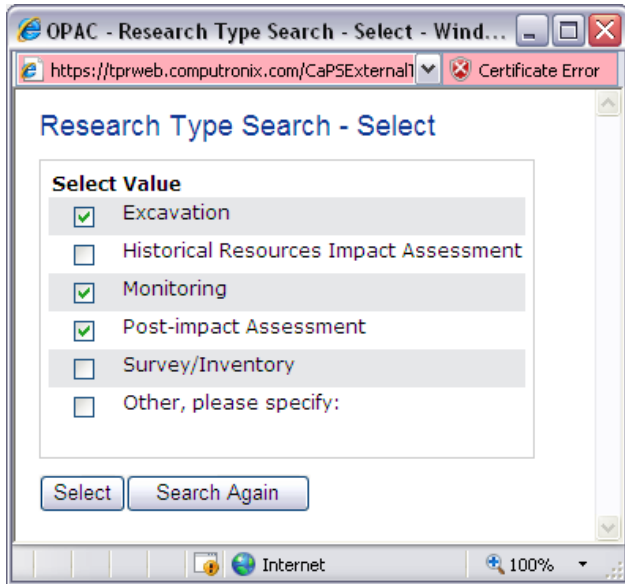
To remove a line from a list that was added by clicking a button, press the “Delete” button at the far right of the line. The system will prompt you to confirm the deletion:



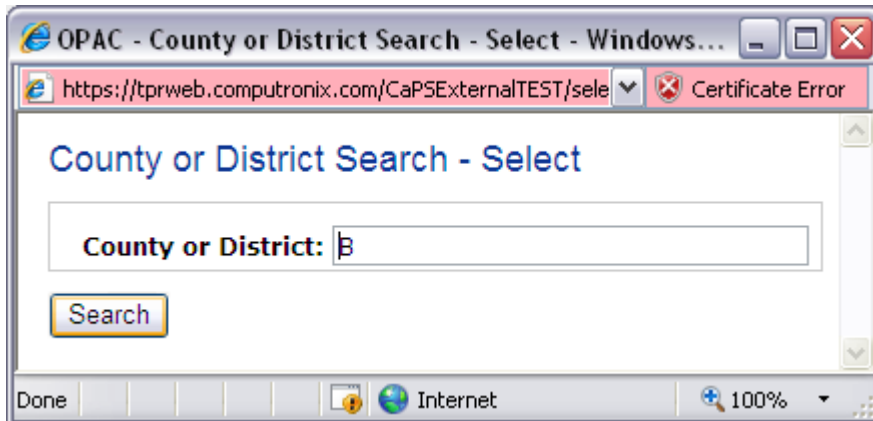
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1.4.4 Search – Select windows

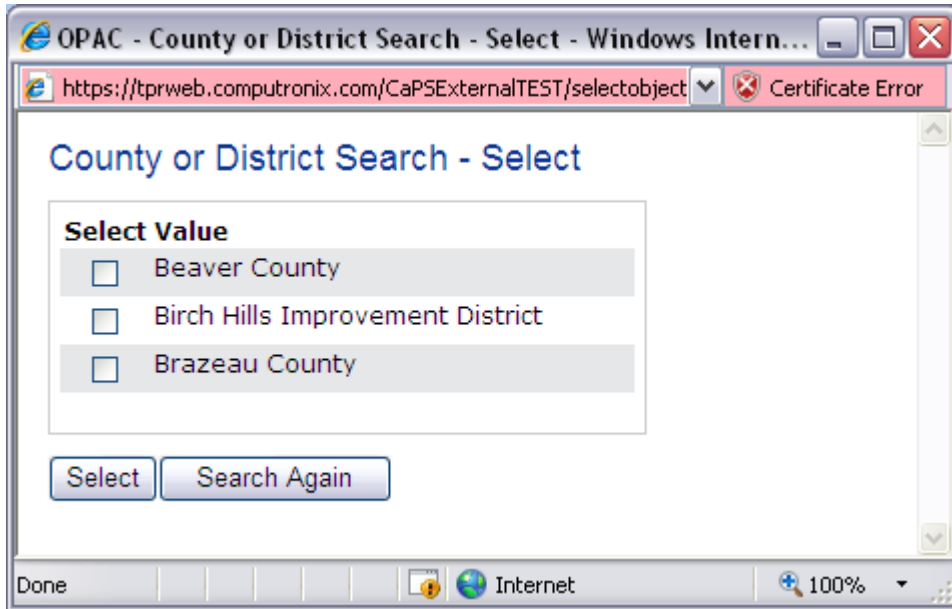
The Search – Select window is used in the application process when more than one value is valid for a given information category. To select one or more values, simply check the checkboxes preceding the values that apply, and then click the “Select” button.



Clicking the “Search Again” button will allow you to shorten the list based on search criteria. For example, to find all the Counties or Districts that start with “B” enter B in the field and click “Search”:



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1.4.5 Date Fields

Date fields always have a calendar button to the right of the field. Clicking this button will pop up a calendar (as below). To select the date simply click on the correct date. The arrows to the left and right of the month and year will display the calendar for preceding or following months or years. The "Today" option will select the date the calendar is accessed.

