

Rangeland Stewardship Audit Program migration for users with an existing Alberta.ca Account

Instructions for users who have an Alberta.ca Account and have an external Rangeland Stewardship Audit Program username

Your Alberta.ca Account provides secure access to the Rangeland Stewardship Audit Program (RSAP) platform, where you can submit your annual grazing stock return form and your recreational access contact and conditions form. This account provides a secure way to verify your identity while safeguarding your personal information and privacy.

The email address linked to your Alberta.ca Account will be used to send you reminders about your Stock Return Form. Make sure it's an email you check regularly.

These instructions are for users who have previously registered for RSAP and have an external username. You will need to know your external username and password to complete these steps. If you do not remember your external password, proceed to the instructions in [Section 2](#), before going to Section 1.

Once this process is complete, you will use your Alberta.ca Account for all future access to RSAP. This setup process only needs to be done once.

Section 1: Transfer registration from external username to Alberta.ca Account

This section will cover transferring your RSAP registration from your existing external username to your Alberta.ca Account.

1. Go to the new RSAP URL: <https://rsap.alberta.ca/RsapSaml2>
2. Click 'Select an account type'
 - Pick the account type that matches your Alberta.ca Account type

Select an account type

[Sign in as an individual](#)
Access provincial government online services, including health records, financial supports and fine payments.

Or

[Sign in on behalf of an organization](#)
Access provincial services and information for organizations, including tax accounts and licences.

[Sign in as an Alberta government employee](#)
Access information and services for Government of Alberta employees and contractors.

3. Enter in the email linked to your Alberta.ca Account

Sign in to Alberta.ca Account for business use

Email or username

...@yahoo.com

[Find my account.](#)

Continue

or

Sign in with Google

Sign in with Microsoft

[Don't have an account?](#) [Create account](#)

4. Enter in your Alberta.ca Account password

Welcome back

Sign in to Alberta.ca Account

Email address
[masked]@yahoo.com

Password
[password field with toggle icon]

[Forgot password?](#)

Sign in

[← Back to sign in options](#)

- Once logged onto your Alberta.ca Account, you will be asked “Are you an existing External RSAP user?”.

Click **YES** if you have registered for RSAP and have an external active directory services (external ADS) username. Enter your external ADS username as it was sent to you (for example: firstname.lastname). Then enter your password and press sign in.

Are you an existing External RSAP user? If so, please select Yes, and you will be prompted to enter your current SecureXNet credentials (The SecureXNet credentials will be mapped to the Alberta.ca account). If you are a new user please select No. If you are an existing Internal User of RSAP select No as well.

☒ Yes ☐ No

Username

[username field]

Password

[password field]

Sign In

[Forgot Password? \(Extern Account\)](#)

Once the “Sign In” button is pressed, the system will take a moment while it links your external username to your Alberta.ca Account. After you press ‘Sign In’, you will only be able to access RSAP with your Alberta.ca Account.

You will now be directed to the RSAP screen where you can see your active dispositions.

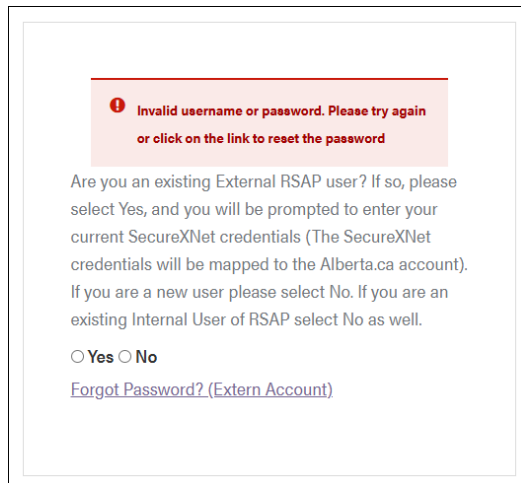
Section 2: External ADS password reset

If you have entered the external username or the password incorrectly, you will receive this message “Invalid username or password”. Note, you cannot reset your external password outside of Canada. Please do this step before you leave the country.

You must have access to the email account linked to the external username to be able to reset the password.

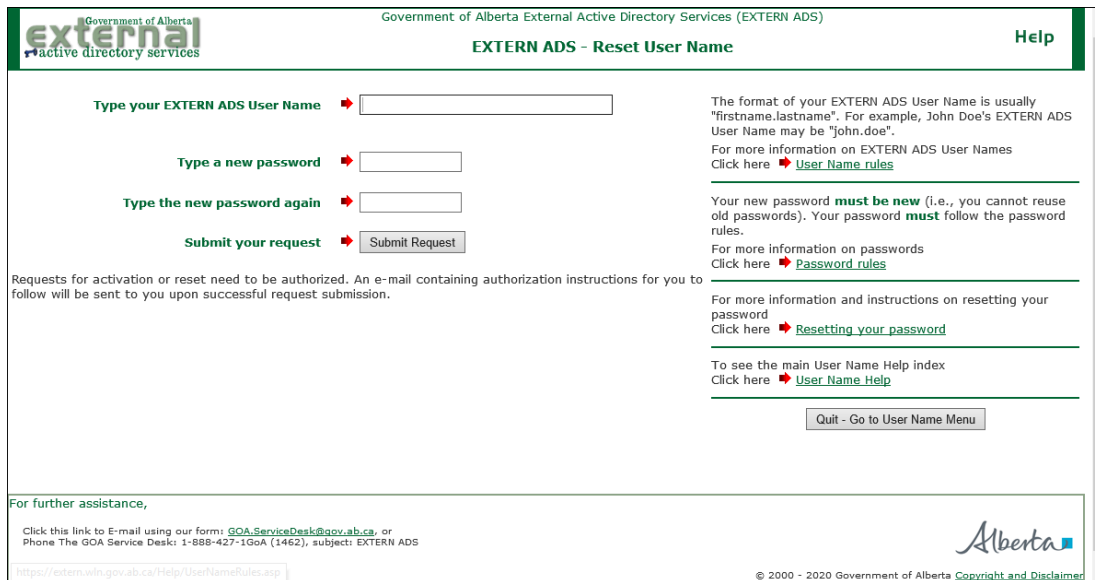
1. To reset the password, click on the “Forgot Password” link to complete the steps to reset the password.

<https://extern.wln.gov.ab.ca/Rreset/?a=SA>



The screenshot shows a web page with a red error message box at the top. The message reads: "Invalid username or password. Please try again or click on the link to reset the password". Below the message, there is a question: "Are you an existing External RSAP user? If so, please select Yes, and you will be prompted to enter your current SecureXNet credentials (The SecureXNet credentials will be mapped to the Alberta.ca account). If you are a new user please select No. If you are an existing Internal User of RSAP select No as well." There are two radio buttons: "Yes" and "No". Below the radio buttons is a link: "Forgot Password? (Extern Account)".

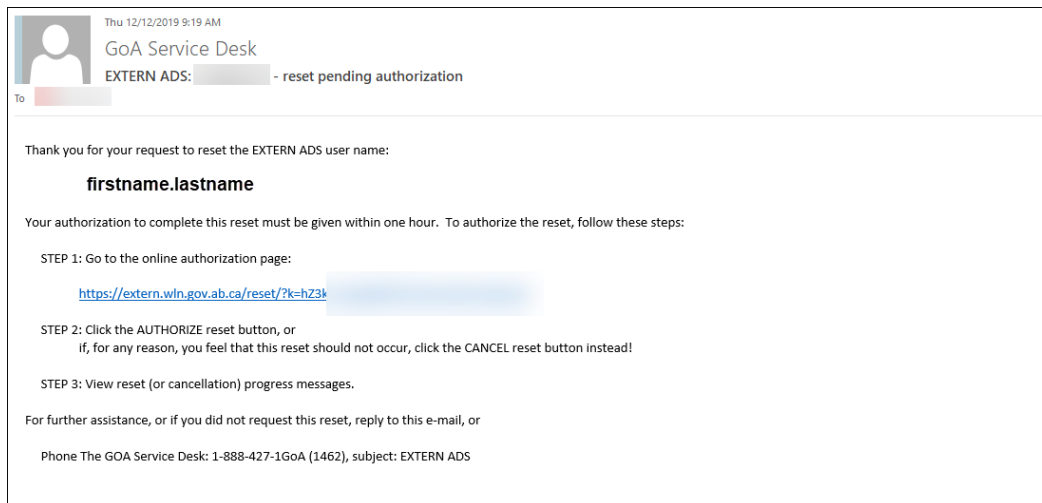
The reset password screen looks like this:



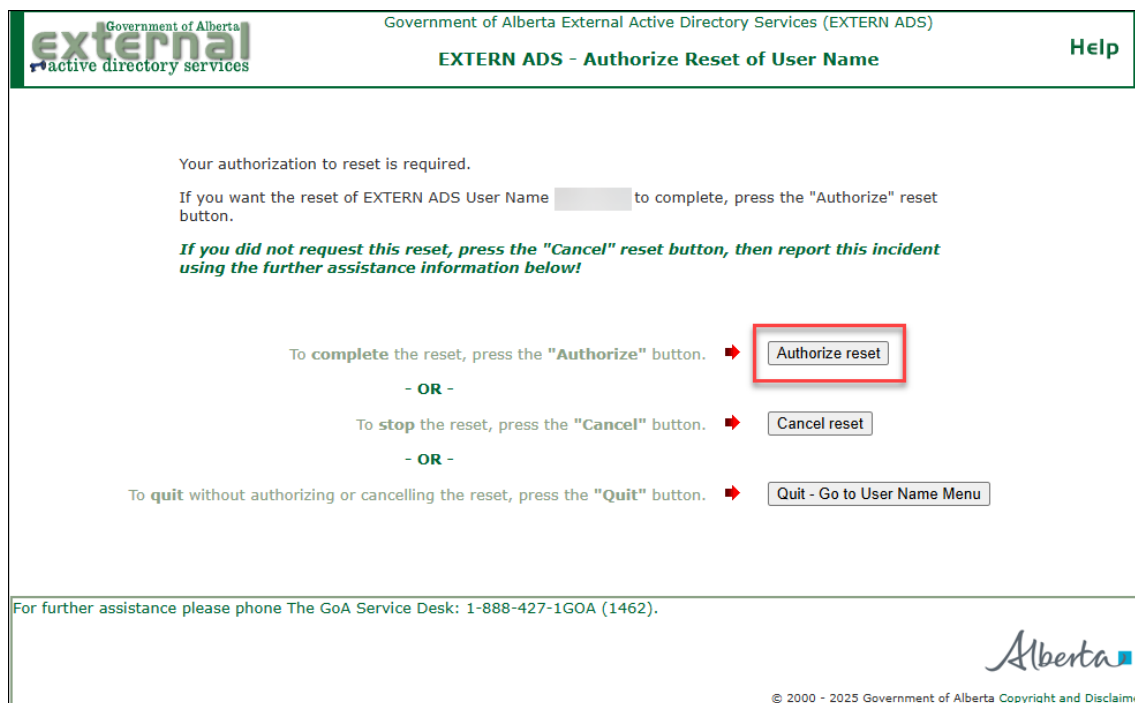
The screenshot shows the "EXTERN ADS - Reset User Name" screen. The page has a header with the Government of Alberta logo and the text "Government of Alberta External Active Directory Services (EXTERN ADS)". The main content area has four input fields: "Type your EXTERN ADS User Name", "Type a new password", "Type the new password again", and a "Submit Request" button. To the right of the input fields, there is a section with instructions: "The format of your EXTERN ADS User Name is usually 'firstname.lastname'. For example, John Doe's EXTERN ADS User Name may be 'john.doe'. For more information on EXTERN ADS User Names Click here User Name rules". Below this, there is another section: "Your new password must be new (i.e., you cannot reuse old passwords). Your password must follow the password rules. For more information on passwords Click here Password rules". Below that, there is a section: "For more information and instructions on resetting your password Click here Resetting your password". At the bottom, there is a section: "To see the main User Name Help index Click here User Name Help". There is a "Quit - Go to User Name Menu" button at the bottom right. At the bottom left, there is a section for further assistance: "For further assistance, Click this link to E-mail using our form: GOA.ServiceDesk@gov.ab.ca, or Phone The GOA Service Desk: 1-888-427-1GoA (1462), subject: EXTERN ADS https://extern.wln.gov.ab.ca/Help/UserNameRules.asp". At the bottom right, there is the Alberta logo and the text "© 2000 - 2020 Government of Alberta Copyright and Disclaimer".

2. Enter your external ADS username and create your new password. Then press the submit request button. Once the request to reset the password has been completed, an email will be sent to the email address associated with the account.

3. Access your email account and open this email. You must click on the authorization link to confirm the reset of the password. **You must click on this link within an hour of receiving this email, otherwise you will have to do the reset steps again.**



4. Once you click on the link in the email, an internet browser window will open to a website titled EXTERN ADS – Authorize Reset of Username. Click on the button that says Authorize Reset.



Once the Authorize Reset has been clicked, the screen will tell you that the reset is complete. You can close the internet browser.

5. Return back to the RSAP link and proceed with the log on steps using your new password: <https://rsap.alberta.ca/RsapSaml2>. See [Section 1](#) of this page.