

Rangeland Stewardship Audit Program migration for users without an existing Alberta.ca Account

Instructions for users who do not yet have an Alberta.ca Account, but 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.

These instructions are for users who have previously registered for RSAP and have an external username, but do not yet have an Alberta.ca Account. 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 3: External ADS password reset before going to Section 1 and 2.

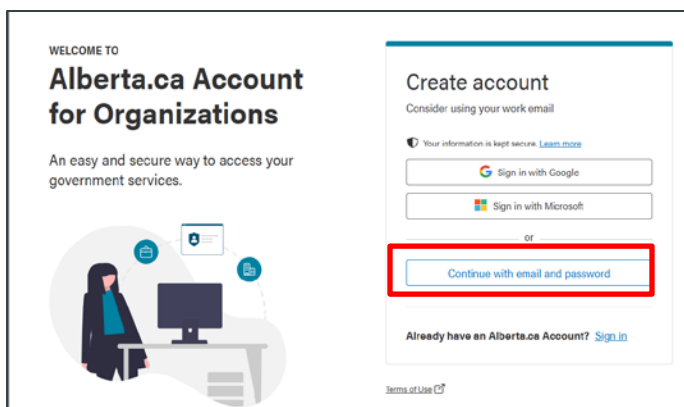
Once this process is complete, you will use your Alberta.ca Account for all future access to RSAP. This setup process only needs to be done once.

We recommend that RSAP participants who do not yet have an existing Alberta.ca Account create a business account. 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.

Section 1: Set up an Alberta.ca business account

1. Go to the [Alberta.ca Account](#) page
2. Click on 'Create account' > 'For business use'

3. Select 'Continue with email and password'



4. **Enter the email address of the person who will be submitting the Grazing Stock Return Form and/or Recreation Access form.**

This will be the primary disposition holder and the main contact person on the disposition.

Important: To complete the steps below and create a password **you must have access to the email account you enter.**

Note: If you are using a Gmail or Microsoft email for your Alberta.ca Account, you have the option to sign in with your existing Google or Microsoft password. This is a quick, secure way to set up a new Alberta.ca Account. To do this, click 'Continue with Google or Microsoft' and follow the prompts on the screen.

Alternatively, follow the instructions below to create a new password for your Alberta.ca Account.

WELCOME TO
**Alberta.ca Account
for Organizations**

An easy and secure way to access your government services.

Create account
Consider using your work email

Your information is kept secure. [Learn more](#)

Sign in with Google

Sign in with Microsoft

or

Email address

Testing@notrealemail.com

Continue

Already have an Alberta.ca Account? [Sign in](#)

5. Read through the Terms of Use of the Alberta.ca Account

Terms of Use


Please accept the Terms of Use to continue.

Disclosure statement

The personal information collected through this website is for administering the Alberta.ca Account program. This collection is authorized by section 33(c) of the Freedom of Information and Protection of Privacy Act.

For questions about the collection of personal information, contact Alberta.ca Account team at 1-844-643-2789, by email at alberta-ca.account@gov.ab.ca, or mail to Technology and Innovation, PO Box 1820, Station Main, Edmonton, Alberta, T5J 2P2, c/o Alberta.ca Account Dept.

My acceptance provides my consent for the use and disclosure of my personal information as identified in the Terms of Use.

☒ I agree to the [Terms of Use](#) 

Continue

Back



Check your email for a link

A password creation link has been sent to **Testing@notrealemail.com**

Important notes

- The link will expire in 30 minutes.
- If you don't see the email in the next few minutes, please check your junk, spam, or trash folders.
- Double-check that the email address you provided is correct.

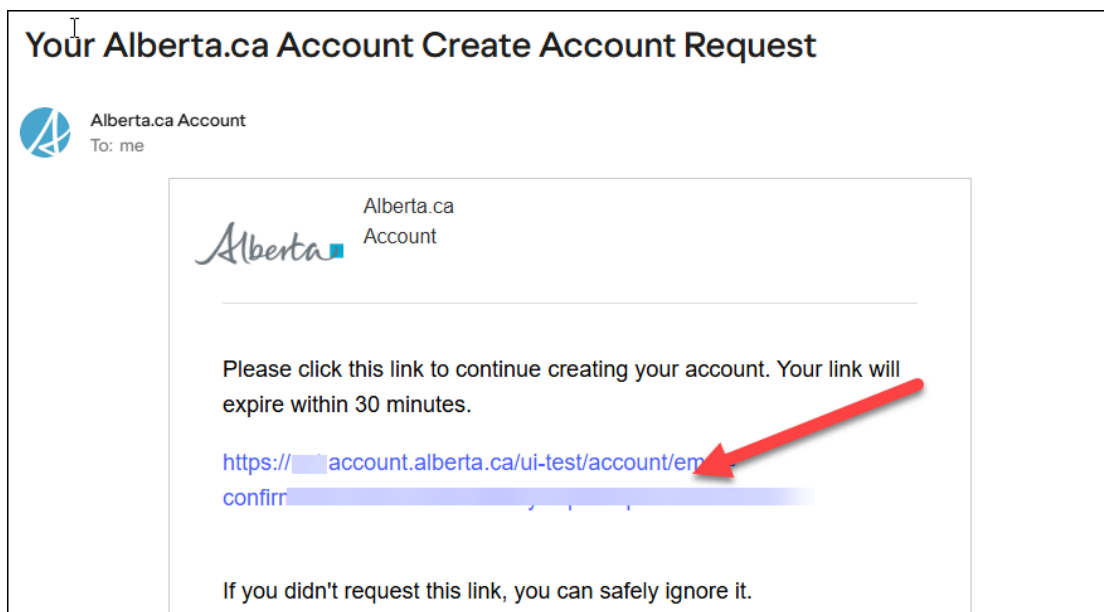
You may now close this window.

6. You'll receive an email at the address you provided, containing a link to set your password. Open your email account and look for a message from Alberta.ca account. Click the link in that email to verify your email address and proceed with creating your account password.



Alberta.ca Account 9:52 a.m.

Your Alberta.ca Account Create Account Request · Alberta.ca Account User Please click thi...



Enter a password for your account. Click 'Save and continue'.

7. Confirm that the email you have entered is not a shared inbox and agree to the Terms of Use. Click 'Continue'.

Connect to your organization

It's possible that someone within your workplace has already set up an organization you can connect to.

How it works:

- 🔍 Search for your organization
- 📄 Enter your information
- ⌚ Submit request and wait for approval
- ✅ Receive confirmation

☒ I confirm that `testing@notrealemail.com` is my work email and not a shared inbox.

☒ I agree to the [Terms of use](#) 

Continue

Back

8. Type in the name of your organization and click 'Search'.

Search for your business organization

Find an existing organization to link to your Alberta.ca Account.

🔍 Sam Farm


Search

Search by legal name, operating name or organization code

If you find your organization, send a request to join. Your administrator has 30 days to approve or reject your request.

9. If you cannot find your organization, it's ok. Just click 'Add an organization'

Still can't find your organization?

Add an organization 

10. Review administrator responsibilities then confirm 'I have the Authority to become an admin of this organization' and click 'Continue'.

You will become an admin of this organization

Admins are responsible for:

- assigning staff roles and permissions
- maintaining organization and staff information
- approving requests to join your organization

You should only continue if you are eligible to become an admin for your organization (e.g. owner, officer, director, signing authority or trusted representative).

☒ I have the authority to become an admin of this organization

[Continue](#)

[Back](#)

[Cancel](#)

11. Enter your business name and phone number, then click 'Continue'.

Step 1 of 4

Add your organization

Organization Details

Business name (Legal name)

Operating or trade name (optional)


General business email (optional)

Ex: info@domain.com

Phone **Extension** (optional)

Add a "+" to enter an international phone number

CRA business number (optional)

[Where can I find my business number?](#) 

Alberta corporate access number (optional)

[Continue](#) [Back](#)

Note: You can add the other optional info later if you'd like to.

12. Next add your mailing address:

Step 2 of 4

Add your organization

Mailing address

Find address

Start typing your address to search and fill below fields

Street address Address line 2 (optional)

City Postal code

Province Country

Attention (optional)

Example: Care of

Physical address

☐ Same as mailing address

Note: Please use the same mailing address that appears on your disposition.

13. Make yourself the administrator of the account by adding your job title and phone number.

Step 3 of 4

Set yourself as an admin

As an admin, you will approve staff requests and manage access levels.

Email
testemail@outlook.com

First name

Last name

Job title

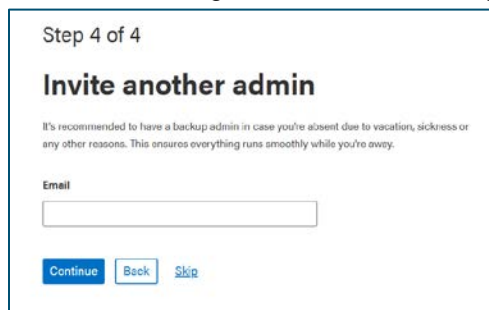
☐ Use workplace phone number

Phone Extension (optional)

Mobile number (optional)

[Continue](#) [Back](#)

14. You will be given the option of inviting a secondary admin. however, RSAP will only accept the Alberta.ca account that is registered for RSAP. Only one registration per disposition.



Step 4 of 4

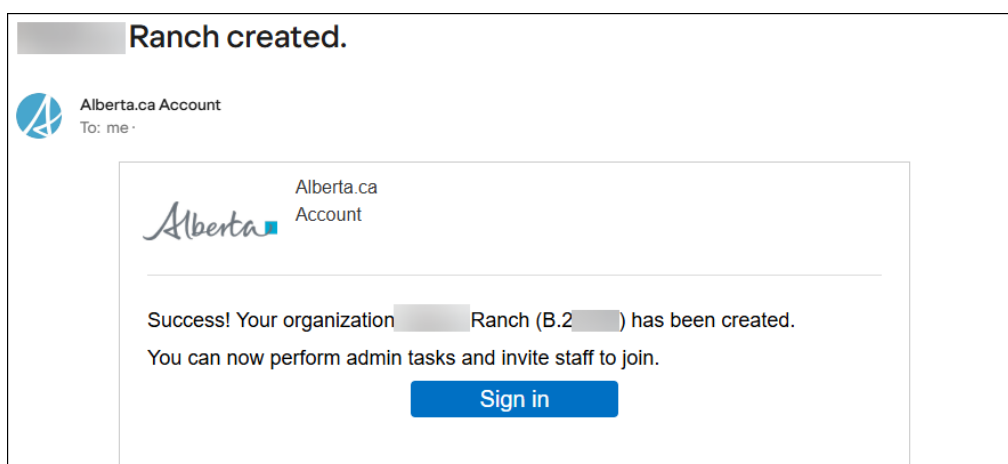
Invite another admin

It's recommended to have a backup admin in case you're absent due to vacation, sickness or any other reasons. This ensures everything runs smoothly while you're away.

Email

[Continue](#) [Back](#) [Skip](#)

You will receive an email confirming that the organization has been created.



Now you are taken back to the Alberta.ca Account home screen where you can review your information.

Section 2: Transfer registration from external username to Alberta.ca Account

The next step is to transfer 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
 - If you followed the steps in Part 1, you will have a business (or organization) account

Select an account type

[Sign in as an individual](#)

Access provincial government online services, including health records, financial supports and fine payments.

[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

[Find my account.](#)

Continue

or

 Sign in with Google

 Sign in with Microsoft

[① 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
r@yahoo.com

Password

[Forgot password?](#)

Sign in

[Back to sign in options](#)

5. 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 (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

Password

Sign In

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

Once the “Sign In” button is pressed, the system will take a moment while it links your external ADS username to your Alberta.ca Account. After you pressed ‘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.

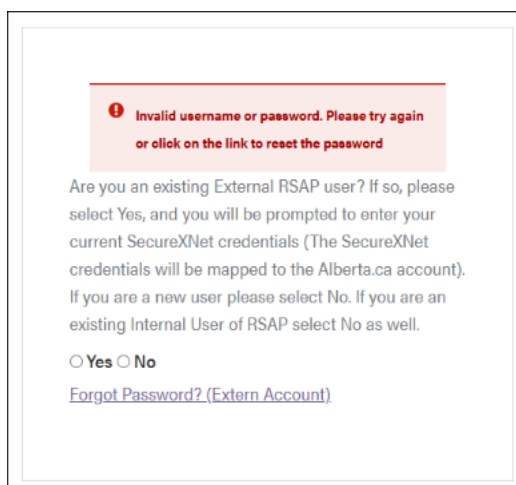
Section 3: External ADS password reset

If you have entered the external ADS 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.

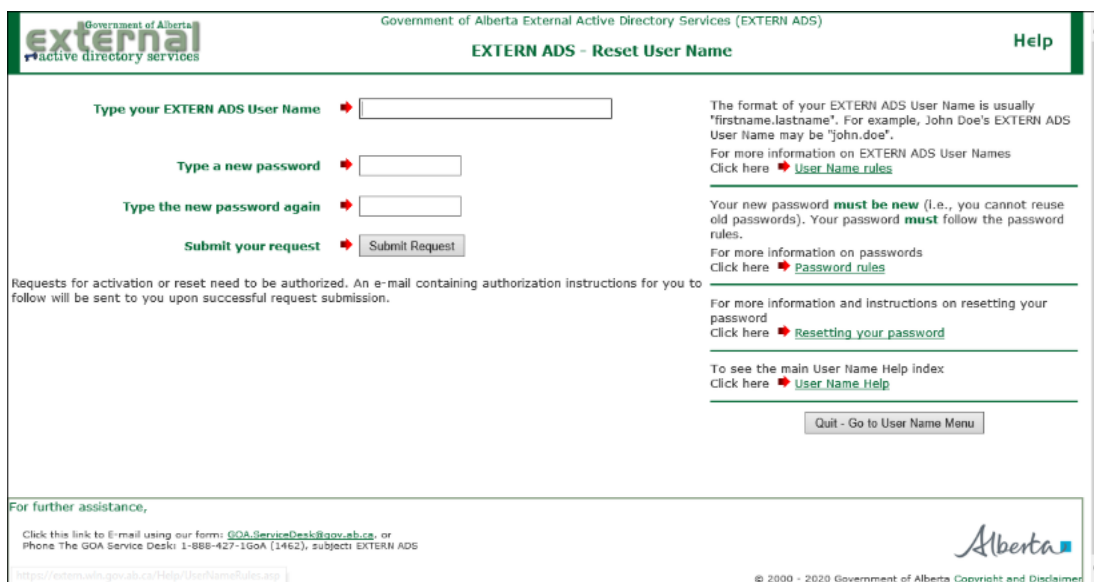
1. To reset the password, click on the “Forgot Password” link to complete the steps to reset the password.

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



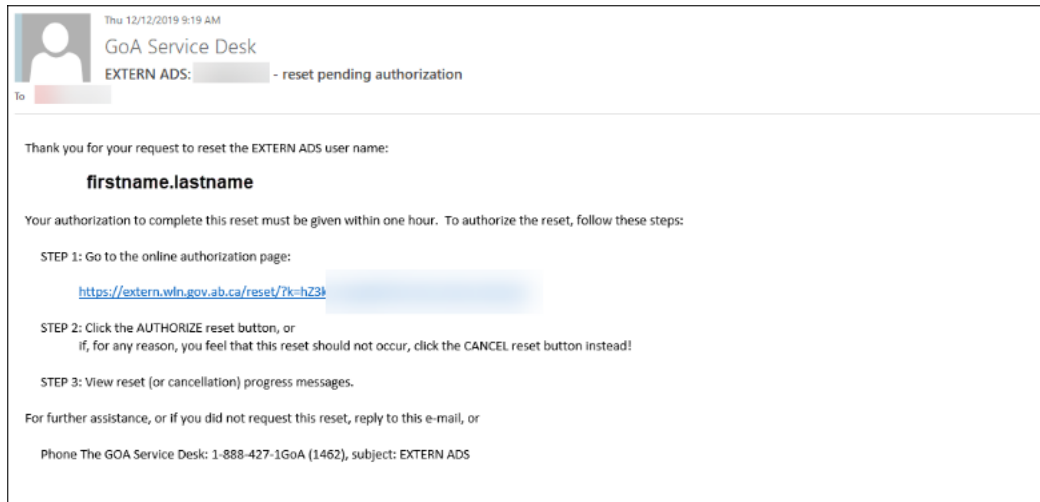
The screenshot shows a web form with a red error message box at the top that reads: "Invalid username or password. Please try again or click on the link to reset the password". Below the message, the text asks: "Are you an existing External RSAP user? If so, please select Yes, and you will be prompted 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 labeled "Yes" and "No". Below the radio buttons is a link that says "Forgot Password? (Extern Account)".

The reset password screen looks like this:

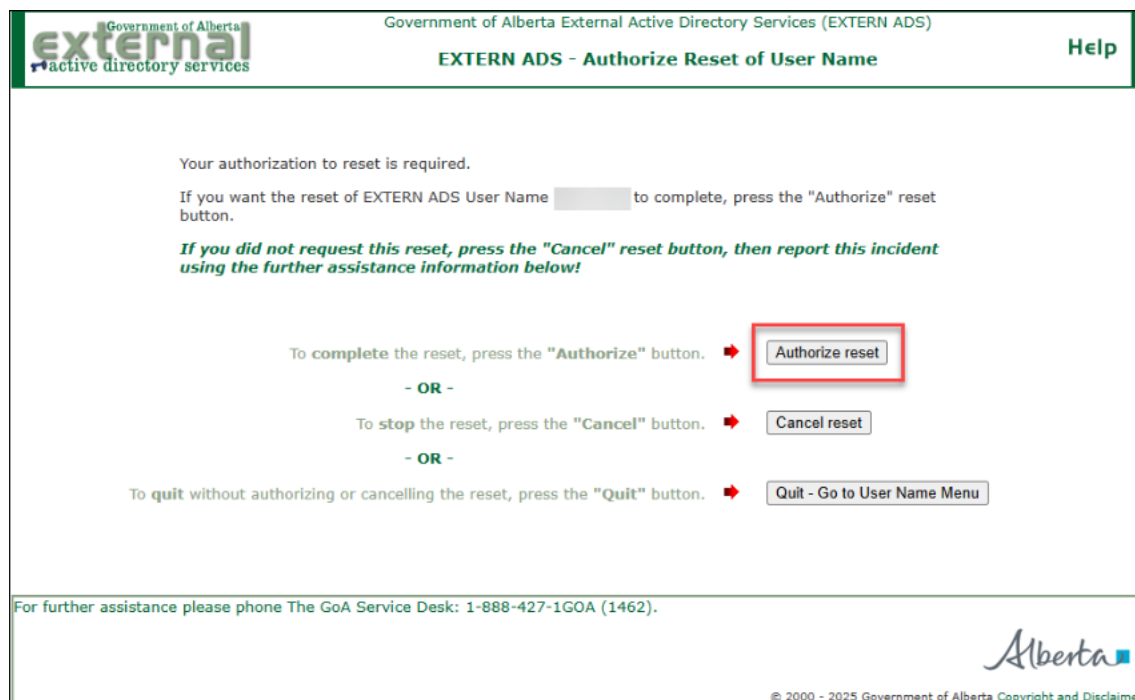


The screenshot shows the "EXTERNAL ADS - Reset User Name" web form. The form has a header with the "external" logo and "Government of Alberta External Active Directory Services (EXTERN ADS)". The main content area has four input fields: "Type your EXTERN ADS User Name", "Type a new password", "Type the new password again", and a "Submit your request" button. To the right of the input fields, there is a "Help" link. Below the input fields, there is a paragraph of text: "Requests for activation or reset need to be authorized. An e-mail containing authorization instructions for you to follow will be sent to you upon successful request submission." To the right of this paragraph, there are three sections of text: "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", "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", and "For more information and instructions on resetting your password Click here Resetting your password". At the bottom of the form, there is a "Quit - Go to User Name Menu" button. The footer of the form contains the text "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" and the "Alberta" logo.

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: Set up an Alberta.ca business account of this page.