

# Rangeland Stewardship Audit Program migration for users without an Alberta.ca Account or Who Prefer to Create a New One

## Instructions for users who have an external Rangeland Stewardship Audit Program username, but do not have an Alberta.ca Account or prefer to create a new account

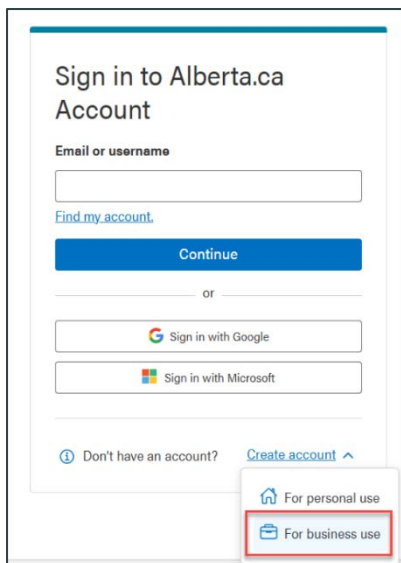
Your Alberta.ca Account provides secure access to the Rangeland Stewardship Audit Program (RSAP) platform (<https://rsap.alberta.ca/RsapSaml2>), where you can submit your annual grazing stock return form and your recreational access contact and conditions form. This account provides a secure way to verify 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 or prefer to create a new one. You will need to know your external username to complete these steps. 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.

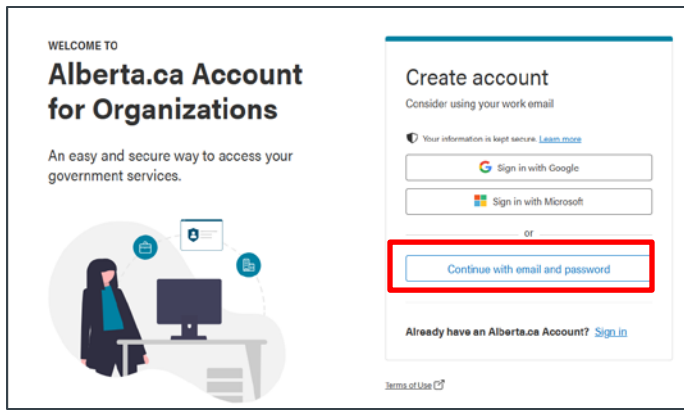
Although either a personal account or a business account can be used, we recommend that RSAP participants who do not yet have an existing Alberta.ca Account create a business account. The email address linked to your Alberta.ca Account will be used to send you reminders about your Stock Return Form. 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'



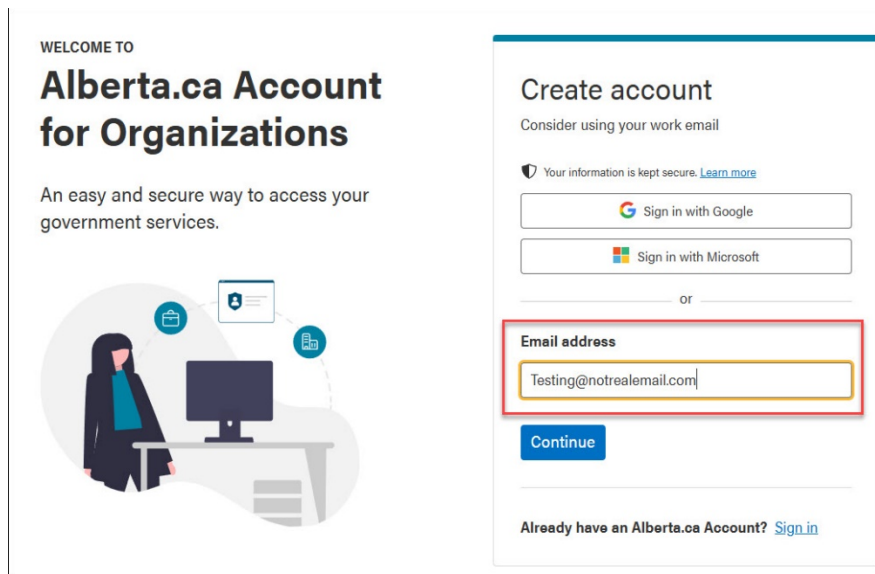
4. **Enter the email address that you will be using for all future communication regarding the Stock Return Forms, and/or Recreation Access form.**

We recommend that you use the email of 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 without the need to create a separate password. 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.



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](mailto: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...

# Your Alberta.ca Account Create Account Request

Alberta.ca Account  
To: me


Alberta.ca  
Account

Please click this link to continue creating your account. Your link will expire within 30 minutes.

<https://account.alberta.ca/ui-test/account/emp-confirm>

If you didn't request this link, you can safely ignore it.

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

 Your email has been confirmed.

## Create password

### Email

testing@notrealemail.com

Your password must have:

- > At least 8 characters
- > At least 1 upper case letter
- > At least 1 lower case letter
- > At least 1 numerical or special character

### Password



### Confirm password







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

- 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.

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

Still can't find your organization?

Add an organization 

- 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)

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

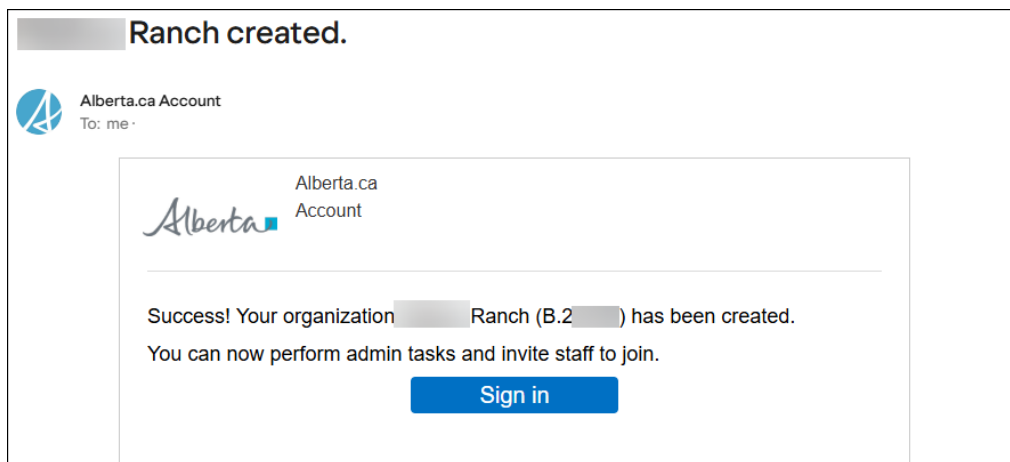
### Invite another admin

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 RSAP 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


[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  
[redacted]@yahoo.com

Password  
[redacted] 

[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 Secure XNet username (Extern) username. Enter your external 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**

[redacted]

**Submit**

Once the “Sign In” button is pressed a request is sent to the administrator for approval. Approval will only happen during Government of Alberta working hours

## EXTERN User Mapping Pending

Congratulations! You have successfully requested that your EXTERN username be linked to your Alberta.ca account.  
An Administrator will review your request and contact you soon.

You will receive an email to the email address associated with the Alberta.ca Account once your request has been approved.

You can now access RSAP and your disposition(s) here:

1. Go to the RSAP URL: <https://rsap.alberta.ca/RsapSaml2>
2. Click the "Login button"
3. Click the 'Select an account type' page
  - Pick the account type that matches your Alberta.ca Account type
4. Enter in the email linked to your Alberta.ca Account

Enter in your Alberta.ca Account password