

# LEARNER REGISTRY – USER GUIDE

August 2020



## TABLE OF CONTENTS

Table of Contents .....	1
Introduction .....	3
Overview .....	3
Getting Started.....	4
Accessing the Learner Registry Application.....	4
Using the Learner Registry .....	6
How to Lookup Your Alberta Student Number.....	6
Requesting an Alberta Student Number.....	11
Contact Information for Help.....	17

## INTRODUCTION

This document serves as a reference guide for working with the **Learner Registry** application.

## OVERVIEW

The **Learner Registry** system will allow you to retrieve or request your Alberta Student Number using a safe and secure web based application.

The Learner Registry will enable you to:

- **Lookup ASN** – Select this option if you have attended a school or public Post-Secondary Institution in Alberta and wish to know your Alberta Student Number (ASN).
- **Request ASN** – Select this option if you have recently moved to Alberta or have never registered with a school or Post-Secondary institution in Alberta, and need to have an ASN.

In this reference document we will review the functions that are available to you that are part of the **Learner Registry** application. The following topics will be addressed in this document:

- Accessing the Learner Registry Application
- Using the Learner Registry
  - How to Lookup Your ASN
  - How to Request an ASN

## GETTING STARTED

### ACCESSING THE LEARNER REGISTRY APPLICATION

**Learner Registry** application is a web based application accessible using most common Web Browsers, (Internet Explorer 11+, Chrome or Firefox).

If you require assistance with using the Learner Registry, please contact the Help Desk:

**Help Desk**

**Phone:** 780 427-5318

**Toll Free within Alberta:** 310-0000 then 780 427-5318

**Follow the steps listed below to access the Learner Registry web application.**

1. Launch your Internet browser.
2. Enter the following address, <https://learnerregistry.ae.alberta.ca/>.

3. Your web browser will reload to show the **Learner Registry** landing page. You will be presented with two options.
  - a. **Lookup ASN** – Select this option if you have attended a school or public Post-Secondary Institution in Alberta and wish to know your Alberta Student Number (ASN).
  - b. **Request ASN** – Select this option if you have recently moved to Alberta or have never registered with a school or Post-Secondary institution in Alberta, and need to have an ASN.



## Learner Registry

The Alberta Student Number (ASN) is the single unique identifier for all Alberta learners.

Through the use of the ASN, Alberta Education, Alberta Advanced Education, and all educational institutions in Alberta will have better information to evaluate programming and emerging trends in student choices across the education system. This will lead to improved programs and services for students and improved administrative efficiency for Alberta Education and Alberta Advanced Education.

If you have attended a school, a public Post-Secondary institution, or were a registered Apprentice in Alberta and wish to know your Alberta Student Number (ASN), you can use the Lookup ASN.



If you have registered or attended an Alberta Kindergarten to Grade 12 school from 1972 to present day or you have registered with a public Alberta Post-Secondary Institution prior to 2000 (university, college, technical institute) and wish to know your Alberta Student Number (ASN), you can use the

Phone: 780-427-5318

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The two options available to you when using the **Learner Registry**.

If you have recently moved to Alberta or have never registered with a school or Post-Secondary institution in Alberta, and need to have an ASN you can request an ASN by using the Request ASN On-line.

 <h3>Lookup ASN</h3> <p>If you have attended a school, a public Post-Secondary Institution, or were a registered Apprentice in Alberta and wish to know your Alberta Student Number (ASN).</p>	 <h3>Request ASN</h3> <p>If you have recently moved to Alberta or have never registered with a school or Post-Secondary institution in Alberta, and need to have an ASN.</p>
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## 5 Learner Registry – User Guide

Government of Alberta ■

## USING THE LEARNER REGISTRY

The **Learner Registry** system will allow you to retrieve or request your Alberta Student Number using a safe and secure web based application.

The Learner Registry will enable you to:

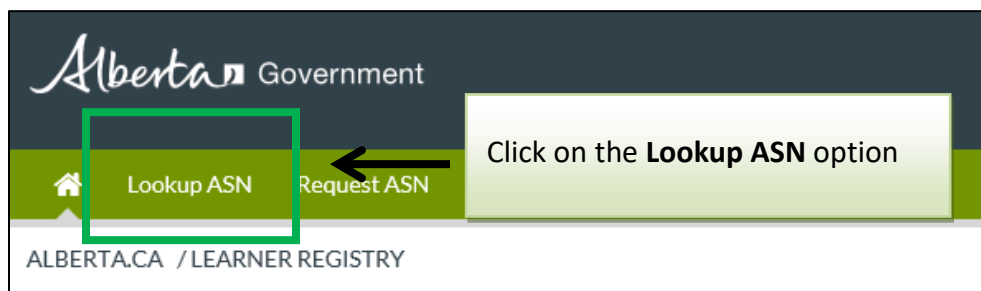
- **Lookup ASN** – Select this option if you have attended a school or public Post-Secondary Institution in Alberta and wish to know your Alberta Student Number (ASN).
- **Request ASN** – Select this option if you have recently moved to Alberta or have never registered with a school or Post-Secondary institution in Alberta, and need to have an ASN.

## HOW TO LOOKUP YOUR ALBERTA STUDENT NUMBER

This feature allows anyone to lookup their Alberta Student Number. Select this option if you have attended a school or public Post-Secondary Institution in Alberta.

**Perform the following steps to lookup your ASN.**

1. Starting from the **Learner Registry** landing page, click on the **Lookup ASN** option from the menu bar found at the top of the page or the **Lookup ASN** option found in the content of the page.



2. The screen will reload to show the **Declaration** section of the **Lookup ASN** page. Select the applicable option from the declaration drop-down list that describes your legal relationship to the ASN owner. Your options are:
  - a. **The named individual** – Select this option if you are the ASN owner in question.
  - b. **A legal guardian** – Select this option if you are the legal guardian of the ASN owner in question, e.g. parent. This option requires that you provide your first and last name.
  - c. **Someone who has been authorized by the named individual to act on their behalf** – Select this option if you have been authorized by the ASN owner or by the legal guardian of the ASN owner in question. This option requires that you provide your first and last name.

## Lookup ASN

This service enables you to look up an Alberta Student Number

### Declaration

Please read and complete the following declaration before proceeding.

\* I certify that I am,

a legal guardian

\* First Name

John

\* Last Name

Doe

I have the authority to submit this Alberta Student Number request for the individual identified in the following screens. I understand that identifying myself as someone else constitutes fraud for which I may be prosecuted. Click on the 'Accept' button to confirm your acceptance. By doing so you are indicating that you have read and understood this declaration and you are providing Alberta Education the noted certification and authorization. NOTE: For the purposes of this request, "legal guardian" means a parent (for students under the age of 18), guardian or legal representative.

DECLINE

ACCEPT

3. Click on the **Accept** button to continue.

- # Lookup ASN

## Student Details

Enter the applicable search criteria

\* Legal Last Name

Test

\* Legal First Name

Case-B

Legal Middle Name(s)

Legal Middle Name(s)

\* Date of Birth

1980

▼

Oct

▼

10

▼

(YYYY) (MMM) (DD)


\* Gender

Female

▼

Note: If you are looking up an individual under 13 years of age, please contact the individual's school.

☐ I'm not a robot

  
reCAPTCHA  
Privacy - Terms

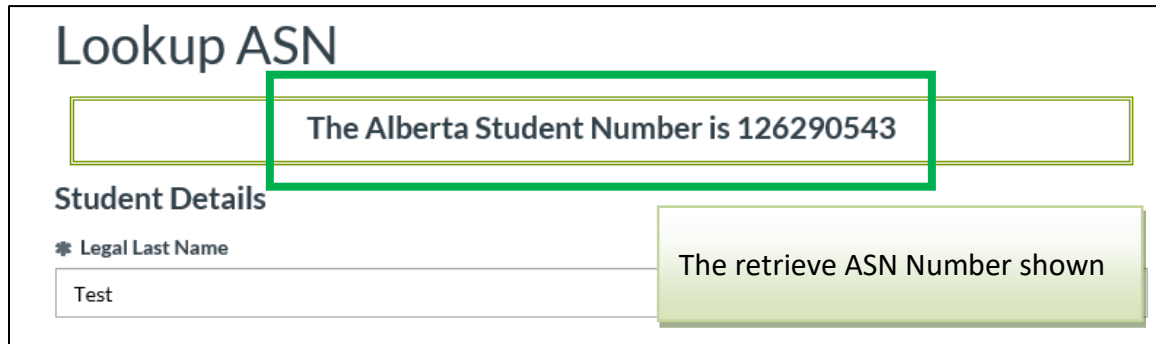
SEARCH

CLEAR



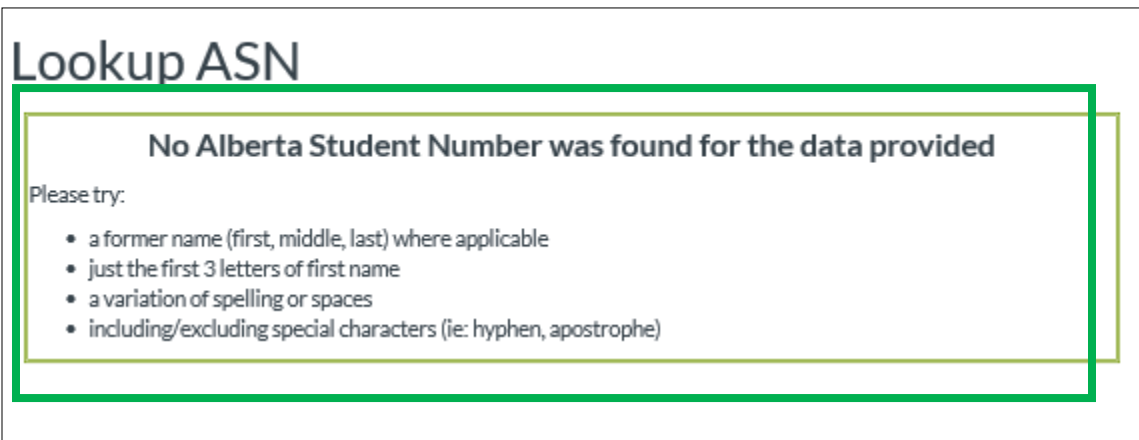
5. Click on the **Search** button to execute the search.

If the search is successful, the screen will refresh to show the ASN Number just above the search form.



The screenshot shows the 'Lookup ASN' interface. At the top, the title 'Lookup ASN' is displayed. Below it, a green-bordered box contains the text 'The Alberta Student Number is 126290543'. Underneath this, the 'Student Details' section is visible, featuring a label 'Legal Last Name' and a text input field containing 'Test'. To the right of the input field, a green callout box states 'The retrieve ASN Number shown'.

If the search is unsuccessful, the screen will refresh to show a message indicating possible reasons for the unsuccessful search results. Review the message and adjust your search criteria accordingly and click on the **Search** button to execute the search again.



The screenshot shows the 'Lookup ASN' interface with an unsuccessful search result. A green-bordered box displays the message 'No Alberta Student Number was found for the data provided'. Below this message, it says 'Please try:' followed by a bulleted list of suggestions: 'a former name (first, middle, last) where applicable', 'just the first 3 letters of first name', 'a variation of spelling or spaces', and 'including/excluding special characters (ie: hyphen, apostrophe)'.

After 3 unsuccessful attempts, you will be presented with the ASN Not Found page. Click on the **Done** button to return to the Learner Registry landing page.

## ASN Not Found

Searching on name 'Test','Case-B ' with Birthday on '1981/11/10' and Gender 'F' does not match information in our records.

If you have attended school in Alberta since 1972 and are unsuccessful in searching for your Alberta Student Number, print a copy of the ASN Request Form located [here](#) and submit it according to the information found in the form.

DONE

## REQUESTING AN ALBERTA STUDENT NUMBER

Each individual that would like to participate in the Alberta Education system at any level must have a valid Alberta Student Number. If an individual does not possess a valid Alberta Student Number, they must request one.

Learner Registry web application provides you with the ability to request an ASN via an electronic form.

**Perform the following steps to request an Alberta Student Number using the Learner Registry.**

1. Starting from the **Learner Registry** landing page, click on the **Lookup ASN** option from the menu bar found at the top of the page or the **Request ASN** option found in the content of the page.



2. The screen will reload to show the **Declaration** section of the **Request ASN** page. Select the applicable option from the declaration drop-down list that describes your legal relationship to the ASN owner. Your options are:
  - a. **The named individual** – Select this option if you are the ASN owner in question.
  - b. **A legal guardian** – Select this option if you are the legal guardian of the ASN owner in question, e.g. parent. This option requires that you provide your first and last name.
  - c. **Someone who has been authorized by the named individual to act on their behalf** – Select this option if you have been authorized by the ASN owner or by the legal guardian of the ASN owner in question. This option requires that you provide your first and last name.

**Request ASN**

This service enables you to request assignment of an Alberta Student Number for an individual.

**Declaration**

Please read and complete the following declaration before proceeding.

\* I certify that I am,

the named individual

I have the authority to submit this Alberta Student Number request for the individual identified in the following screens. I understand that identifying myself as someone else constitutes fraud for which I may be prosecuted. Click on the 'Accept' button to confirm your acceptance. By doing so you are indicating that you have read and understood this declaration and you are providing Alberta Education the noted certification and authorization. NOTE: For the purposes of this request, "legal guardian" means a parent (for students under the age of 18), guardian or legal representative.

**DECLINE** **ACCEPT**

Select the applicable option

3. Click on the **Accept** button to continue.

4. The screen will reload to show the **Learning Event Questionnaire** form. Check the options which are applicable to the learner and then click on the **Next** button to continue.

## Request ASN

### Learning Event Questionnaire

Check all of the following that apply to you:

☐ You have registered with an Alberta Early Childhood Service to Grade 12 school since 1972.  
☐ You have registered with a public Alberta Post-Secondary Institution since 2000 (university, college, technical institute).  
☐ You have written a General Educational Developmental Examination (GED).  
☒ You have not studied at any schools within the province of Alberta.

NEXT

CANCEL

5. The screen will reload to show the **Request Reason Questionnaire** form. Check the options which are applicable to the learner and then click on the **Next** button to continue.

## Request ASN

### Request Reason Questionnaire

What is your reason for wanting to obtain an ASN?

☒ To apply for or inquire about Alberta or Federal Students Financial Assistance (student loans, grants, or awards).  
☒ To register with a public Alberta Post-Secondary Institution (university, college, technical institute).  
☐ To register for an Alberta apprenticeship training program or examination.  
☐ Other, please specify:

BACK NEXT

CANCEL

6. The screen will reload to show the **Personal Information** form. Enter the learner's information in the following fields.
- a. **Legal Last Name** – This is a mandatory field. Enter the learner's legal last name as it appears on government issued identification.
  - b. **Legal First Name** – This is a mandatory field. Enter the learner's legal first name as it appears on government issued identification. No abbreviated names or nicknames allowed.
  - c. **Legal Middle Name** – This is an optional field. Enter the learner's middle name, if applicable.
  - d. **Date of Birth** – This is a mandatory field. Enter the learner's date of birth.
  - e. **Gender** - This is a mandatory field. Enter the learner's gender as it appears on government issued identification.

## Request ASN

### Personal Information

\* Legal Last Name

Test

\* Legal First Name

Case-G

Legal Middle Name(s)

Legal Middle Name(s)

\* Date of Birth

1975-01-01

\* Gender

Female

▼

◀ BACK

NEXT ▶

CANCEL

7. Click on the **Next** button to continue.

8. The screen will reload to show the **Profile Information** form. Enter the learner's information into the appropriate fields. All fields marked with the asterisk are mandatory.

**Request ASN**

**Profile Information**

\* Address  
1234 Main Street  
Address Line 2  
Address Line 3  
Address Line 4

\* City/Town  
Edmonton

Province  
Alberta

\* Country  
Canada

Postal Code  
T5J1L1

Phone

Intl Code  
Canada (1)

Area Code  
780

Number  
5551234

Ext.  
9999

\* E-Mail  
case-g.test@gmail.com

\* Citizenship  
Canadian Citizen

BACK NEXT CANCEL

All fields marked with the asterisk are mandatory in the Profile Information form

9. Click on the **Next** button to continue the request process.

10. The screen will reload to show the **Create Alberta Student Number** request summary page. Review the request summary and click on the **Back** button to return to previous pages to make changes to the ASN request. If the reviewed request summary is found to be accurate, click on the **Finish** button to submit the ASN request.

## Request ASN

### Create Alberta Student Number

The following information will be used to create an Alberta Student Number

You selected the following:

- You have not studied at any schools within the province of Alberta.

You checked the following reasons for obtaining an Alberta Student Number:

- To apply for or inquire about Alberta or Federal Students Financial Assistance (student loans, grants, or awards).
- To register with a public Alberta Post-Secondary Institution (university, college, technical institute).

**Personal Information**

Legal Last Name: Test

Legal First Name: Case-G

Legal Middle Name:

Date of Birth: 1975/01/01      Gender: F

**Profile Information**

Address: 1234 Main Street      Country Dial Code: 1

City: Edmonton      Area Code: 780

Province/State: AB      Phone Number: 5551234

Country: Canada      Extension:

Postal/Zip code: T5J1L1      E-mail: case-g.test@gmail.com

Citizenship: CanadianCitizen

BACK FINISH CANCEL

ASN request information summary that will be submitted

11. The ASN request will take a few moments to process. Once the submission has been completed, the screen will reload to show the newly created Alberta Student Number requested for the learner.

## ASN Request Complete

Your Alberta Student Number is: 114482672

DONE

Newly created **Alberta Student Number** requested for the learner



## CONTACT INFORMATION FOR HELP

For further assistance or for comments or questions:

### Help Desk

**Phone:** 780 427-5318

**Toll Free within Alberta:** 310-0000 then 780 427-5318