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**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 Leaner 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 WFD Help Desk:

Work Force Development Help Desk (WFD)
Phone: 780 427-5318
Toll Free: 310-0000, then 780 427-5318
Email: wfdhelpdesk@gov.ab.ca

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.
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.

Click on the **Lookup ASN** option
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.

3. Click on the Accept button to continue.
4. The screen will reload to show the Student Details form page. Enter your search criteria in the following fields.
   
a. **Legal Last Name** – This is a mandatory field. Enter the ASN owner’s legal last name as it appears on government issued identification.

b. **Legal First Name** – This is a mandatory field. Enter the ASN owner’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 ASN owner’s middle name, if applicable.

d. **Date of Birth** – This is a mandatory field. Enter the ASN owner’s date of birth.

e. **Gender** - This is a mandatory field. Enter the ASN owner’s gender as it appears on government issued identification.

f. **reCAPTCHA** - This is a mandatory field. Click on the “I’m not a robot” checkbox.

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**Looking for an individual under 13 years of age? Please contact the individual's school.**
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.

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.
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 Leaner 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.

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).
- [x] You have not studied at any schools within the province of Alberta.

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?

- [x] To apply for or inquire about Alberta or Federal Students Financial Assistance (student loans, grants, or awards).
- [x] 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: 

Select Next or 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](image)

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.

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.

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.
CONTACT INFORMATION FOR HELP

For further assistance or for comments or questions:

**Work Force Development Help Desk (WFD)**

**Phone:** 780 427-5318

**Toll Free:** 310-0000, then 780 427-5318

**Email:** wfdhelpdesk@gov.ab.ca