

Creating/Verifying a Student Self-Service Account

KEYANO COLLEGE

The information in this article is provided to you in accordance with your Confidentiality Agreement

Introduction

This article describes the steps needed to create a Self Service account. Creating an account only needs to happen once. Everyone will need to create a new account.

Steps to create a Self-Service account

In order to create a Self Service account you will need to have the following pieces of information:

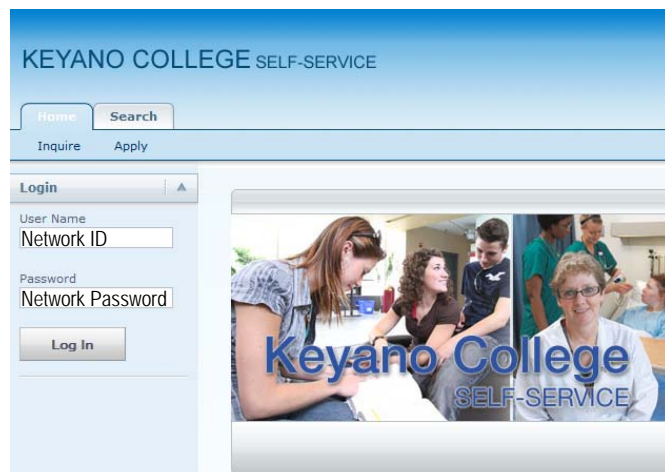
- 1) **PowerCampus ID** – nine digit number with no dashes from your record in PowerCampus.
- 2) **Last Name** – spelled exactly as it is in your PowerCampus record.
- 3) **First Name** – spelled exactly as it is in your PowerCampus record.
- 4) **Date of Birth** – in this format: mm/dd/yyyy.
- 5) **Network login ID and Password** – the same one you use to log in to a Keyano College computer.

Step 1: Creating the Account

Using a web browser such as Internet Explorer navigate to <http://selfservice.keyano.ca/>

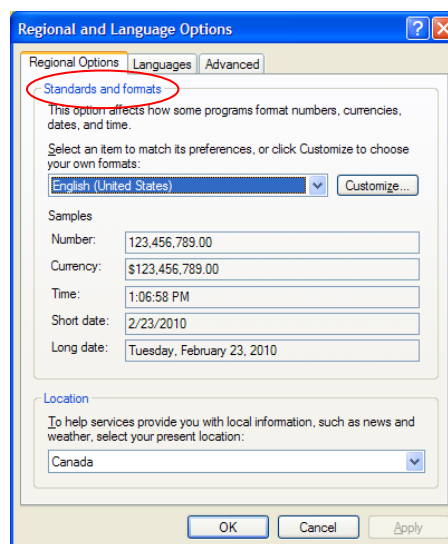
The User Name will be your **Network ID** and the Password will be your **Network ID Password**.

Enter your User Name and Password and click "Log In".



Note: Before continuing please make sure the "Regional and Language" option on your computer is set to English (United States). Once the verification is finished you can set it back to its original setting.

1. To change the Regional and Language settings on the computer you are using, go to My Computer and select Control Panel.
2. Find and open Regional and Language Options.
3. In the Standards and formats section at the top select English (United States) from the list. The location can remain as Canada.



Step 2: Verifying the Account

If you have entered your User Name and Password correctly you will be taken to the following Verification Screen. All of the information here must be typed exactly as it is in PowerCampus.

You will need the following information for verification:

System ID: PowerCampus ID – nine digit number.
First Name: First Name
Last Name: Last Name
Date of Birth: mm/dd/yyyy – **Note:** You will need to type the "/"

If you have entered the above information correctly, you will receive a verification notice like the one to the right:

KEYANO COLLEGE SELF-SERVICE

Verify an Account

To continue, you must first verify your account. select Verify Account.

+ System ID

+ First Name

+ Last Name

+ Date of Birth

Verify Account

Verify An Account

Congratulations! Your account has been verified..

▶ [Return to Home](#)

Click the Return to Home link to enter your Self Service account. From this point on, you can use your network id and password to access the Self Service environment.