

To begin using the TWINS Teacher Self-Service you must first enroll and link your Alberta Education Account to your teacher record.

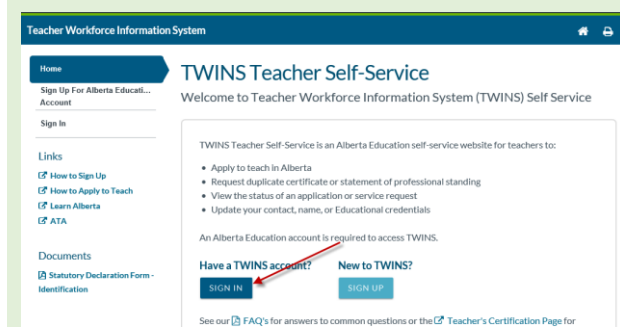
➔ If you are not already signed in, visit <https://education.alberta.ca/TWINS> and sign in using your Alberta Education Account.

Step 1: Go to the TWINS site ➔

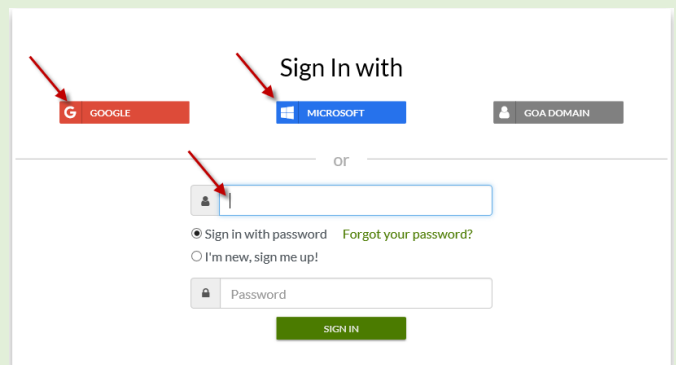
<https://education.alberta.ca/TWINS>



Step 2: Click the **SIGN IN** button:



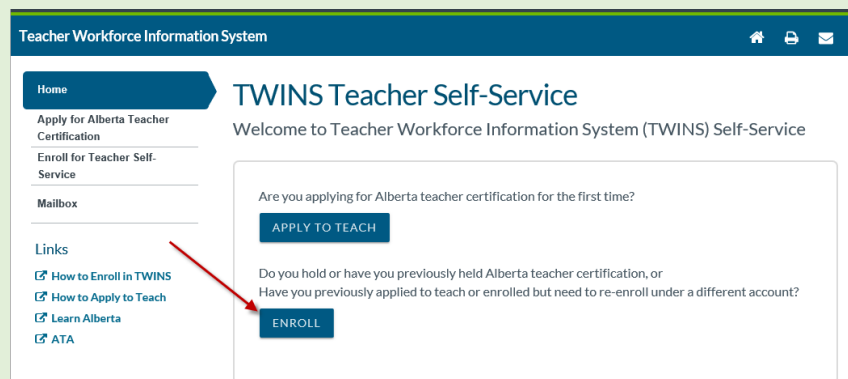
Step 3: Sign in with your Google OR Microsoft account OR other email account:



➔ **NOTE:** If you are wishing to apply to teach in Alberta for the first time, click **APPLY TO TEACH**. Completing your application will automatically enroll you into TWINS.

Step 4: If you hold or have held Alberta certification and need to enroll, or you need to re-enroll with a different Alberta Education Account, then click:

ENROLL



Step 5: Complete the online “Enroll for Teacher Self-Service” form with the following information. This will be used to match to your personal record:

Reference or Certificate Number

The certificate number on your Alberta teaching certificate or the 6-digit reference number you received when you initially applied for certification

Name on Record

Your full legal name showing on your teaching certificate or when you first applied for certification. Do not enter a new legal name that would not yet be in the registry.

Birth Date on Record

Enter the date in yyyyymmdd format or use the calendar tool to select birth date.

Teacher Preparation Program

Use the dropdown list to select the institution where you received your initial teacher preparation program (e.g. your Bachelor of Education degree).

If your institution is not on the list, select “Other” and then enter the institution name, country, province/State, and city where you completed your teacher preparation program.

→ **SUBMIT** the information.

→ In some cases, you may get the following message:

TWINS does not have enough information to find you in the registry. Please review questions 1 to 4 and try again. In addition, please provide additional information (questions 5 and 6) to help us verify your access and protect your information.

→ If you get this message, review and/or correct any information you have entered and add the following additional information:

- | | |
|----------------------------|--|
| Birth Location | Enter the Country, Province/State and City of you place of birth. |
| Contact Information | <p>Enter a business email address you use from your employing school authority or an email address you would have used when applying to teach in Alberta.</p> <p>Enter a primary and alternate phone number (if applicable). If you know a phone number you used when applying to teach in Alberta be sure to include that phone number.</p> |

→ **Note:** If re-enrolling to a new Alberta Education account, a warning will appear that the enrollment will be replaced with the new account. Click “Yes” to continue.

Enroll for Teacher Self Service



WARNING: An earlier enrollment associated this teacher record to another Education Account [redacted]. This prior enrollment will now be replaced with the current account. Do you want to continue?

→ If your submitted information matches to your personal teacher record, you are automatically enrolled into Teacher Self-Service. You may now update your contact information, check your applications, or submit a service request as needed.

➔ Occasionally, an enrollment request must be held for review.

Enrollment Status: Pending

Your enrollment is pending approval

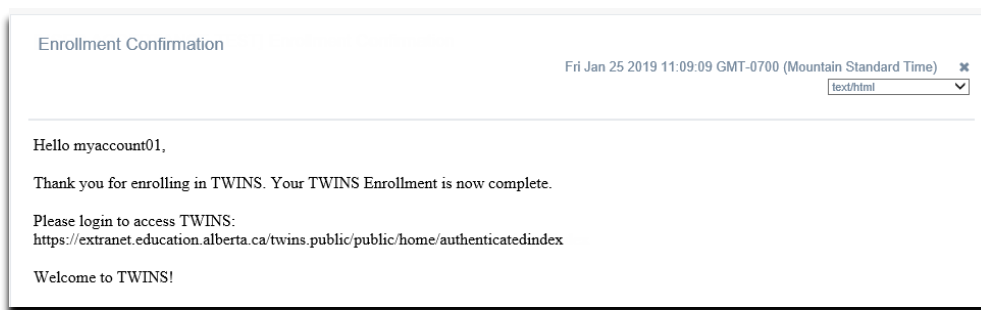
Your enrollment has been submitted and is currently pending approval.

You will receive a confirmation email once your enrollment has been accepted. Contact [Office of the Registrar](#) if you have not received this email within 3 business days.

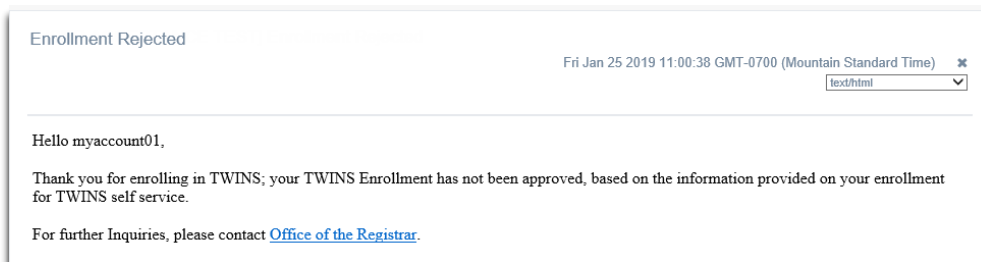
See our [FAQ's](#) for answers to common questions or the [Teacher's Certification Page](#) for more information.

Your personal information in the enrollment request is being reviewed by Alberta Education. An email will be sent once your request has been reviewed and confirmed.

➔ If accepted, you can then sign into Teacher Self-Service to update your contact information, check your applications, or submit a service request.



➔ If you receive an email indicating that your enrollment has been rejected, please contact our office by email at teacher.certification@gov.ab.ca.



Sample of the TWINS Teacher Self-Service home page after enrollment has been approved (teacher):

Teacher Workforce Information System

Home

View Applications and Requests

Request Duplicate Certificate

Request Name Change

Request Statement of Standing

Request Education Credential Change

Add/View Aboriginal Self-Identification

Update Contact Information

Mailbox

Links

[How to Enroll in TWINS](#)

[How to Apply to Teach](#)

[Learn Alberta](#)

[ATA](#)

Documents

[Statutory Declaration Form - Identification](#)

TWINS Teacher Self-Service

Welcome to Teacher Workforce Information System (TWINS) Self-Service

Profile

<p>Reference #: [REDACTED]</p> <p>Certificate #: [REDACTED] (Confidential number)</p>	<p>Teaching Authority</p> <p>Permanent Professional Certificate</p> <p>Effective Date: 1996-Sep-01</p> <p>Expiry Date:</p>
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See our [FAQ's](#) for answers to common questions or the [Teacher's Certification Page](#) for more information.