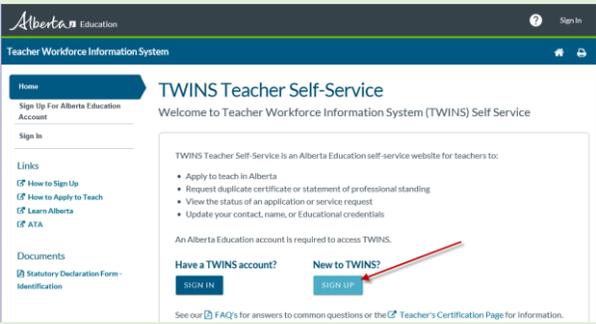


Step 1: Go to the TWINS site →
<https://education.alberta.ca/TWINS>



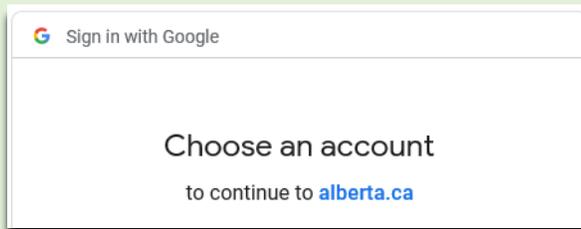
Step 2: Click the **SIGN UP** button:



Step 3: Sign in with you Google OR Microsoft account OR Sign Up using another email account:

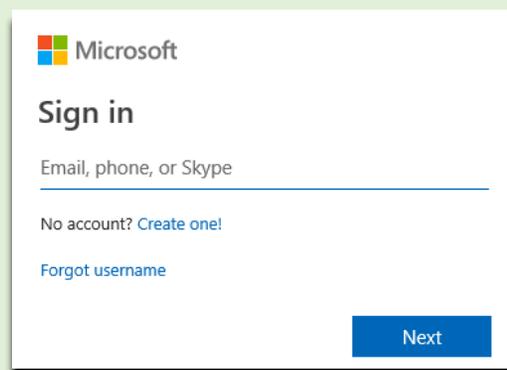


Step 3a: Sign in with your Google account:



OR

Step 3b: Sign in with your Microsoft account:



Once signed in using Step 3a or Step 3b, the TWINS Teacher Self-Service site will display. New applicants can now apply to teach in Alberta. Otherwise, choose the option to Enroll.

If you don't have a Google or Microsoft Account, go to **Step 3c**...See next page

Step 3c: Sign in with the “I’m new, sign me up!” option:

Please sign in to access **Teacher Workforce Information System** (<https://extranet.education.alberta.ca/twins.public/>)

Sign In with

G GOOGLE

MICROSOFT

GOA DOMAIN

or

② Click "I'm new, sign me up!"

③ Click checkbox for "I'm not a robot" - you may be prompted with a CAPTCHA challenge question

Sign in with password [Forgot your password?](#)
 I'm new, sign me up!

✓
I'm not a robot

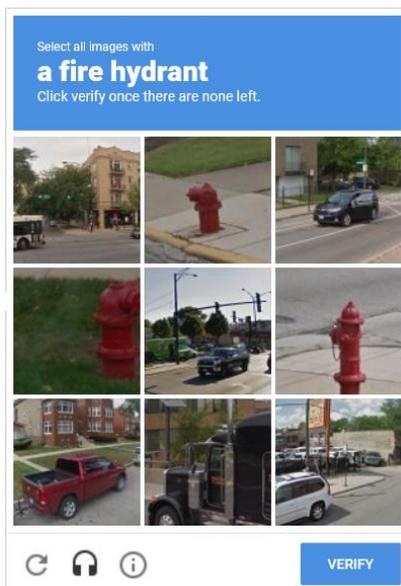
reCAPTCHA
Privacy - Terms

SIGN UP

① Enter your email address

④ Click SIGNUP

➔ When clicking on “I’m not a robot”, you may be prompted with a CAPTCHA challenge question...e.g.:

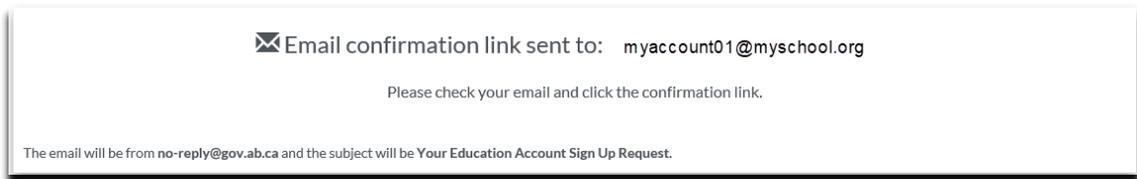


Note: pictures may refresh – continue to click on matching images until all have been selected.

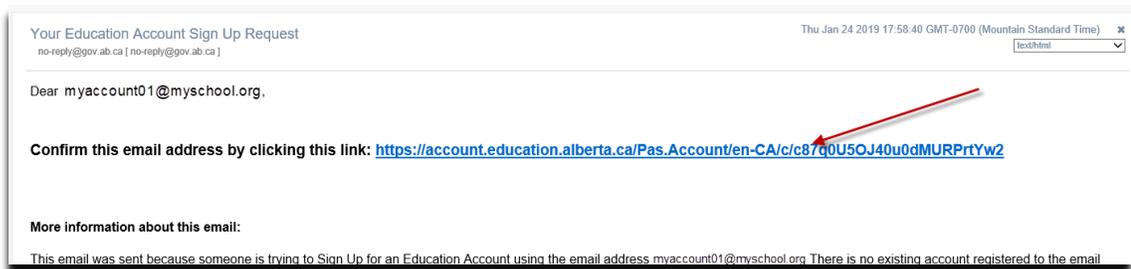
- ➔ When the email address has been entered, the “I’m new, sign me up!” radio button has been clicked and the Captcha question has been completed, click “SIGN UP”



- ➔ An email message will be sent to the email address indicated on your form – e.g.:

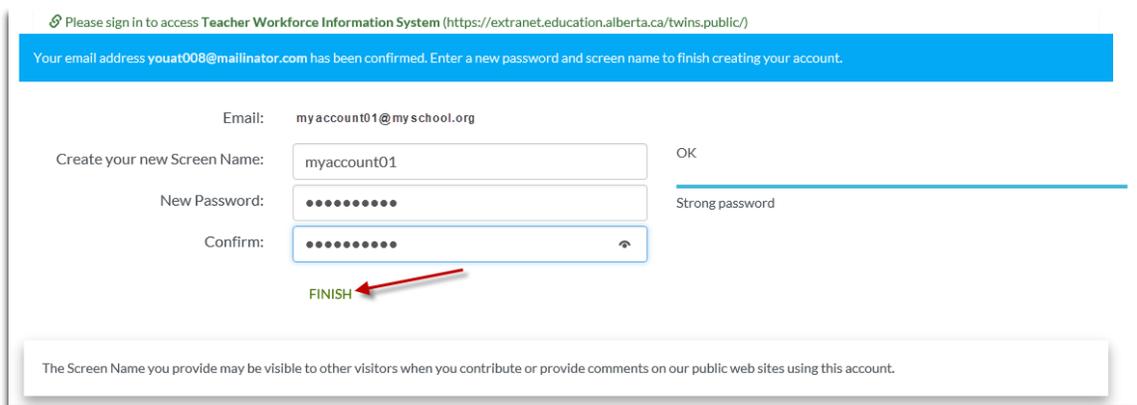


- ➔ Sign into your email account and retrieve the message. E.g.:



- ➔ Click the hyperlink on the email to complete your Education account signup. (see above)

- ➔ Complete the form to provide a screen name (any unique ID is acceptable) and password. Click **FINISH** when complete.



Step 4: You have now created an Alberta Education Account and the TWINS Teacher Self-Service site will display. New applicants can choose an option to apply to teach in Alberta. Otherwise, choose the option to Enroll.

The screenshot shows the 'TWINS Teacher Self-Service' page. At the top, there is a navigation bar with the 'Alberta Education' logo, a user account dropdown labeled 'myaccount01', and a 'Teacher Workforce Information System' header. A sidebar on the left contains links for 'Home', 'Apply for Alberta Teacher Certification', 'Enroll for Teacher Self-Service', 'Mailbox', 'Links' (with sub-links for 'How to Enroll in TWINS', 'How to Apply to Teach', 'Learn Alberta', and 'ATA'), and 'Documents' (with a link for 'Statutory Declaration Form - Identification'). The main content area features the title 'TWINS Teacher Self-Service' and a welcome message. A central box asks if the user is applying for certification for the first time, with an 'APPLY TO TEACH' button. Below that, it asks if the user holds or has previously held certification, or needs to re-enroll, with an 'ENROLL' button. At the bottom of the main area, there is a link to 'FAQ's' and a link to the 'Teacher's Certification Page'. The footer contains 'Alberta.ca', 'Contact Us', 'Accessibility', 'Disclaimer', 'Privacy', 'Secondment Opportunities', '© Copyright 2019', and social media icons for Facebook, Twitter, and YouTube.