

# Instructions: How to Apply

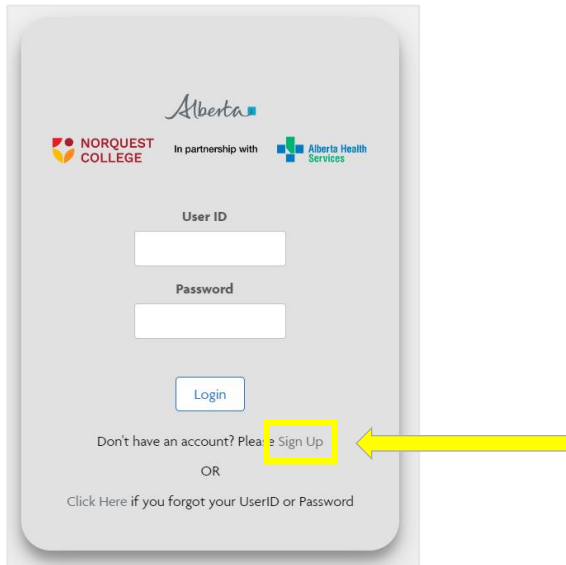
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## HOW TO APPLY INSTRUCTIONS

- Go to the [Alberta HCA Bursaries Website](#) and click **Apply Now**
- For assistance with creating your account, finding your username, or re-setting your password, please email [ABhcabursaries@norquest.ca](mailto:ABhcabursaries@norquest.ca)

### STEP 1) NEW ACCOUNT CREATION

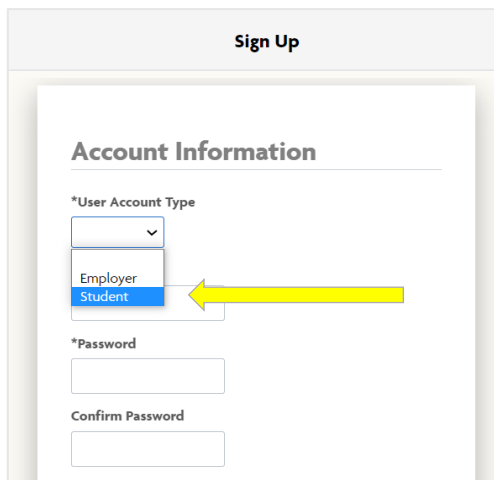
- To start the application process, you will need to create an account.
- From the Alberta HCA Bursaries **application portal** home page, click **Sign Up**.



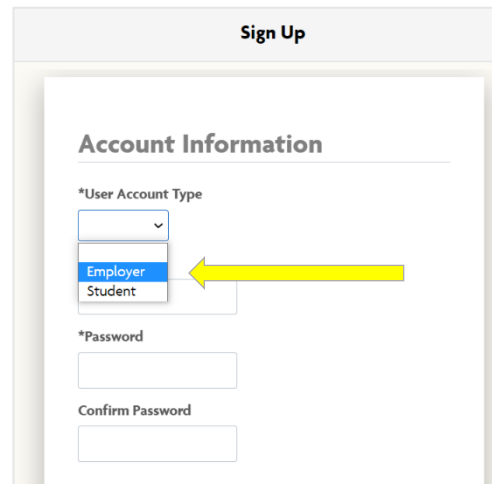
### STEP 2) ENTER INFORMATION

- Click on the **User Account Type** dropdown arrow and select the appropriate option for you

Students/Graduates



Employers/Tutors



## STEP 2) ENTER INFORMATION (continued)

b) Enter your **Account Information**, **Personal Information**, and **Address** in the appropriate areas.

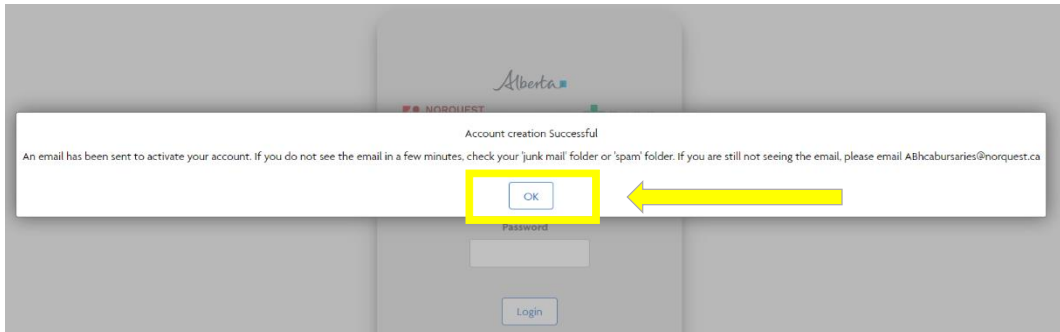
**\*you must use a valid email address to create an account\***

c) When you have completed all the required fields, click **Create Account**.

The image shows two side-by-side screenshots of a 'Sign Up' form. The left screenshot displays the 'Account Information' and 'Personal Information' sections. The 'Account Information' section includes fields for 'User Account Type' (a dropdown menu with 'Student' selected), 'User ID', 'Password', and 'Confirm Password'. The 'Personal Information' section includes fields for 'First Name', 'Middle Name', 'Last Name', 'Date of Birth' (with a calendar icon), 'Gender' (a dropdown menu), 'Email Address', and 'Telephone'. The right screenshot displays the 'Address' section, which includes fields for 'Address Line 1', 'Address Line 2', 'Address Line 3', 'Address Line 4', 'City', 'Province' (a dropdown menu), and 'Postal Code'. A yellow box highlights the 'Create Account' button at the bottom of the form, and a yellow arrow points to it from the right. A white box with a red border contains the text: 'Reminder: You must use a valid email address to create an account'.

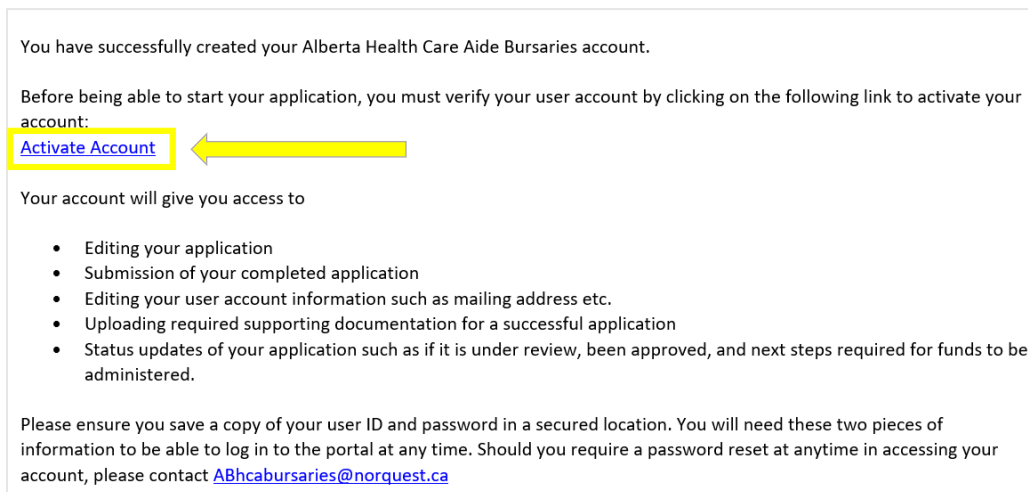
## STEP 3) ACCOUNT ACTIVATION

- a) After clicking **Create Account**, a pop-up message will appear. Click **OK** and sign into your email.

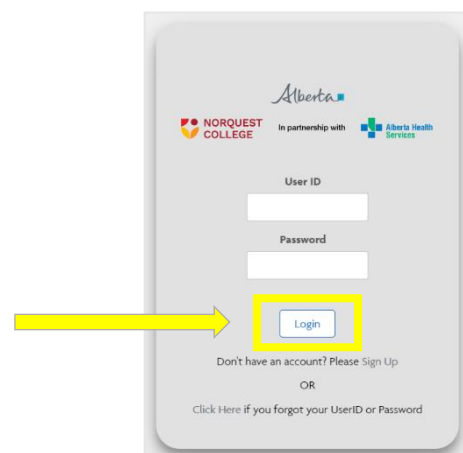


- b) You will receive the email below from Alberta HCA Bursaries with a link to activate your account. Click on **Activate Account** to complete the activation process.

**\*please check your 'junk mail' or 'spam' folder if you do not see the email\***

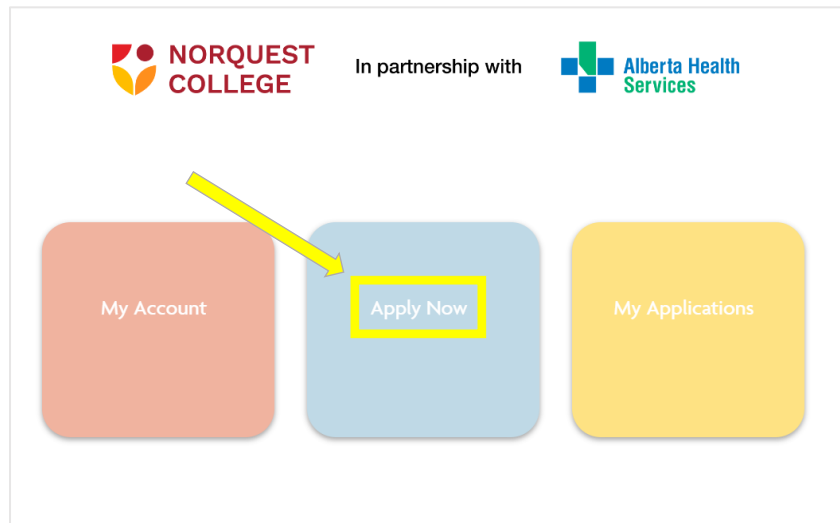


- c) Go back to the Alberta HCA Bursaries application portal and log in with your **User ID** and **Password**; click **Login**.



## STEP 4) APPLYING FOR A BURSARY PROGRAM

- a) To begin your application process, click on the **Apply Now** tile.



- b) Your application form will open. Please read the **instructions and important information** carefully.

**Note:** Once you start your application, you will have 30 days to complete and submit

- c) Make the appropriate selection(s) for each question. If needed, you will be asked to upload specific documents. You must follow the document specifications (i.e. PDF format) and upload all required documents **prior to submission**.

## STEP 5) SUBMITTING YOUR APPLICATION

- a) Read the **Declaration and Consent/Privacy Act** statement carefully.
- b) Select **Yes, I agree**, to confirm that you have read, understand, and agree with the statement.
- c) Click **Submit Application** at the bottom of the page.

**Securely Apply Online:** Always protect your personal information and never reveal information such as your user ID/password associated with your Alberta HCA Bursaries account to anyone.

**Declaration and Consent/Privacy Act**

The personal information requested on this form is collected by NorQuest College under the authority of section 33(c) of the *Alberta Freedom of Information and Protection of Privacy Act* (FOIP ACT) and the provisions of the Alberta Health Grants Regulation. The information will be used for the purpose of determining applicant eligibility for the administration of bursary funds on behalf of Alberta Health. The information will also be used for program reporting requirements to the Province of Alberta. Collected personal information will be protected from unauthorized access, use, and disclosure in accordance with the FOIP Act. For more information about the collection, use, and disclosure of this information, please contact HCA Bursaries Manager, NorQuest College, Room C100, 1023108 Street NW, Edmonton, AB, T5J 1L4, at ABhcbursaries@norquest.ca or toll-free 1.866.534.6480

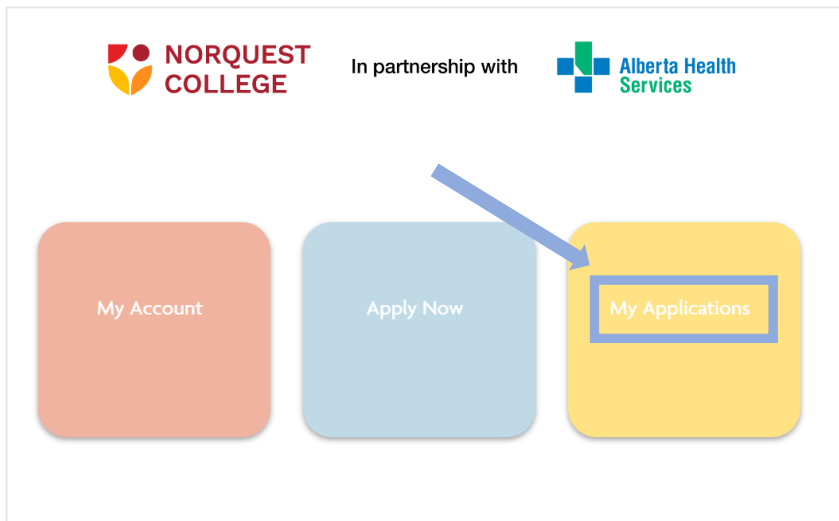
I have read and completed the form to the best of my ability. I understand that the information on this form must be complete and accurate and that any misrepresentation will lead to the disqualification of this application.

I understand that the information collected in this form is used to determine my eligibility for the bursary and will remain confidential. I understand that submission of this application does not automatically qualify for an award.

Yes, I agree  Yes

<< Previous

d) Check **My Applications** to see the status/progress of your application



## CONTACT US

- For inquiries, questions, or concerns, please email [ABhcbursaries@norquest.ca](mailto:ABhcbursaries@norquest.ca)  
Or call (780) 644-6500

### Important Note for Applicants:

- Please **do not** email documents for your application
- All documentation must be uploaded to the application portal by applicants themselves
- Due to our privacy policies we are not able to upload on your behalf