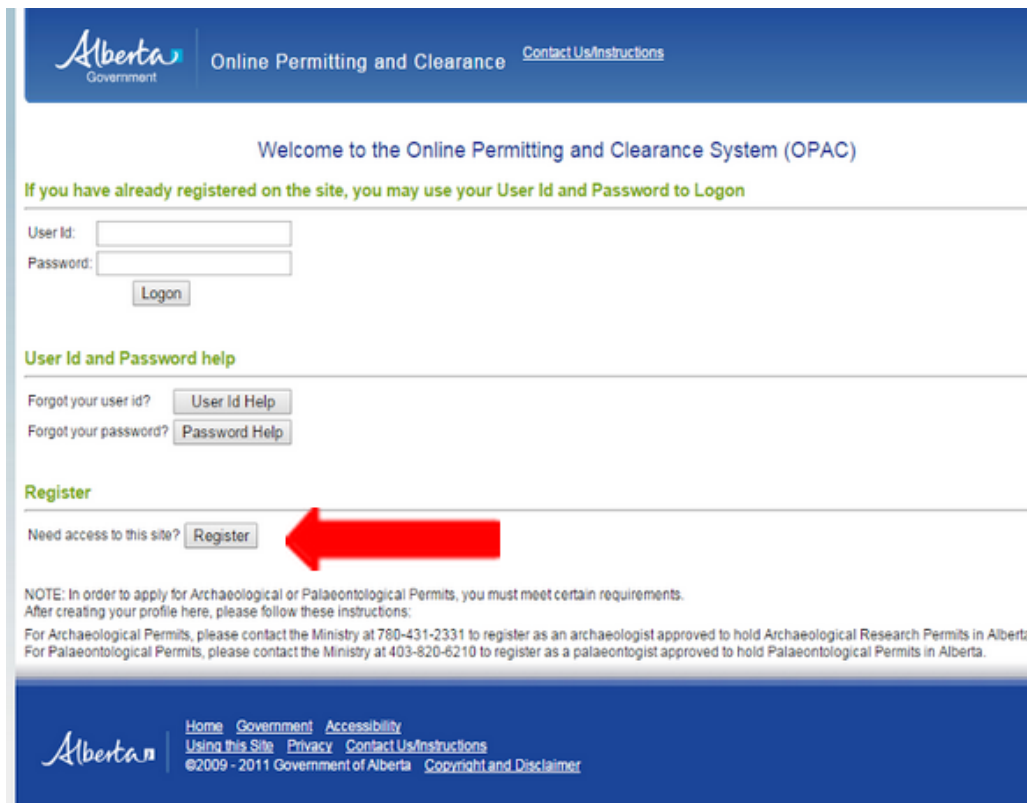


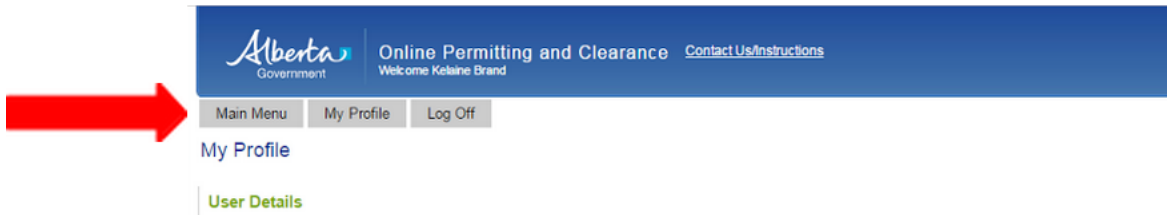
## Step-by-Step Guide to OPAC Registration and Research Applications

1. Go to the website: <https://www.opac.alberta.ca/Login.aspx>
2. If you already have an account, login and continue to step 6. If you've forgotten your user ID you will have to contact the ministry at 780-431-2331. You will be asked several questions to help identify you in the system. If you've forgotten your password you will have to enter your user ID and answer a security question/s to confirm your identity. Follow the onscreen prompts to reset your password.



The screenshot shows the 'Online Permitting and Clearance System (OPAC)' login and registration interface. At the top, the Alberta Government logo is on the left, and 'Online Permitting and Clearance' with a 'Contact Us/Instructions' link is on the right. Below this is a welcome message: 'Welcome to the Online Permitting and Clearance System (OPAC)'. A green heading reads: 'If you have already registered on the site, you may use your User Id and Password to Logon'. This is followed by input fields for 'User Id:' and 'Password:', and a 'Logon' button. Below that is a 'User Id and Password help' section with links for 'User Id Help' and 'Password Help'. The 'Register' section has a 'Register' button, which is highlighted with a red arrow. A note below states: 'NOTE: In order to apply for Archaeological or Palaeontological Permits, you must meet certain requirements. After creating your profile here, please follow these instructions: For Archaeological Permits, please contact the Ministry at 780-431-2331 to register as an archaeologist approved to hold Archaeological Research Permits in Alberta. For Palaeontological Permits, please contact the Ministry at 403-820-6210 to register as a palaeontologist approved to hold Palaeontological Permits in Alberta.' The footer contains the Alberta logo and links for 'Home', 'Government', 'Accessibility', 'Using this Site', 'Privacy', and 'Contact Us/Instructions', along with copyright information: '©2009 - 2011 Government of Alberta Copyright and Disclaimer'.

3. If you do not have an account, click the 'Register' button below the login options.
4. Create a user ID and password following the onscreen prompts. Record them somewhere for your own future reference if necessary. Enter your information and create a security question.
5. An email will be sent to the email address you registered with. Click the link in the email (or copy and paste into a new browser address bar) and login with your password.
6. The access tabs give you a Main Menu, My Profile, and Log Off options. Under Main Menu you can access Historic Resources Management information as well as Parks and Protected Areas information. Depending on the nature of your research, you may require permits in both sections. Under My Profile you can edit your personal information.

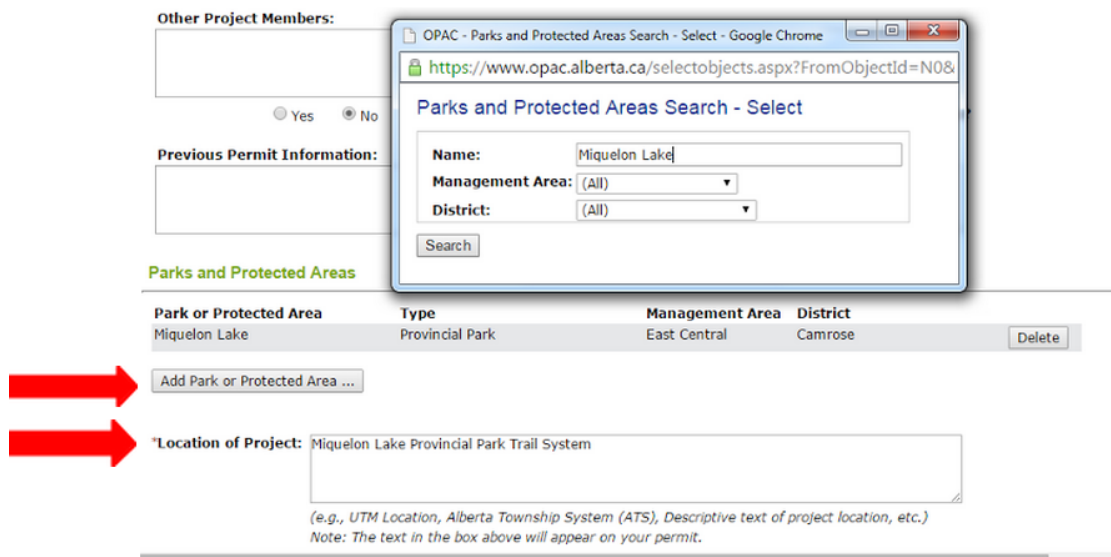


7. The Main Menu tab: Historic Resources Management

- a. 'My Applications': Will give you a history of your current and past Historic Resources Applications.
- b. 'Submit Historic Resources Application': Allows you to create new applications or to use existing applications in creating new applications with properties inherited from the existing application (you will need project details to be able to access existing applications. Ex. application number, project name, permit number, etc.).
- c. 'Search the Listing of Historic resources': Allows you to search the land you will be researching on for present or highly potential historic resources, including archaeological, paleontological, historic or aboriginal traditional use sites, among others.

8. The Main Menu tab: Parks and Protected Areas

- a. 'My Applications': Will give you a history of your current and past Research and Collection Permits.
- b. 'Apply for Research and Collection Permit': Allows you to apply for new research and collection permits.
  - i. You will need the names of other project members and previous permit information if you have previously obtained a permit within a provincially protected area.
  - ii. You will need to search and select Miquelon Lake with the 'Add Park or Protected Area' button, and describe the location of your research.



- iii. Add a project title and duration (it is considered 'multi-year' if it continues through December into January, regardless of length)
- iv. Though not required, it is recommended that you add activity types selected from the available list and your own unlisted activities as well as a research type from the available list.
- v. Save your draft by clicking the 'Save Draft' button near the bottom of the page.
- vi. Click 'Next'.
- vii. This will bring you to page 2 of the application. Select 'Yes' or 'No' as applicable to each Permit Requirement. You may need to include a copy of your research proposal, Aboriginal consultation records, an Archaeological or Paleontological permit, or an Ethics Review Committee approval as attachments to the application in some cases.

#### \*Permit Requirements

<input checked="" type="radio"/> Yes <input type="radio"/> No	<p><b>Will you be working with wildlife as defined under the provincial Wildlife Act?</b></p> <p><i>If Yes, include a copy of your research proposal as an attachment to this application. The proposal should identify which wildlife under the Wildlife Act will be the focus of your research and/or collection. Your proposal will be forwarded to the Fish and Wildlife Policy Branch of Alberta Environment and Sustainable Resource Development for their review. They may issue you their own permit or collection licence. See <a href="http://esrd.alberta.ca/fish-wildlife/wildlife-research-collection/default.aspx">http://esrd.alberta.ca/fish-wildlife/wildlife-research-collection/default.aspx</a></i></p>
<input type="radio"/> Yes <input checked="" type="radio"/> No	<p><b>Will your research involve handling, capture, manipulation and release of wildlife?</b></p> <p><i>If Yes, include a copy of your research proposal as an attachment to this application. The proposal should describe the details surrounding the handling, capture, manipulation and release of wildlife that will be the focus of your research. Your proposal will be forwarded to the Fish and Wildlife Policy Branch of Alberta Environment and Sustainable Resource Development for their review. As part of their permitting process, they will require that you submit a signed Wildlife Animal Care Committee Protocol form. See <a href="http://esrd.alberta.ca/fish-wildlife/wildlife-research-collection/default.aspx">http://esrd.alberta.ca/fish-wildlife/wildlife-research-collection/default.aspx</a></i></p>

- viii. If a thesis, publication, or other written product is anticipated, indicate so.
- ix. Under "Field Operations", you will be staying at the Augustana Miquelon Lake Research Station (*insert contact number*). Complete the remaining Field Operations section.
- x. For safety purposes, complete the "Vehicles" section with any vehicles you know will be on site at any time during your stay.
- xi. In the "Off Road Access" section, if you require off road access to the Park for your research (you will not need one to reach the Station), including off road access by foot, an Off Road Access Map is required.
- xii. **You are required to attach a written proposal**, regardless of other required permits. The proposal must include purpose, overview, research methods, parks assistance/facilities, specimen collection/housing and data location. Attach all necessary documents using the "Upload Documents..." button near the bottom of the page.
- xiii. Save your application for future revision or submit the application if it is completely finished.

## Attachments

A written proposal is a mandatory document to accompany the application, and must include purpose, overview, research methods, parks assistance/facilities, specimen collection/housing and data location. Also note the documents required out of the Permit Requirements and Off Road Access section.

Type	Description
------	-------------

You may submit the application when all the information is complete. Once submitted, the application will be reviewed by Parks staff. Changes can no longer be made unless requested by the reviewer. Use the Save button to save your application the way it is now. You can then continue to fill in information or come back to it at a later time.

\* An asterisk indicates a required field.

Release 1.2.0, Screen



[Home](#) [Government](#) [Accessibility](#)  
[Using this Site](#) [Privacy](#) [Contact Us/Instructions](#)  
©2009 - 2011 Government of Alberta [Copyright and Disclaimer](#)

- c. 'Amend/Renew Research and Collection Permit': Allows you to request changes to or extensions for existing permits.
  - i. Amending a permit allows you to request changes to valid existing research and collection permits. Expired permits are not available to amend.
  - ii. Renewing a permit allows you to extend a multi-year project. This only applies if you checked off the multi-year project box in the original application. Permits expire December 31st of each year, regardless of project length, and renewals must be submitted between January 1st November 30th of the calendar year for which the renewal applies.

*For example, if your project runs from October 2015 to February 2017, a new application would have to be approved before October 2015 and renewals would have to be submitted twice, before November 30th 2015 and between January 1 2016 and November 30th 2016.*
- d. 'Research and Collection Permit Progress Report': Allows you to update research progress to the Ministry. A record of significant progress reports may aid in being accepted for research amendments or renewals.