

The information below outlines the process of activating a student account to submit a secure online application.

**Step 1:**

Navigate to the login page for the secure online application:

<https://mytruenorth.ca/appindex.php?db=reddeer>

**Step 2:**

Click the **Create A Personal Account (not for agents)**

**Step 3:**

Enter your first name, last name, email, and make a password.

**Step 4:**

Check your inbox for a validation email which requires action in order to activate your account. If you do not received this email within 15 minutes, check your junk/spam folder. You must activate your account within 24 hours to complete the process.

**Step 5:**

Return to the Sign In page.

**Step 6:**

Login using your email address and password.

**Step 7:**

You can start completing the application now and you have 10 days to complete the application. The documents you will need to upload include:

- Passport photo page
- Letter of recommendation (from former teacher or other community members)
- Immunization record
- Photos of student and family
- Student's last 2 years school transcripts
- Letter of introduction from student (in English)
- Letter of Reference from teacher or principal
- Custodian Document (only needed if not staying with someone outside of our Homestay Program, we provide the Custodian if you are staying with one of our host families.
- Photos of yourself with your family or friends (3-5 photos)