



## International Student Program

The information below outlines the process of activating an agent account for the Secure Agent Portal and our on-line Student Application.

### Step 1:

Navigate to the Sign In page for the Secure Agent Portal:

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

OR

Go to our website: <http://studyinmission.ca>

Select the tab: How to Apply

Click on: Start the Application

### Step 2:

Click the Agent Link.

### Step 3:

Click the **Reset Password** link. **Only click this link once.**

### Step 4:

Enter your email address. **This must be your official agent "email 1" address we have on file.** Press the **Reset Password** button. You will see a confirmation message that an email has been sent.

### Step 5:

Check your inbox for a message with subject starting with "Password Reset Instructions". If you do not see this message within five minutes, please check your junk/spam folder. **Click the link to complete the password request.** You will see a message "Reset Password Complete".

### Step 6:

Return to your inbox and locate a new message with subject "True North Password". **Copy the temporary password to your clipboard.** Click the Sign In link.

### Step 7:

Login using your **email address** and **temporary password** copied from step 5.

### Step 8:

Change your password by entering your old "temporary" password from step 5, and a new password of your choosing. Press **Change Password** button. Click **Continue**.

### Step 9:

You are ready to submit student applications on-line.

Thanks!