



New Portal Set Up

1. Follow the link to the Portal sign in page.

Note: all users will be required to create a new account (after July 2023), regardless of if you have worked with FRIAA in the past.

2. Register for an Account.

Click "Register" to create an account

Local SignIn

Email

* Password

Remember Me

Sign in [Forgot your password?](#)

3. Create an account using your email and a unique password and click "Register". Save your email and password for future use of these credentials.

Note: Passwords must:

- Be at least 6 characters
- Include at least 3 of the following:
 - An uppercase character
 - A lowercase character
 - A number
 - A special character

[Sign in](#)

[Register](#)

Register for a new local account

* Email

* Password

* Confirm password

← Click "Register"

4. Once Registered, fill out you account information and click "Update"

[Home](#) > [Profile](#)

Please provide some information about yourself to help FRIAA contact you and manage your proposals.

Your Information

Profile
Security
Change Password

Testing Tester

General Info

First Name *	Last Name *
<input type="text" value="Testing"/>	<input type="text" value="Tester"/>
Title	Organization Name
<input type="text" value="CAO"/>	<input type="text" value="Test Organization1"/>
E-mail	Business Phone
<input type="text" value="test@email.com"/>	<input type="text" value="123 456 7890"/>
Mobile Phone	Preferred Method of Contact
<input type="text" value="234 567 8901"/>	<input type="text" value="Email"/>

Address

Street 1	Street 2
<input type="text" value="123 111 Ave"/>	<input type="text"/>
Street 3	City
<input type="text"/>	<input type="text" value="Test City"/>
State/Province	ZIP/Postal Code
<input type="text" value="AB"/>	<input type="text" value="123 456"/>
Country/Region	
<input type="text" value="Canada"/>	

← Populate and click "Update"

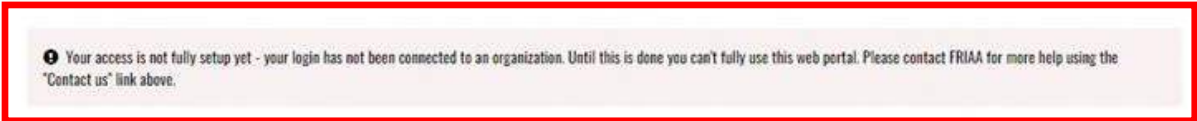
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Questions?
Contact admin@friaa.ab.ca

5. You have successfully set up your end of the account. You will see a message on the portal confirming this. Once your account has been linked by FRIAA on the backend of the system, this message will disappear you will have full access.

Note: *you will not have full access until FRIAA has linked you to your organization in the backend. This process can take a full business day. You may be able to expedite the process by emailing admin@friaa.ab.ca during business hours, indicating which program you are submitting an application for.*



Indicates portal account has not yet been linked to a company. Access will be limited until linked.

6. Once FRIAA links your account to an organization, the message will disappear on your portal.
7. You will not be able to make submissions until your account has been linked.
8. Draft submissions begun prior to being linked will be lost.

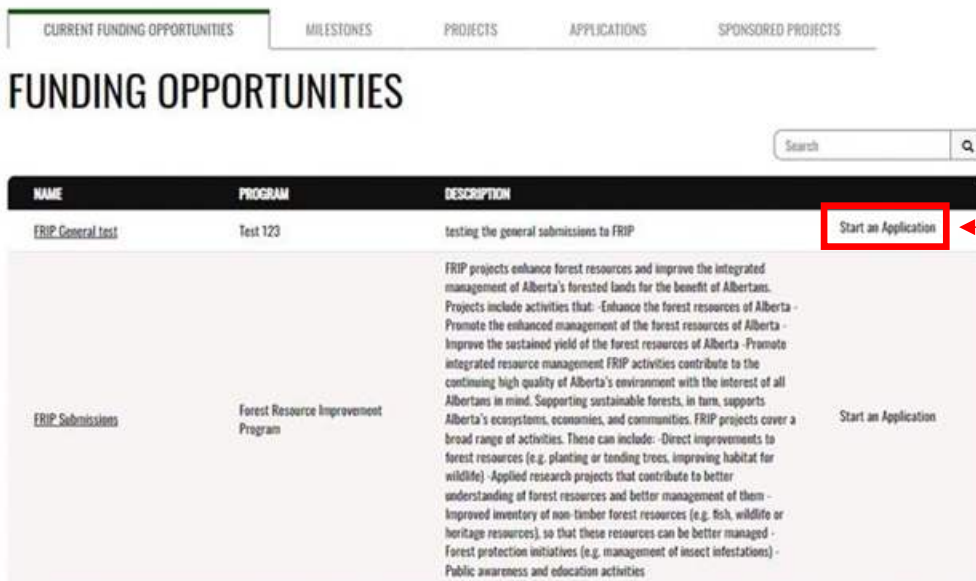
9. You may begin using the portal. Explore the dashboard and navigate through the dashboard tabs.



Navigate through these tabs to explore existing milestones, projects, applications, and sponsored projects (if applicable)

10. The Portal is used to apply for an open Funding Opportunity, review your existing Milestones, Projects, Applications or Sponsored Projects (if applicable).

Note: Open funding opportunities and information packages are linked from the "Current Funding Opportunities" ribbon at the top of your screen, if any opportunities are available.



Click here to 'Start an Application' or learn more about the opportunity.