

Quick Reference Guide

Enrolling in PastPort to Apply for an Archaeological Licence

Use this quick reference guide if you want to apply for an archaeological licence and do not already have a PastPort account. You can fill out an application in PastPort and submit it to the ministry.

Ontario's Past Portal (PastPort) is a web-based system that allows licensed archaeologists to manage their licence, including submitting and tracking applications, projects, reports and requests. Enrolling in PastPort is easy!

Before You Get Started...

- You will need Internet Explorer (versions 7 to 9) or Firefox (versions 9 to 15) as well as Adobe Acrobat Reader (version 9.x or 10) installed on your computer.



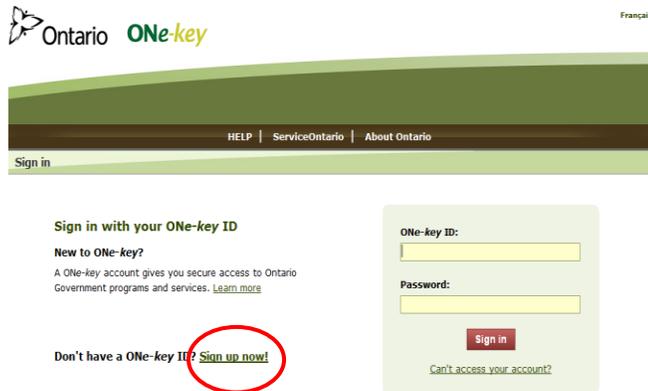
Step 1: Set up a ONe-key Account

A ONe-key account gives you secure access to Ontario Government ONe-key enabled programs and services.

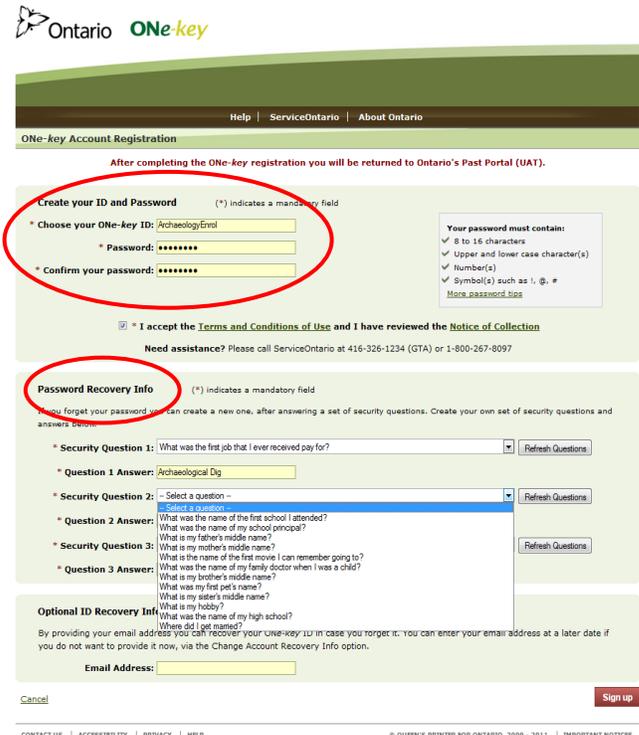
If you don't have a ONe-key account, follow the steps below to create one.

If you already have a ONe-key account, do not create a new one. Go to Step 2.

- Open your web browser.
- In the address area type www.one-key.gov.on.ca and press the [Enter] key. You will be brought to the government's [ONe-key portal](#).
- Click on the 'Sign up now!' link located on the ONe-key portal login page.

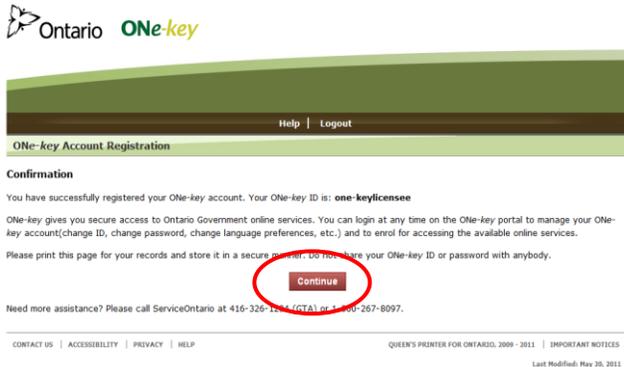


- The following window appears. Create a login ID and password. Make sure to write them down.
- Your ID will be your username. You can make your password anything you choose that is easy to remember but difficult for others to guess.
- Set up password recovery information.



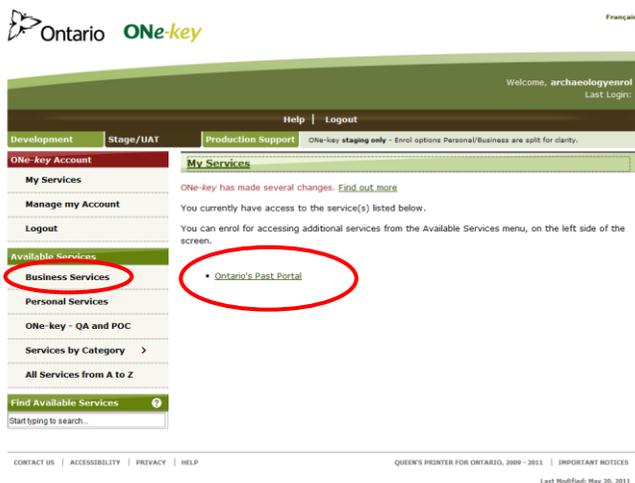
- In order to proceed, you must also agree to accept the 'Terms and Conditions of Use' for ONe-key and that you have reviewed the 'Notice of Collection'. Then click 'Sign up'.

- ✓ Your ONE-key account has been created!
- ✓ Next, you must enrol in PastPort. Click 'Continue' on this confirmation page:



Step 2: Add PastPort to your list of One-key services

- ✓ Follow these steps to access PastPort.
- ✓ On the next screen, select Business Services from the left menu. The services available will be listed in alphabetical order on the right side of the screen.
- ✓ Select 'Ontario's Past Portal' from the list. You will be brought directly to PastPort. Follow Step 3 to enrol in PastPort and create a personal user profile.

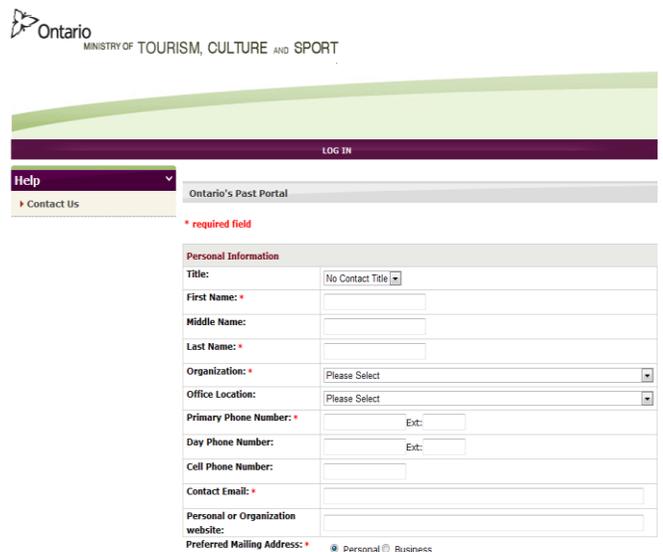


Step 3: Complete your PastPort enrolment and create your personal profile

- ✓ Follow these steps to enrol in PastPort and create a personal user profile.
- ✓ On this screen, click the 'Create your PastPort profile' button.



- ✓ Fill out your personal contact information. This information will become your user profile in PastPort and will be used by the ministry to contact you and send you important licensing-related information.
- ✓ Make sure your email address is correct.
- ✓ When you are finished, click 'Submit'.



Personal Address

Country: *

Address: * Street#: * Street Name: * Street Type: * Street Dir: *

Unit Designator: No.:

Extra Address Information (e.g., Fire Number):

City: *

Province: *

Postal Code: *

P.O.Box: No.: Type: Qualifier: Area Name:

Rural Route: No.:

No business address/business address is same as personal address

Business Address

Country: *

Address: * Street#: * Street Name: * Street Type: * Street Dir: *

Unit Designator: No.:

Extra Address Information (e.g., Fire Number):

City: *

Province: *

Postal Code: *

P.O.Box: No.: Type: Qualifier: Area Name:

Rural Route: No.:

[Exit >](#) [Submit >](#)

[HELP](#) | [© QUEEN'S PRINTER FOR ONTARIO, 2013.](#) | [IMPORTANT NOTICES](#)

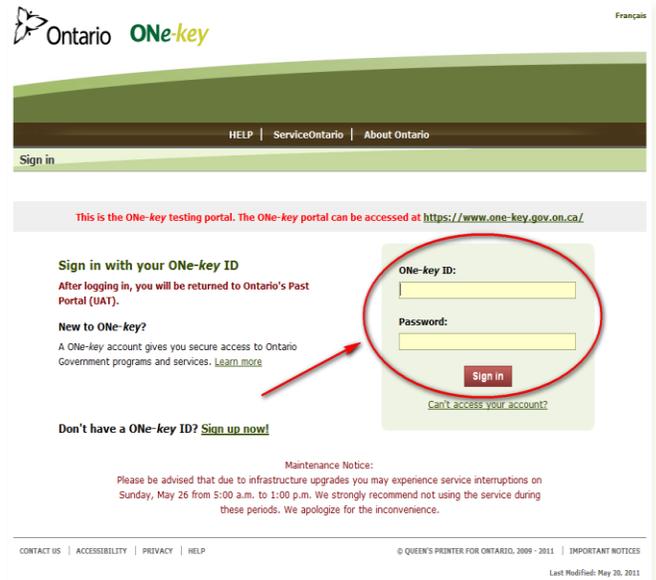
✓ You're done! You will now login to PastPort. Click 'Login'.



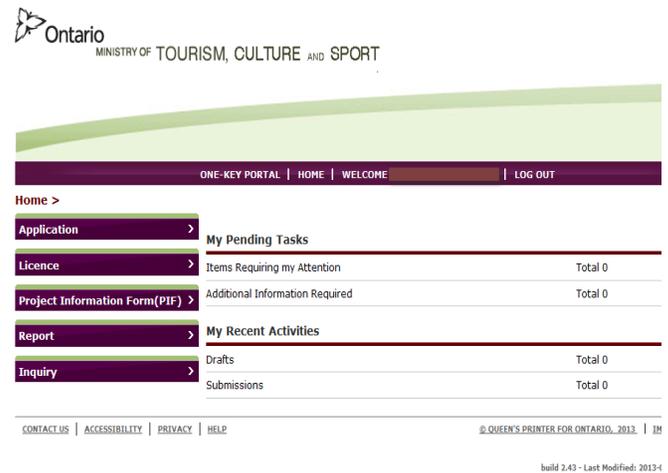
[CONTACT US](#) | [ACCESSIBILITY](#) | [PRIVACY](#) | [HELP](#) | [© QUEEN'S PRINTER FOR ONTARIO, 2013.](#) | [IMPORTANT NOTICES](#)

build 2.44 - Last Modified: 2013-09-19 15:49:50 PM

✓ You will be brought to the ONE-key site. Enter your new ONE-key ID and password and click 'Sign in'.



✓ When you log in, you will land on your personalized PastPort home screen:



Need more help?

For help navigating PastPort, refer to the Quick Reference Guide: *Navigating PastPort*.

For questions about ONE-key, call Service Ontario at 416-326-1234 (GTA) or 1-800-267-8097.

For technical help with PastPort, email us any time at Archaeology@ontario.ca or call 416-314-7143 during business hours.