

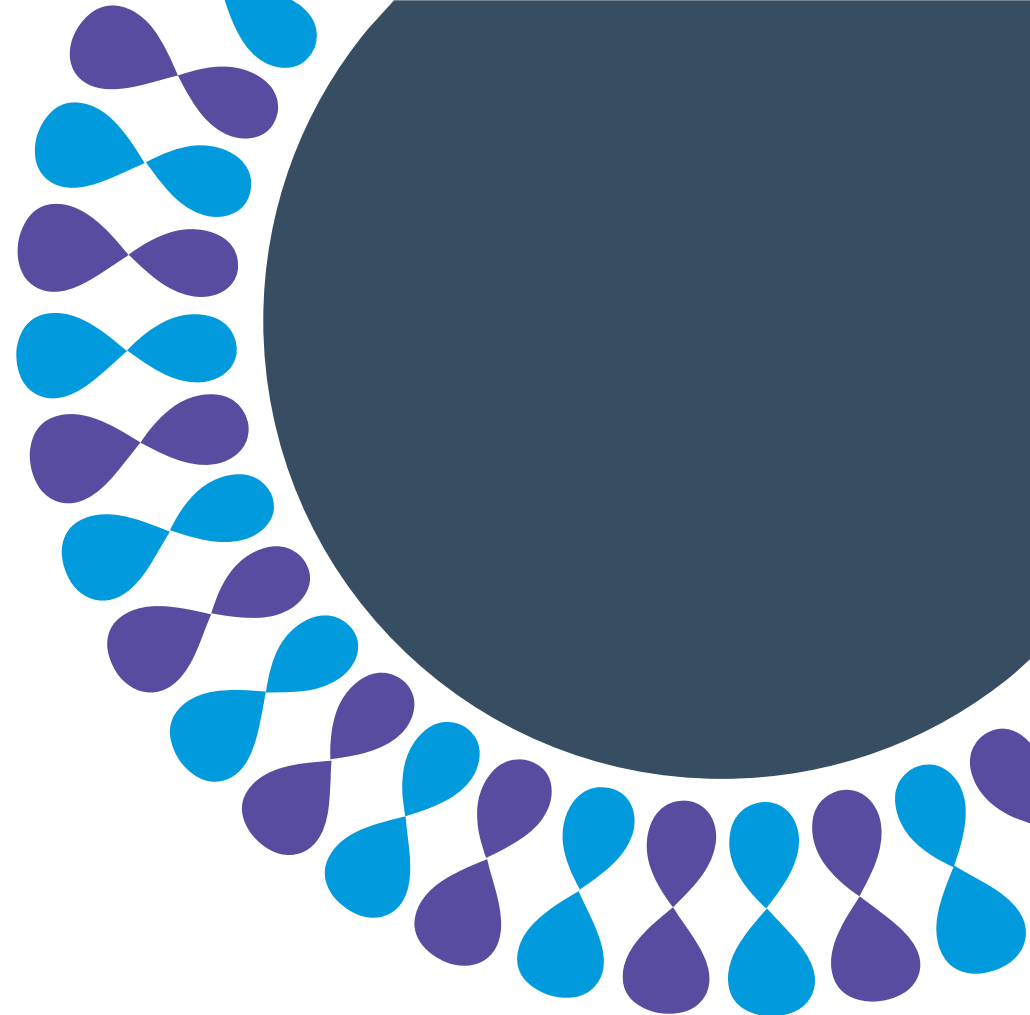


Canada Council
for the Arts

Conseil des arts
du Canada

Creating a portal account

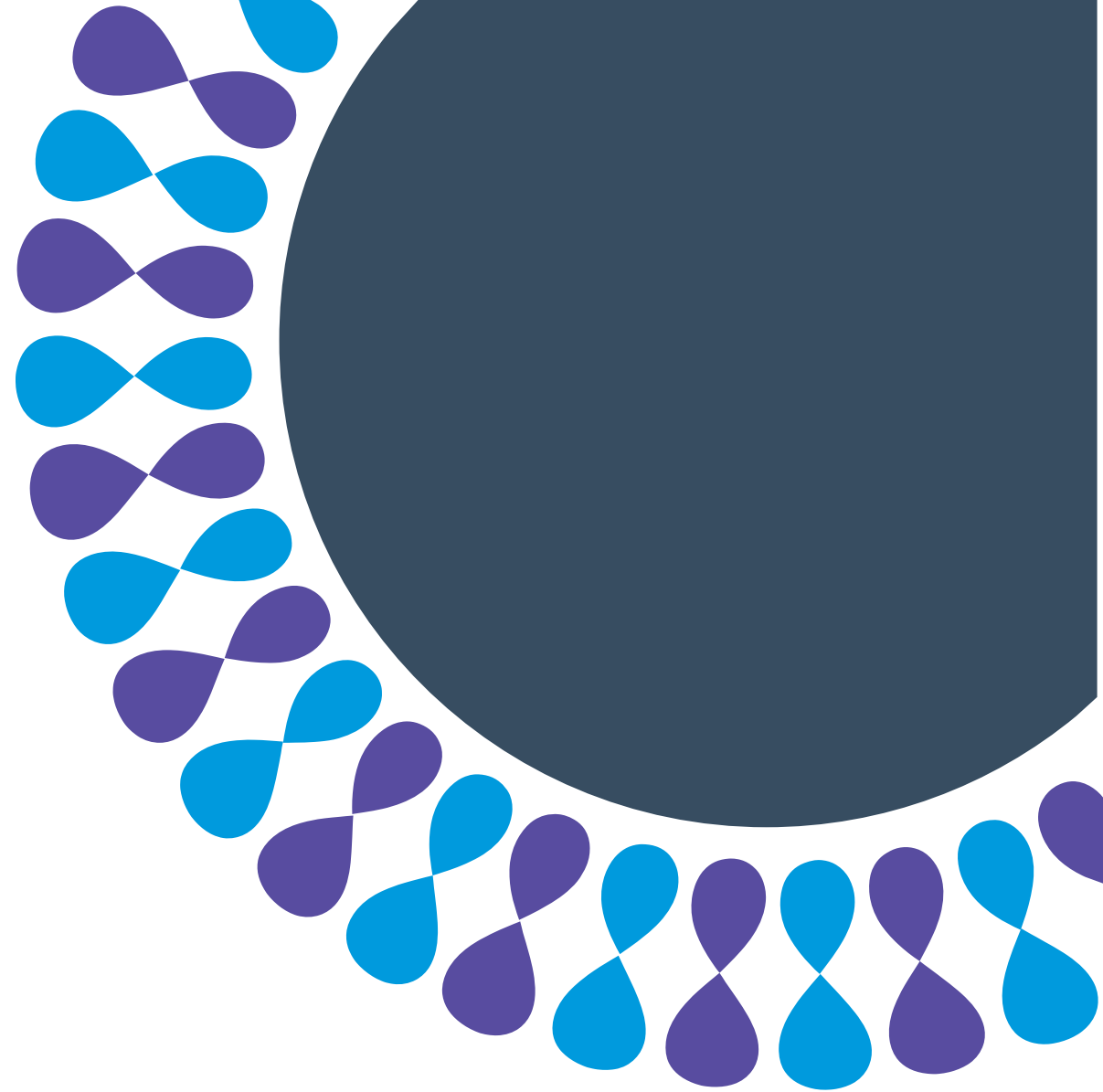
July 2023



Bringing the arts to life
L'art au cœur de nos vies

Portal accounts

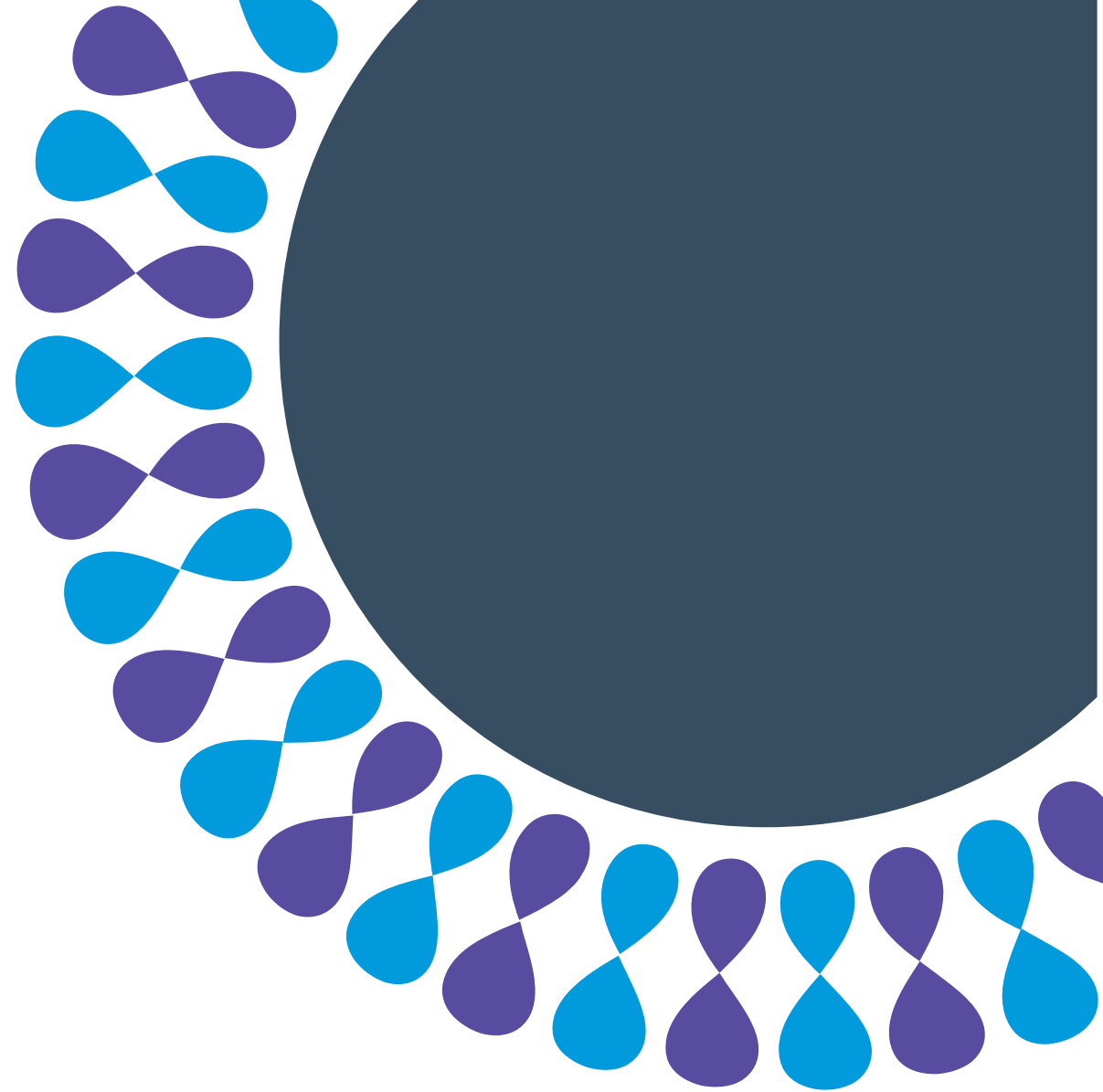
Creating a portal account is the first step towards applying for funding, whether you're an individual, a member of a group, or an organization.



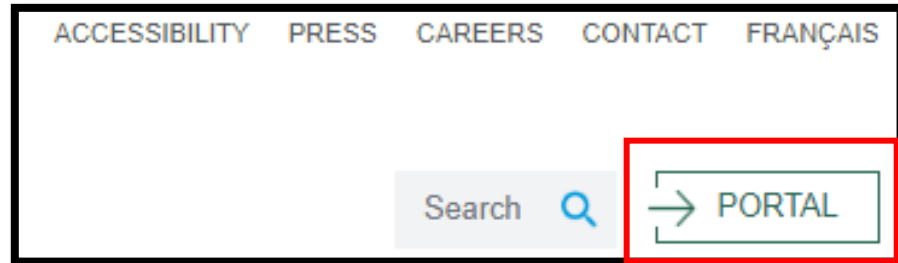
Account creation for individuals, groups or organizations

This tutorial will show you how to:

- find the portal
- create and activate a portal account



To find the portal



Step 1: Go to canadacouncil.ca and click **PORTAL**.

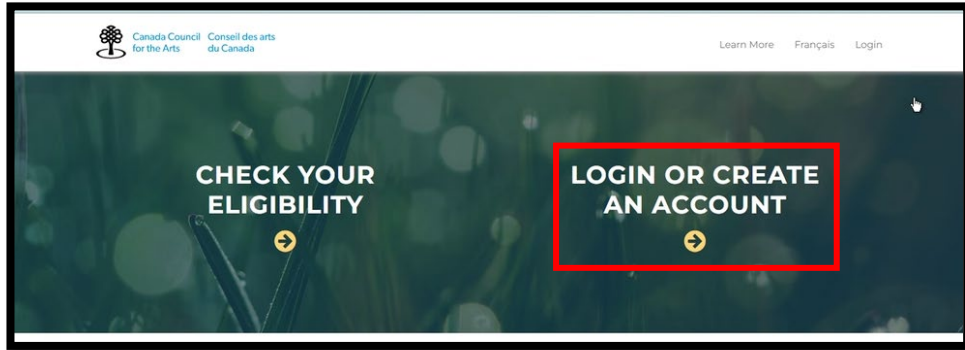


Tip

You can also access the portal directly by going to apply.canadacouncil.ca.

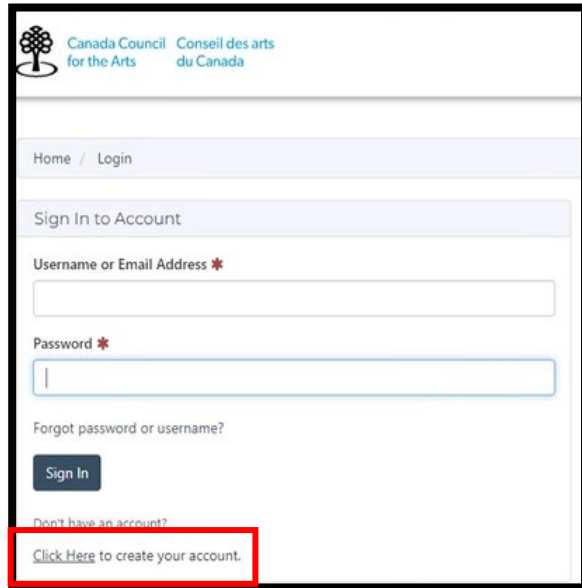
You might want to bookmark this page or add it to your favourites.

To find the portal



Step 2: Click **LOGIN OR CREATE AN ACCOUNT**.

To create an account



Canada Council for the Arts / Conseil des arts du Canada

Home / Login

Sign In to Account

Username or Email Address *

Password *

Forgot password or username?

Sign In

Don't have an account?

[Click Here to create your account.](#)

Step 1: Click **Click Here.**

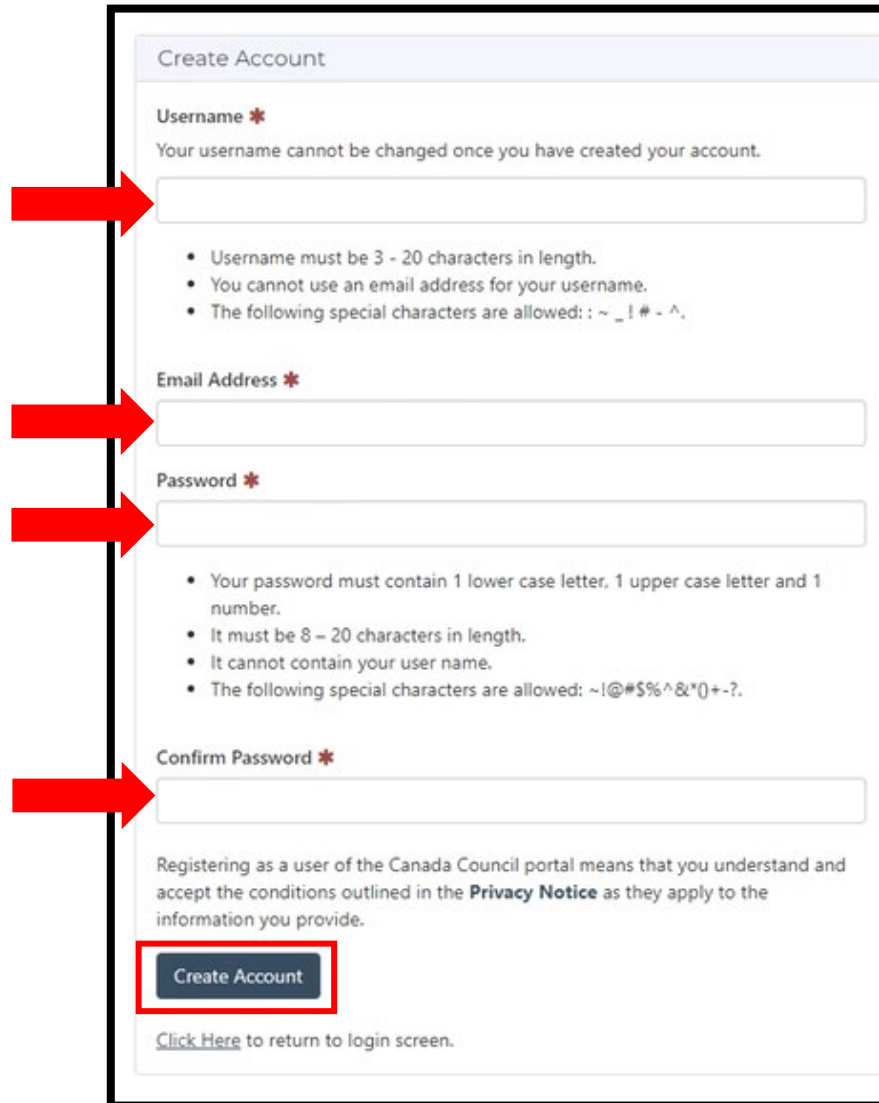
Note

If you have forgotten your password, do not create a new account.

Click **forgot password or username.**

If you need help, contact info@canadacouncil.ca or call 1-800-263-5588.

To create an account



The screenshot shows a 'Create Account' form with the following fields and instructions:

- Username ***
Your username cannot be changed once you have created your account.
[Input field]
- Username must be 3 - 20 characters in length.
• You cannot use an email address for your username.
• The following special characters are allowed: ~ _ ! # - ^ ,
- Email Address ***
[Input field]
- Password ***
[Input field]
- Your password must contain 1 lower case letter, 1 upper case letter and 1 number.
• It must be 8 - 20 characters in length.
• It cannot contain your user name.
• The following special characters are allowed: ~!@#\$%^&*()+-?,
- Confirm Password ***
[Input field]

Registering as a user of the Canada Council portal means that you understand and accept the conditions outlined in the **Privacy Notice** as they apply to the information you provide.

Create Account

[Click Here](#) to return to login screen.

Step 2: Enter your information.

Note

Read the bullet points to make sure your username and password meet the requirements.

Tip

Use your personal email address. This account is connected to **you**, even if you will be applying on behalf of an organization.

Step 3: Click **Create Account**.

To activate your account

Step 1: Look in your email account for an activation email.

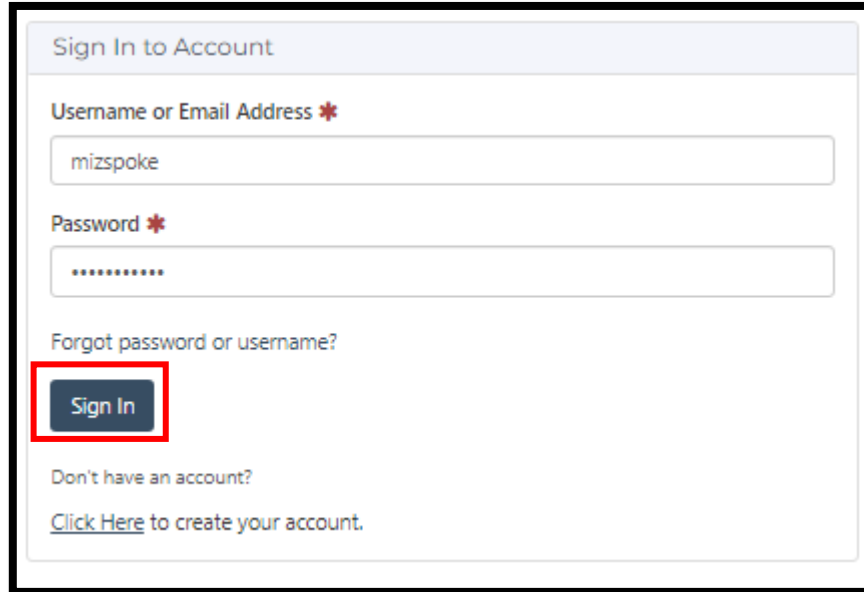


Step 2: Read the email and click **Activate My Account.**



Check your junk folder or spam folder.

To sign in



Sign In to Account

Username or Email Address *

Password *

Forgot password or username?

Sign In

Don't have an account?
[Click Here](#) to create your account.

Step 1: Enter your **username** or **email address** and **password**.

Step 2: Click **Sign In**.

Summary

You have learned how to:

- find the portal
- create and activate a portal account

Next step: Create an applicant record!

