

Steps to begin accessing photos from the Travel Alberta Photo Library

Part I: Registering for Access

Registering for access is the first step you **must** complete in order to gain access that will allow you to “shop” for and “request” photographic images. You must complete your registration online at:

- [Registration Form](#)

Step 1

Complete and submit the registration form for a username and password.

Once you have submitted your request and **your access to the system has been approved**, you will not be required to complete the registration form again. For more information, see:

- [Client Criteria](#)

Step 2

When approved, you will receive an email with your username and password. Your username will be the email address that you provided upon registration. The password is generated by the system and it does not expire.

Please Note! For security reasons, our system generates your username and password combination - you cannot make up your own username and password.

If you are working for an organization that has a number of people who will require access to the images, EACH INDIVIDUAL must register to receive their own username and password. This is because images requested for download are directed to the personal email address of the individual who “shopped for” and “requested” them.

If you are a registered user and you lose or forget your password – go to the 'log in' screen on the web page. Enter your username (which is your email address) and click 'login'. You will be emailed your password, usually within 15 minutes.

Part II: Shopping for and requesting photographic images

Step 3

Log onto the database using the username and password provided.

Step 4

User may ‘shop’ for images by clicking on ‘add to cart’. A maximum of 10 images per shopping session is allowed.

Please Note! A limit of 10 photos per request has been set to ensure zipped files are kept to an acceptable size - so that servers / email gateways will accept your request with attached photo(s).

Step 5

When shopping is complete or a maximum of 10 images has been requested, click on:

- Shopping Cart (located on the left side of the screen), then select **Checkout**

Step 6

- a. Complete the 'Photo Request Form'

NOTE: each time images are requested you must complete the Photo Request Form

- b. Specify how the images will be used and the preferred method of delivery:
 - download images
or
 - request images on a CD-ROM
- c. Once the form has been completed click on:



Step 7

When the request for photos has been approved, you will receive an email stating that your request has been approved and the images are ready for pick up.

Step 8

Click on the link within the email, which will take you to a web page where you can pick up your photos. Complete instructions on how to download your photos are provided there.

Should you require further assistance, please contact:

Travel Alberta Photo & Video Library

c/o: Alberta Tourism, Parks, Recreation and Culture

5th Floor, Commerce Place

10155 - 102 Street

Edmonton AB Canada T5J-4L6

E-mail: media.studio@gov.ab.ca

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