



University
of Regina
International 

Go far, together.

CREATING A GCKEY ACCOUNT NAVIGATION GUIDE



PART ONE: CREATE A GCKEY ACCOUNT



NAVIGATE TO THE IRCC LOGIN WEBSITE

1. Open a web browser and go to: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>
 - o Alternatively, you can Google "GC Key Login" and select "Sign in to your IRCC secure account" from the available links
2. Scroll down and select "GCKey username and password"



MENU ▾

[Canada.ca](#) > [Immigration and citizenship](#) > [IRCC applications](#)

Sign in

IRCC secure account

We have different accounts for some applications.

You may need a different account to apply, depending on the application you submit.

Check if this is the right account for you

▶ **Apply** for these applications

▶ **Check the status** of these applications

▶ **Upload requested documents** for these applications



▶ Study permit applicants

▶ Delays with the status of your medical exam results

▶ Student Direct Stream | **Closed**

▶ Francophone Minority Communities Student Pilot applicants

Sign in

or Create an account

GCKey username and password

Canadian Interac® Sign-In Partner

▶ Not sure how to sign in?

Register for an account

PART ONE: CREATE A GCKEY ACCOUNT



CREATING YOUR ACCOUNT

1. Under "Simple Secure Access", **select "Sign Up"**
 - o If you already have a GCKey account, simply sign in and skip to page # in this document.

Government of Canada / Gouvernement du Canada

Definitions | Frequently Asked Questions (FAQ) | Help

Home → Sign In / Sign Up

Welcome to GCKey

Sign In

Username: **(required)**

Password: **(required)**

Sign In **Clear All**

[Forgot your username?](#) • [Forgot your password?](#)

Simple Secure Access

A simple way to securely access Government of Canada online services.

One username.
One password.

Sign Up

Your GCKey can be used to access multiple Government of Canada online [Enabled Services](#).

Please select **Exit** to leave the GCKey service and return to the Government of Canada online service.

Exit

PART ONE: CREATE A GCKEY ACCOUNT



CREATING YOUR ACCOUNT

1. Select "I accept" under the Terms and Conditions of Use

The screenshot shows the Government of Canada's GCKEY sign-up interface. At the top, there is a header with the Government of Canada logo and navigation links for Definitions, Frequently Asked Questions (FAQ), and Help. Below the header, a breadcrumb trail indicates the current step: Home → GCKEY Sign Up Step 1 of 5. A progress bar shows five steps: Terms and Conditions (highlighted), Username, Password, Questions and Answers, and Email. The main content area is titled "Terms and Conditions of Use" and contains the following text:

In return for the Government of Canada providing you with a GCKEY, you agree to abide by the [GCKEY Terms and Conditions of Use](#) which includes the [Privacy Notice](#).

By selecting the **I accept** button, you have read and agree to the [GCKEY Terms and Conditions of Use](#) which includes the [Privacy Notice](#). You can choose to not sign up for a GCKEY by selecting **I decline** to end this process.

At the bottom of the text, there are two buttons: "I accept" and "I decline". A large red arrow with a yellow outline points directly to the "I accept" button.



PART ONE: CREATE A GCKEY ACCOUNT



CREATING YOUR ACCOUNT

1. **Create your username**, ensuring to follow all character requirements under the "Username Checklist"
2. Click "**Continue**"

Government of Canada / Gouvernement du Canada

Definitions | Frequently Asked Questions (FAQ) | Help

Home → GCKeY Sign Up Step 2 of 5

Terms and Conditions | **Username** | Password | Questions and Answers | Email

Create Your Username ← Back

Your username must contain at least eight characters and be unique to you. When creating your Username, we recommend that you:

- make your Username easy for you to remember and hard for others to guess;
- avoid using personal information such as your name, Social Insurance Number (SIN), mailing address or email address;
- always keep your Username secure and do not share it with anyone.

Create Your Username: **(required)**

Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.

Continue | Clear All | Cancel

Privacy

Please keep your Username secure. For more information on how your privacy is protected, please refer to our [Privacy Notice](#).

Username Checklist

- Minimum 8 characters
- May contain:
 - Upper case letter(s)
 - Lower case letter(s)
 - French character(s)
 - Digit(s)
 - Special character(s)

PART ONE: CREATE A GCKEY ACCOUNT



CREATING YOUR ACCOUNT

1. **Create and confirm your password**, ensuring to follow all character requirements under the "Username Checklist"
2. Click "**Continue**"

Government of Canada / Gouvernement du Canada

Definitions | Frequently Asked Questions (FAQ) | Help

Home → GCKeY Sign Up Step 3 of 5

Terms and Conditions | Username | **Password** | Questions and Answers | Email

Create Your Password ← Back

Your Password must be between eight and sixteen characters, contain at least one upper case letter, one lower case letter and one digit, and must not contain 3 or more consecutive characters from your Username.

Create Your Password: **(required)**

Confirm Your Password: **(required)**

Please select **Continue** to proceed or click **Cancel** to end the Sign Up process.

Continue | Clear All | Cancel

Privacy

Please keep your Password secure. For more information on how your privacy is protected, please refer to our [Privacy Notice](#).

Password Checklist

- 8-16 Characters
- Does not contain 3 consecutive characters from Username
- Valid characters
- Lower case letter(s)
- Upper case letter(s)
- Digit(s)
- Passwords match

PART ONE: CREATE A GCKEY ACCOUNT



CREATING YOUR ACCOUNT

1. Create your account recovery questions, answers, and hints, using the fields that appear.
 - o Ensure to follow the instructions on the right side of the page.
 - o **Keep a record of these answers.** You will need these answers should you ever have to reset your password.
2. Click "**Continue**"



PART ONE: CREATE A GCKEY ACCOUNT



CREATING YOUR ACCOUNT

1. Enter an **email address** that you will use to help recover your username and password if needed in the future.
 - o This step is optional and your recovery email address can be added later.
2. Click "**Continue**" or "**Skip**".

The screenshot shows the 'Optional Account Recovery' step of the GCKEY sign-up process. At the top, there is a navigation bar with 'Definitions', 'Frequently Asked Questions (FAQ)', and 'Help'. Below this is a breadcrumb trail: 'Home → GCKEY Sign Up Step 5 of 5'. A progress bar shows five steps: 'Terms and Conditions', 'Username', 'Password', 'Questions and Answers', and 'Email' (the current step). The main heading is 'Optional Account Recovery' with a '← Back' link. The text explains that users can recover their account via email and lists the purposes: confirming the email address, recovering username and/or password, and notifying of account changes. An 'Email Checklist' box lists requirements: 'Be valid', 'Match the "Confirm Email Address"', and 'Be unique'. There are two input fields: 'Email Address: (required)' and 'Confirm Email Address: (required)'. Below these are three buttons: 'Continue' (highlighted with a red arrow), 'Clear All', and 'Cancel'. At the bottom, there is a 'Skip' button with a yellow star icon, and the text 'Select Skip to proceed without adding an email.'

PART ONE: CREATE A GCKEY ACCOUNT



CREATING YOUR ACCOUNT

1. **Congratulations!** You've successfully set up your GCKey account.
2. Click "**Continue**" to verify your email address.

The screenshot shows the 'GCKey Sign Up Complete' page on the Government of Canada website. At the top, there is a navigation bar with the Government of Canada logo and name in both English and French. Below this is a menu with 'Definitions', 'Frequently Asked Questions (FAQ)', and 'Help'. The main content area has a breadcrumb trail: 'Home → GCKey Sign Up Complete'. The title 'GCKey Sign Up Complete' is followed by the message: 'You have successfully created your GCKey. Your Username is: Please select **Continue** to verify your email address.' A blue 'Continue' button is centered below this text. To the right, a 'Privacy' box contains the text: 'Please keep your Username secure. For more information on how your privacy is protected, please refer to our [Privacy Notice](#).' A large red arrow with a yellow outline points upwards from the bottom of the page towards the 'Continue' button.

PART ONE: CREATE A GCKEY ACCOUNT



CREATING YOUR ACCOUNT

1. **Open your inbox** to the email you used to verify your account.
2. Look for an email that resembles the sample below, copy the code in the email, and enter it in your GCKeKey account.
3. Click **"Continue"** to proceed to the next step.

Government of Canada / Gouvernement du Canada

Definitions | Frequently Asked Questions (FAQ) | Help

Home → Confirm your Email Address

Confirm your Email Address

We have sent a confirmation code to **international.studentservices@uregina.ca**. Enter the code below to confirm your email address. The code will expire in 12 hours.

Confirmation Code: **(required)**

Please select **Continue** to proceed or **Cancel** to end this process.

Continue | Clear All | Cancel

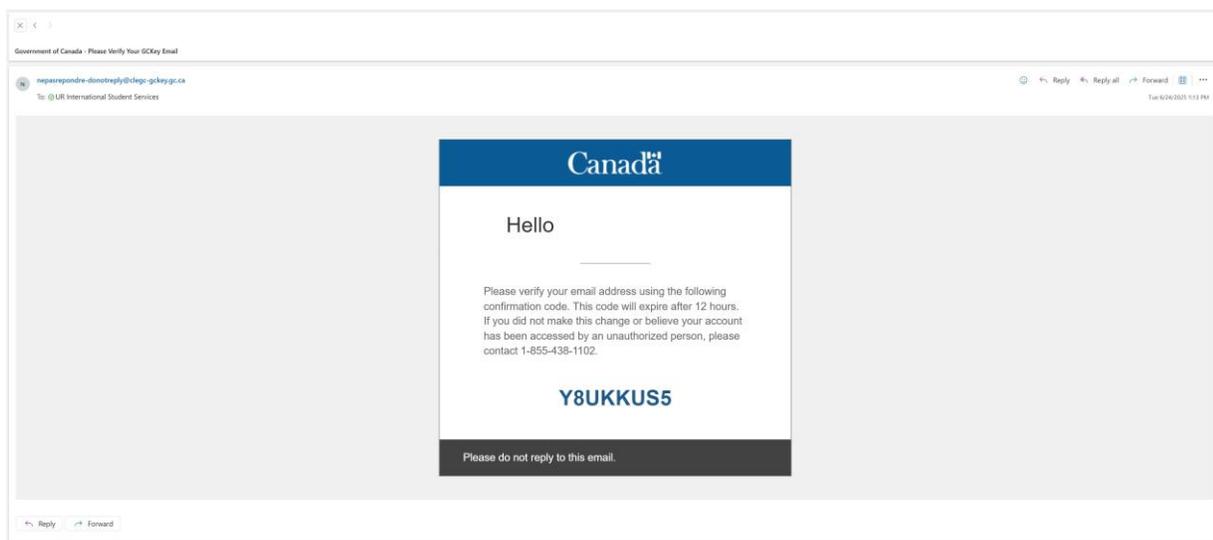
If you did not receive an email with the confirmation code:

- Check your Junk or Spam email folder
- Try re-sending the email again
- Use a different email address

Re-send | Use a different email address

CREATING YOUR ACCOUNT – SAMPLE EMAIL

1. The below image is a sample of what the verification email could look like.



PART ONE: CREATE A GCKEY ACCOUNT



CREATING YOUR ACCOUNT

1. **Congratulations!** Your email recovery is now complete.
2. Click "**Continue**" to return to your GCKeKey account home page.

The screenshot shows the Government of Canada website header with the Canadian flag and the text 'Government of Canada' and 'Gouvernement du Canada'. Below the header is a navigation bar with 'Definitions', 'Frequently Asked Questions (FAQ)', and 'Help'. The main content area shows a breadcrumb trail 'Home → Email Recovery Complete' and a heading 'Email Recovery Complete'. The text below the heading reads: 'You have successfully added the email recovery option. Please select **Continue** to return to your GCKeKey account home page.' A blue button labeled 'Continue' is centered below this text. A red arrow with a yellow outline points upwards to the 'Continue' button. To the right of the main text is a 'Privacy' box with the text: 'Please keep your Email secure. For more information on how your privacy is protected, please refer to our [Privacy Notice](#)'.

PART TWO: MULTIFACTOR AUTHENTICATION SET-UP



SET UP YOUR MULTIFACTOR AUTHENTICATION

1. Click "**Continue**" to complete the steps for setting up your Multifactor Authentication for your account.
 - o You may need to enter your username and password before seeing this page.

The screenshot shows the Government of Canada website interface. At the top, there are logos for the Government of Canada and the University of Regina (UofR). Below the logos is a navigation bar with links for "Definitions", "Frequently Asked Questions (FAQ)", and "Help". The main content area is titled "Welcome UofRInternational" and includes a breadcrumb trail "Home → Welcome UofRInternational". Below the title, there are links for "Change Your Password", "Change Your Recovery Questions", "Manage Your Email Address", and "Revoke Your GCKey". A warning message states: "To help protect your information, please remember to sign out and close your browser before leaving this computer unattended." Below this, it says "Please select **Continue** to proceed to two-factor authentication." A blue button labeled "Continue" is centered on the page, with a red arrow pointing upwards to it. On the right side, there is a sidebar menu titled "Options" with links for "Change Your Password", "Change Your Recovery Questions", "Manage Your Email Address", "Revoke Your GCKey", and "Sign Out".

PART TWO: MULTIFACTOR AUTHENTICATION SET-UP



SET UP YOUR MULTIFACTOR AUTHENTICATION

1. Select **"Set up your email"** in the **"Use your email address"** box.
 - o It is recommended to use an email address that you will have access to for the foreseeable future.
 - o Email addresses can be accessed from multiple devices whereas devices themselves can be lost, damaged, or stolen.



Government of Canada
Gouvernement du Canada

Two-factor authentication

Contact us FAQ Help

Choose a method of two-factor authentication

The Government of Canada requires the use of two-factor authentication to secure your account. You will be asked to complete registration of a second factor in order to continue to access this service.

► What is two-factor authentication?

Use your smartphone or tablet
(recommended)



Set up your mobile device

Use your desktop device



Set up your desktop device

Use your email address



Set up your email

Cancel



PART TWO: MULTIFACTOR AUTHENTICATION SET-UP



SET UP YOUR MULTIFACTOR AUTHENTICATION

1. Click "**I accept**" to continue to the next step.



Government of Canada
Gouvernement du Canada

Two-factor authentication

[Contact us](#) [FAQ](#) [Help](#)

Terms and conditions of use

The Government of Canada and Shared Services Canada are committed to providing measures that respect and value your privacy and security. The collection, use and disclosure of any personal information as it applies to your two-factor credentials is governed by the [Privacy Act](#) and our [Privacy Policy](#).

In return for the Government of Canada providing you with a two-factor credential, you agree to abide by the following Terms and Conditions of Use:

- You understand and accept that you are at all times responsible for your two-factor credential. If you suspect that others have obtained access or that your credential has been compromised, you are responsible for revoking your access to the service and then re-registering with a new two-factor credential.
- You understand and accept that the Government of Canada can revoke your two-factor credential for security or administrative reasons.
- You understand and accept that the Government of Canada disclaims all liability (except in cases of gross negligence or willful misconduct) in relation to the use of, delivery of or reliance upon the two-factor authentication service. More details can be found in our [Disclaimers](#).

Choose the **I accept** button to accept the Privacy statement, as well as the Terms and Conditions, as stated above. Choose the **I decline** button to end this process and cancel the two-factor credential sign-up.

PART TWO: MULTIFACTOR AUTHENTICATION SET-UP



SET UP YOUR MULTIFACTOR AUTHENTICATION

1. Enter the email address you wish to use for your Multifactor Authentication.
2. Click "**Continue**" to go on to the next step.



Government
of Canada

Gouvernement
du Canada

Two-factor authentication

Contact us

FAQ

Help

Register your email address

Use your email address as a second factor.

Enter your email address. A code will be sent to that email to complete the two-factor authentication. You will need to verify your email address before registration is complete.

* Email address (Required field)



Continue



Back

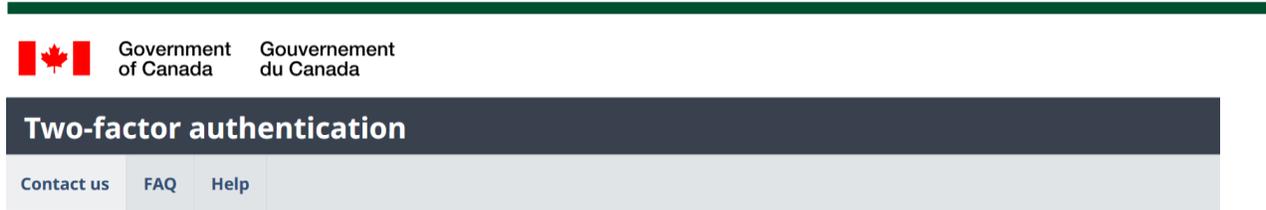
Cancel

PART TWO: MULTIFACTOR AUTHENTICATION SET-UP



SET UP YOUR MULTIFACTOR AUTHENTICATION

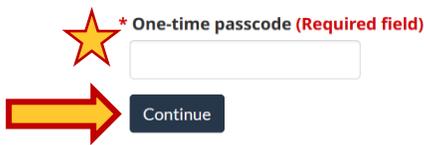
1. **Open your inbox** to the email you used to set up your Multifactor Authentication.
2. Look for an email that resembles the sample below, copy the code in the email, and enter it in your GCKey account.
3. Click **"Continue"** to proceed to the next step.



Verify your email address

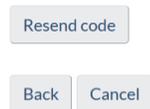
An email with a one-time passcode has been sent to International.StudentServices@uregina.ca. Copy or enter the code from that email into the field below to finish registering your email address. The code will expire after 20 minutes.

The one-time passcode is case sensitive.



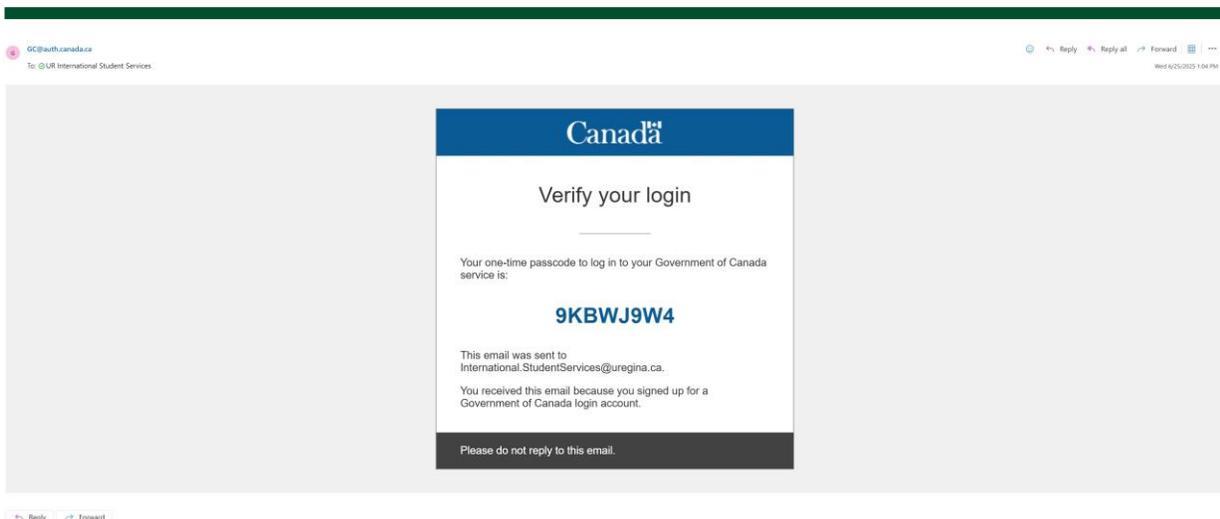
Did not receive your one-time passcode or it has expired?

Please wait at least 2 minutes for the email to arrive and check that the email is not in your spam folder.



SET UP YOUR MULTIFACTOR AUTHENTICATION – SAMPLE EMAIL

1. The below image is a sample of what the verification email could look like.



PART TWO: MULTIFACTOR AUTHENTICATION SET-UP



SET UP YOUR MULTIFACTOR AUTHENTICATION

1. You will receive five (5) recovery codes. Write down these codes and / or save them in a secure location.
2. Check the box at the bottom of the page to declare that you have recorded your codes.
3. Click "Continue" to proceed to the next step.



Two-factor authentication

Contact us FAQ Help

Recovery codes

You must record these recovery codes to protect your two-factor account. Keep them somewhere safe and accessible only to you.

Your recovery codes are:

Recovery codes for The Government of Canada issued on: Wednesday, June 25, 2025 at 15:08:37 EDT

Note: Recovery codes are **case sensitive**.

Write these codes down, or print this page using the button below, then store them in a secure location!

Print this page Copy recovery codes

- ▶ Why do I need recovery codes?
- ▶ Have you just used an old recovery code?

 **Do not share or lose your recovery codes!**
Without a recovery code, you could permanently lose access to your two-factor account.
In the wrong hands, codes could be misused to compromise your account. You are responsible for their safekeeping

Have you securely recorded these codes?

 Yes, I have securely recorded and stored these codes.

Continue



PART TWO: MULTIFACTOR AUTHENTICATION SET-UP



SET UP YOUR MULTIFACTOR AUTHENTICATION

1. **Congratulations!** Your Multifactor Authentication for your GCKey account is now complete.
2. Click "**Continue**" to exit the GCKey platform.



Government of Canada / Gouvernement du Canada

Two-factor authentication

[Contact us](#) [FAQ](#) [Help](#)

Two-factor authentication setup complete



Setup complete

You have successfully set up a two-factor authentication.

Here are the details of your two-factor authentication recent activity:

- Your last two-factor authentication was on **Wednesday, June 25, 2025 at 15:14:14 EDT**
- You have **5** active recovery codes remaining

[Continue](#)



PART THREE: FINALIZING YOUR ACCOUNT DETAILS



NAVIGATE TO THE IRCC LOGIN WEBSITE

1. Open a web browser and go to: <https://www.canada.ca/en/immigration-refugees-citizenship/services/application/account.html>
 - o Alternatively, you can Google "GC Key Login" and select "Sign in to your IRCC secure account" from the available links
2. Scroll down and select "GCKey username and password"

The screenshot shows the IRCC login website header with the Government of Canada logo and a search bar. Below the header is a 'MENU' dropdown and a breadcrumb trail: Canada.ca > Immigration and citizenship > IRCC applications. The main heading is 'Sign in IRCC secure account'. A paragraph states: 'We have different accounts for some applications. You may need a different account to apply, depending on the application you submit.' Below this is a section titled 'Check if this is the right account for you' with three expandable options: 'Apply for these applications', 'Check the status of these applications', and 'Upload requested documents for these applications'. A light blue box contains a warning icon and a list of categories: 'Study permit applicants', 'Delays with the status of your medical exam results', 'Student Direct Stream | Closed', and 'Francophone Minority Communities Student Pilot applicants'. At the bottom, there are two main options: 'Sign in' and 'Create an account'. Under 'Sign in', there are two buttons: 'GCKey username and password' (highlighted with a red arrow) and 'Canadian Interac® Sign-In Partner'. Under 'Create an account', there is a button 'Register for an account'. A link 'Not sure how to sign in?' is also present.

PART THREE: FINALIZING YOUR ACCOUNT DETAILS



ACCEPT THE TERMS AND CONDITIONS

1. Enter your login credentials for your account, if prompted.
 - o If you just finished setting up your account, you may not be asked to enter your credentials.
2. Click "**I accept**" to accept the Terms and Conditions.



MENU ▾

[Home](#)

[Logout](#)

Terms and Conditions

By accessing your account, you are agreeing to abide by the following Terms and Conditions of Use:

- You agree to keep your identification number(s) confidential and to not share it (them) with anyone. If you suspect that others have obtained your identification number(s), contact us immediately by clicking on the "Report a problem or mistake on this page" button.
- You certify that any information provided by you is true, accurate and complete.
- You understand and accept that as a security measure for administrative reasons, we can revoke your access if you fail to abide by the Terms and Conditions of Use.
- You understand and accept that we are not responsible for any losses or damages incurred by anyone because of:
 1. The use of the information available in your account
 2. Any restrictions, delay, malfunction, or unavailability of your account
- You understand and accept that by using your account and applying online, we can communicate with you (or your representative, if applicable) via e-mail.
- To continue, choose "I Accept" to indicate your acceptance of these Terms and Conditions. If you do not agree with these Terms and Conditions, choose "I Do Not Accept". Note, you will not be able to access your account unless you accept the Terms and Conditions.

If you use another type of browser software you should check with your software supplier to make sure that your browser has 128-bit secure socket layer encryption capability. Note: We are not responsible for any difficulties in downloading and installing software. Software suppliers are responsible for providing technical support. It is important that you sign out and close your browser before leaving this computer unattended. This will prevent unauthorized access to your personal information.



PART THREE: FINALIZING YOUR ACCOUNT DETAILS



ENTER YOUR PERSONAL DETAILS

1. Complete the fields requested to finalize your account details.
 - o If you just finished setting up your account, you may not be asked to enter your credentials.
2. Click "**Continue**" to proceed to the next step.



MENU ▾

[Home](#) > [Create an account](#)

[Help](#) | [Logout](#)

Create an account

Fill in all the required information and then choose the "Continue" button to create your account. We need this information to confirm who you are and to make sure:

- your information is available to you only; and
- your identity is validated on your return visits.

Create an account

Enter the following information as it appears on your passport. Use the "help" buttons to get details on where you can find this information. All fields are mandatory.

Given Name	<input type="text"/>
	
* Last name(s) (required)	<input type="text"/>
	
* Email address (required)	<input type="text"/>
	
* Preferred language of notification (required)	<input type="text" value="Please select"/>
	
	<input type="button" value="Continue"/> <input type="button" value="Cancel"/>



PART THREE: FINALIZING YOUR ACCOUNT DETAILS



CREATE YOUR SECURITY QUESTIONS

1. Create four (4) security questions that you can easily remember the answers to.
 - o **Keep a record of these answers.** One of these questions will be asked each time you login to your GCKey account.
2. Click "**Continue**" to proceed to the next step.



MENU ▾

[Home](#) > Create your security questions

Signed in as UR International [Help](#) | [Logout](#)

Create your security questions

You will need to answer one of your security questions each time you access your account. You will have two tries to answer the question.

If you can't answer the first security question, we will ask you another one of your four questions. If you can't answer any of your security questions, we will lock your account. You will not be able to recover your account online.

Create new security questions that are difficult to guess but are easy for you to remember.

* Security Question 1 (required)	<input type="text"/>
* Answer 1 (required)	<input type="text"/>
* Security Question 2 (required)	<input type="text"/>
* Answer 2 (required)	<input type="text"/>
* Security Question 3 (required)	<input type="text"/>
* Answer 3 (required)	<input type="text"/>
* Security Question 4 (required)	<input type="text"/>
* Answer 4 (required)	<input type="text"/>

Continue



PART FOUR: ACCOUNT DASHBOARD



REVIEW YOUR ACCOUNT DASHBOARD

1. Your dashboard includes details of applications you have submitted, those that are still in process, as well as details and information for starting a new application, reviewing account messages, and other immigration services.
2. **Scroll to the "Start an application"** section of your dashboard.
3. Select **"Apply to come to Canada"** to start a new immigration application.



MENU ▾

[Home](#) > Your account

Signed in as UR International | [Account home](#) | [Account profile](#) | [Help](#) | [Logout](#)

UR International's account

View the applications you submitted

Review, check the status or read messages about your submitted application.

Search: Showing 0 to 0 of 0 entries | Show **5** ▾ entries

Application type ↑↓	Application number ↑↓	Applicant name ↑↓	Date submitted ↓	Current status ↑↓	Messages ↑↓	Action
No data available in table						

Did you apply on paper or don't see your online application in your account? [Add \(link\) your application to your account](#) to access it and check your status online.

Continue an application you haven't submitted

Continue working on an application or profile you haven't submitted or delete it from your account.

Search: Showing 0 to 0 of 0 entries | Show **5** ▾ entries

Application type ↑↓	Date Created ↓	Days left to submit ↑↓	Date last saved ↑↓	Action
No data available in table				

Start an application



[Apply to come to Canada](#)

Includes applications for visitor visas, work and study permits, Express Entry and International Experience Canada. You will need your personal reference code if you have one.

Note: You **must** apply through this portal (IRCC secure account) if you're applying with a family member who needs a work permit.

[Refugees: Apply for temporary health care benefits](#)

Use this application if you are a protected person or refugee claimant who wants to apply for the Interim Federal Health Program.

[Citizenship: Apply for a search or proof of citizenship](#)

Use this application to apply for proof of citizenship (citizenship certificate) or to search citizenship records.

Account messages

Read messages related to your account. Messages about a submitted application are on your application status page.

You have no messages.