

NTKey Registration Step by Step Instructions

The NTKey service is provided by the Government of the Northwest Territories to allow you to securely conduct online business with Government of the Northwest Territories departments.

The following instructions will assist you in setting up your NTKey – step-by-step.

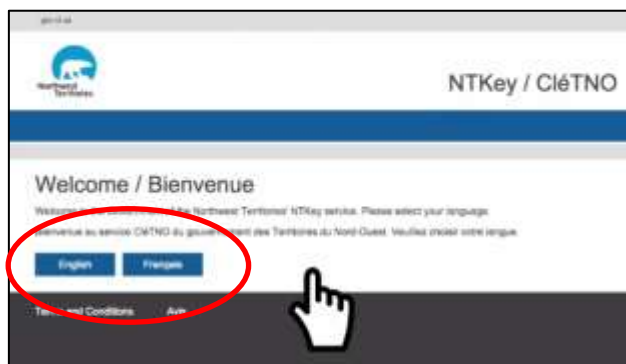


Remember:

- One NTKey can be used to access multiple online services from the Government of the Northwest Territories.
- Your NTKey remains active if you use it. If you haven't used it in 2 years, or if you revoke it for any reason, you'll have to re-register.

Getting Started

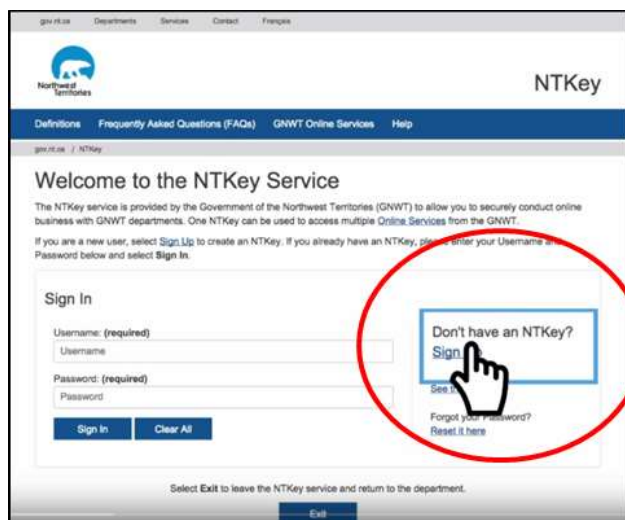
To get started, select your preferred language.



Before using NTKey for the first time, you will need to register. The registration process will create your Username and Password.

To register for an NTKey, use your cursor to click the **Sign Up** link at the bottom of the login page.

NOTE: You will need to remember your Username and Password for future use and use it every time you use NTKey.



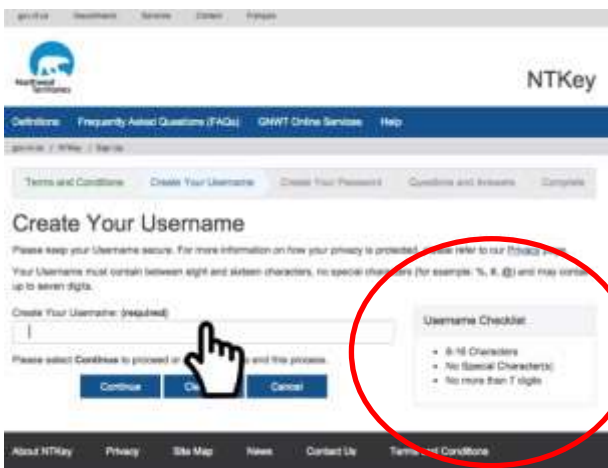
You are now on the **Terms and Conditions** page.

- First, read and accept the Terms and Conditions.
- When you've finished reading, click the "I accept" button.



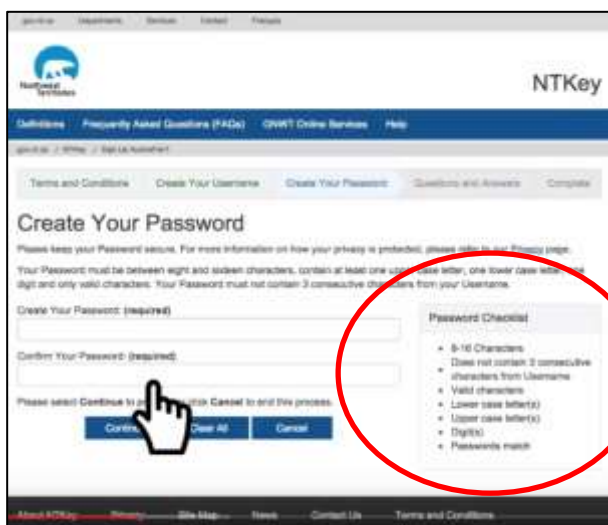
Step 2 - Creating your Username

- Your username must contain:
 - Between 8 and 16 characters,
 - May contain up to 7 digits, but,
 - No special characters, such as the pound sign (#)
- Choose a username that's easy to remember.
NOTE: You may want to write it down since you cannot retrieve your username if you forget it.
- Type your username in the white box, and click "Continue" when you are done.



Step 3 - Create a password

- Your password must be:
 - Between 8-16 characters
 - Cannot contain 3 consecutive characters from the Username
 - Some combination of upper and lower case letters, and,
 - At least 1 digit.
- When you enter your password into the field, the password checklist shows you whether or not your password is valid
- Once you've entered your password, you'll need to type it again in the "confirm your password" box.



NOTE: If you don't type the same password into both boxes, an error message will appear asking you to retype the password into both boxes

- When both passwords match, the checklist will show your password as valid.
- Once you're done, click the “continue” button to move on.

Step 4 – Create your recovery questions and answers

The final step is to create your recovery questions, answers, and hints.

- This information will help you if you ever forget your NTKey password.
- You can choose from a number of recovery questions by clicking on the little arrow to the right of the “please select a question” bar.

- Move your cursor to the question you like best. You'll see the blue background highlights each question as you drag down the list.
- When the question you want is highlighted, click on it and that question will be chosen.

NTKey

Definitions Frequently Asked Questions (FAQs) GSWT Online Services Help

Terms and Conditions Create Your Username Create Your Password Questions and Answers Complete

Create Your Recovery Questions, Answers and Hints

Please keep your Recovery Questions, Answers and Hints secure. For more information on how your privacy is protected, please refer to our [Privacy](#) page.

Your recovery question, answers and hints are used to help you if you forget your Password.

Select a Recovery Question: (required)

Please select a question...

- Where did I first meet my significant other?
- What was the last name of my childhood best friend?
- Where did I go for my honeymoon?
- Who was my most memorable school teacher?
- What make of car did I first drive?
- What was the first organization I worked for?
- What was the name of my first love?
- What was the first city outside of North America that I visited?
- What was my favorite toy as a child?
- What is the first musical instrument I ever played?
- What was my favorite game as a child?
- Who was the band/label of the first concert, movie or play that I attended?

Your answers must contain at least three characters and contain no special characters (for example: %, &, @). Your hints must contain at least three characters and may contain letters, numbers and the following punctuation characters: apostrophe ('), comma (,), dash (-), period (.) and question mark (?).

Type in the answer to your “*recovery question*” in the “*recovery question*” box.

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Select a Recovery Question: (required)

What was my first pet's name?

My Recovery Answer: (required)

Fido

My Memorable Person: (required)

My Memorable Person Hint:

My Memorable Date (YYYY-MM-DD): (required)

Your answers must contain at least three characters and contain no special characters (for example: %, &, @). Your hints must contain at least three characters and may contain letters, numbers and the following punctuation characters: apostrophe ('), comma (,), dash (-), period (.) and question mark (?).

Type in a memorable person and a ‘hint’ that will signal to you who that memorable person is.

- For example, your memorable person could be your daughter. So, you'll type her name in the “*memorable person*” box and ‘daughter’ in the “*memorable person hint*” box.

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Your recovery question, answers and hints are used to help you if you forget your Password.

Select a Recovery Question: (required)

What was my first pet's name?

My Recovery Answer: (required)

Fido

My Memorable Person: (required)

Kim

My Memorable Person Hint:

Daughter

My Memorable Date (YYYY-MM-DD): (required)

My Memorable Date Hint:

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

Continue Clear All Cancel

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Your answers must contain at least three characters and contain no special characters (for example: %, &, @). Your hints must contain at least three characters and may contain letters, numbers and the following punctuation characters: apostrophe ('), comma (,), dash (-), period (.) and question mark (?).

Type in a memorable date.

- Use 4 digits for the year, 2 digits for the month, and 2 digits for the day, separated by hyphens.
 - For example, you may want to choose the day your daughter was born. So, you'll type her birthday in the “memorable date” box.
 - In the “memorable date hint” box, type in a word or two that will help you remember the memorable date. For example, “daughter's birthday”.

My Memorable Date (YYYY-MM-DD) [required]
 1993-05-21

My Memorable Date Hint:
 Daughter's birthday

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

Continue Clear All Cancel

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Congratulations!

You've successfully registered for your NTKey!

Step 5 – Continue using your chosen Government of the Northwest Territories Service

To return to the Government of the Northwest Territories online service where you started, click on the “Continue” button and you'll already be logged into the system using your new NTKey.

My Memorable Date (YYYY-MM-DD) [required]
 1993-05-21

My Memorable Date Hint:
 Daughter's birthday

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

Continue Clear All Cancel

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Remember:

- Your NTKey remains active if you use it. If you haven't used it in 2 years, or if you revoke it for any reason, you'll have to re-register.
- Depending on the service, you may also need to use a PIN or access code required by a Government of the Northwest Territories Department.
- For more information about NTKey visit the [Frequently Asked Questions](#).

