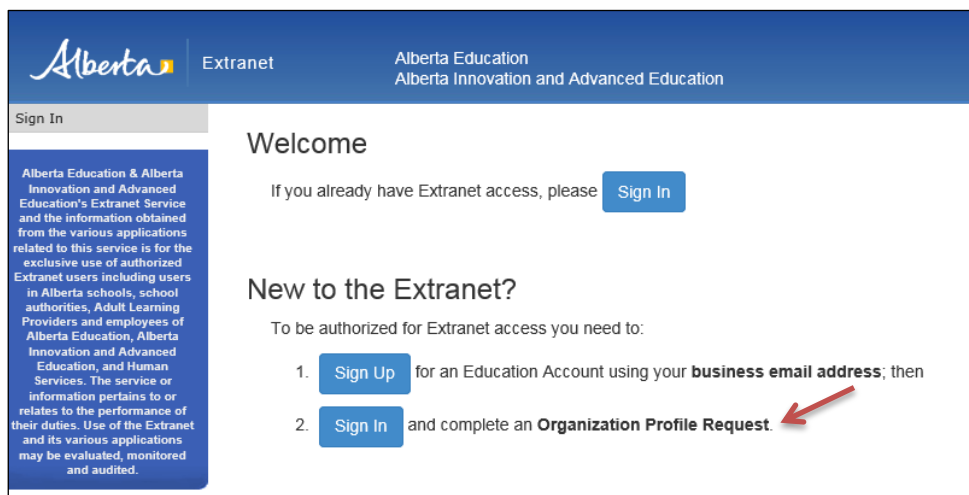


What is PASI? PASI is the *Provincial Approach to Student Information*.

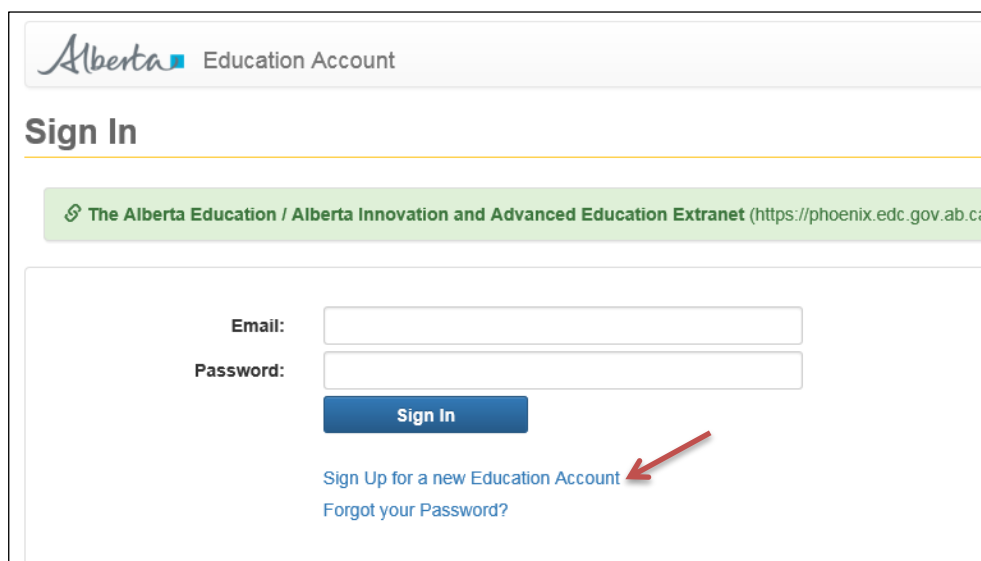
Staff requiring PASIprep access will need an Extranet account. Those who do not already have an Extranet account will have to set one up.

How to set up an Extranet Account:

1. Go to <https://phoenix.edc.gov.ab.ca/login/default2.asp>
2. On the Extranet home page there is **New to the Extranet?** information in the middle of the page. Click on the #2 **“Sign In”** to complete an Organization Profile Request.



3. Now click on the link **[Sign Up for a new Education Account](#)**. – do not enter email and password and attempt to **“Sign In”** at this point.



4. Confirmation of email address is now required. Please note, when registering for an account the email address must be a Chinook's Edge email ([@cesd73.ca](mailto:cesd73.ca) or [@chinookesdge.ab.ca](mailto:chinookesdge.ab.ca)). Once confirmed click **"Next"**.

Sign Up

The Alberta Education / Alberta Innovation and Advanced Education Extranet (https://pho...)

The first step to sign up for a new Education Account is to confirm your email address:

Email: bpickering@cesd73.ca

Confirm: bpickering@cesd73.ca

Next

5. A notification that an email with a *confirmation link* was sent will now appear.

Sign Up - Confirm your email

Email confirmation link sent to: bpickering@cesd73.ca.

Please check your email and click the confirmation link.

The email will be from no-reply@gov.ab.ca and the subject will be Your Education Account Sign Up Request.

6. An email from no_reply@gov.ab.ca will be sent with a link to confirm the email address used to set up the new account. Copy and paste the link provided into Internet Explorer to **Sign Up – Enter your new password**. (Extranet must be opened in Explorer).

Your Education Account Sign Up Request

no-reply@gov.ab.ca
to me

Dear bpickering@cesd73.ca,

Confirm this email address by clicking this link: <https://account.education.alberta.ca/Pas.Account/en-CA/c/04CQLH3B9BmZnku3VGZ4Bg2>

7. Complete information for **"Create your new Screen Name"**, **"New Password"** and **"Confirm"** password then click on **"Finish"**.

Sign Up - Enter your new password

The Alberta Education / Alberta Innovation and Advanced Education Extranet (https://phoenix.edc.gov.ab.ca/Pas.Extranet/) is requesting that you sign in.

Your email address bpickering@cesd73.ca has been confirmed. Enter a new password and screen name to finish creating your account.

Email: bpickering@cesd73.ca

Create your new Screen Name: bpickering

New Password:

Confirm:

Finish

OK

Strong password

OK

8. Upon clicking **"Finish"** the Extranet home page will open. Please click on **Organizational Profile Request** to be authorized for Extranet access.

Alberta Extranet Alberta Education Alberta Innovation and Advanced Education

Sign Out

Welcome

To be authorized for Extranet access you must complete an [Organization Profile Request](#)

About Organization Profiles

An Organization Profile connects your Education Account to your Organization (e.g. School, School Authority, Post-Secondary Institution).

1. If you need to see or reprint your existing Organization Profile Requests you can view them by following the [My Account](#) link.
2. If you want to resubmit a new request with updated information, complete a new request - it will replace any previous requests.
3. If you are from a School and your Principal's information is accurately on file with Alberta Education and the Principal has existing Organization Profile Requests that have not been approved expire after 30 days.
4. If you are a Principal of a school you can see outstanding Organization Profile Requests for your School by following the [My Account](#) link.
5. Organization Profile Requests that have not been approved expire after 30 days.
6. You can have multiple Organization Profiles if you work for multiple Organizations or Schools. You must complete an Organization Profile Request for each Organization or School.
7. Permissions granted are specific to each Organization Profile (e.g. having access to an application at one School does not grant access to other Schools).
8. When you move to a new Organization or School, your previous Organization Profile will be disabled and you must complete a new Organization Profile Request for the new Organization or School.

9. Fill out all the information required (4 Steps) in the Extranet **Organization Profile Request**.

1. What type of organization do you work for?

Alberta Education Account

Extranet Organization Profile Request

1. What type of organization do you work for?

I am the Principal of a K-12 school
 I work for a K-12 school (e.g. Teacher, Vice-Principal, Guidance Counsellor, or other school staff)
 I work for a K-12 school authority at the central office
 I work for a post-secondary, municipality, or other external organization

Next > Cancel

2. Provide Your Information.

Extranet Organization Profile Request - Authority

2. Provide Your Information

First Name
 Last Name
 Job Title
 Phone Number (+1) ___ - ___ ext ___
 Fax Number (+1) ___ - ___ ext ___

For **Phone** or **Fax** Numbers please ensure School Numbers are used rather than personal ones.

3. Provide the information for the approving officer (this is the school's Principal), and then click "Next".

If the applicant is in a Principal role then the approving officer will be the Superintendent of schools.

3. Who is your approval officer (Superintendent)?

Authority

First Name

Last Name

Job Title

Phone Number

Fax Number

Email

Select the **“Authority”** or **“School”** from the drop down menu and the rest of the **“approval officer”** information will automatically be filled in.

4. Please indicate the permissions to be added to the new Profile, and then click **“Next”**.

4. Application Permissions

Some application permissions can be granted at time of Profile creation. Select from the following list to add these permissions to your new Profile.

- Course and Marks Inquiry (7) ⓘ
- PASIprep Production View Student Information (1029) ⓘ
- PASIprep Production Manage Student & School Enrolments (1028) ⓘ
- PASIprep Production View High School Courses & Marks (1030) ⓘ
- PASIprep Production Manage High School Courses & Marks (1027) ⓘ
- PASIprep Production Approve High School Courses & Marks (1026) ⓘ
- SLA Teacher Dashboard (1001) ⓘ

Please note: **PASIprep** and **Course Marks Inquiry** permissions are for high schools only.
SLA Teacher Dashboard permission is for grades 3 & 6.

10. Confirmation of the request will be sent to the applicants email to review. Once reviewed and all the information looks correct, please proceed to **Submit the Request**.

Review Your Request

Applicant Information

First Name	Bonnie	Last Name	Pickering
Job Title	Teacher		
Phone Number	1403227-8002	Fax Number	

Principal Approval

Authority	Chinook's Edge School Division No. 73 (A 0050)		
School	École Innisfail Junior Senior High School		
First Name	Wayne	Last Name	
Job Title	Principal	Email	wpineau@chinooksedge.ab.ca
Phone Number	4032273241	Fax Number	4032272595

Permission Requests

The following permissions will be requested:

- Course and Marks Inquiry (7)
- PASiprep Production View Student Information (1029)
- PASiprep Production View High School Courses & Marking (1030)

Terms and Conditions

By clicking on [Submit Request] below, you as the Applicant agree to the following Terms and Conditions.

- The password for the Applicant's Extranet account (Account) **must** be kept confidential and never disclosed to any other party. We will never ask you for your password.
- The Account must only be used by the applicant and is not transferable; account sharing is prohibited.
- You agree to provide your legal name, job title within the School Authority, valid email address and telephone number. You agree to promptly inform the Client Services Help Desk of any changes to this information. This information will be used for the purpose of managing Extranet access and may be shared with other authorized Extranet users.
- The email address you provide to us must not be a shared email address and must be individually assigned to you and authorized by the School Authority for the purpose of communicating with you as an agent of the School Authority.
- The use of information obtained from the Extranet is subject to the *Freedom of Information and Protection of Privacy Act*.
- Information obtained from the Extranet must only be used by the Applicant in the performance of their duties and responsibilities within the School Authority.
- In the event that the Applicant leaves their position within the School or ceases to require access to the Extranet, the School agrees to immediately inform the Client Services Help Desk.
- You may not use the Extranet for any illegal or unauthorized purpose.
- Unless otherwise stated, any materials you upload to the Extranet will be considered non-confidential and non-proprietary, and we have the right (at our choice) to use, copy, distribute, reuse, sub-license and disclose to third parties.

When you click [Submit Request], this request will be emailed to wpineau@chinooksedge.ab.ca for online approval.

< Back | **Submit This Request** | Cancel

11. Confirmation that the profile request has been created and that an email was sent to the Principal for approval will complete the Extranet account set up process.

Alberta Education Account

Extranet Organization Profile Request

Profile Request Created: Email sent for approval

✉ Approval Request Email sent to: [redacted]@chinooksedge.ab.ca.

Your request can be viewed from the [My Account](#) page.

You will receive an email notification once the request is approved.

[Return to Phoenix](#) | [Create Another Request](#)