

What is the process for getting PASIprep access to those who need it?

Staff members who do **NOT** currently have Extranet Accounts:

1. Teachers (staff) requiring PASIprep access will need to create an Extranet account (using the instructions provided), and complete their *Organizational Profile Request*. <https://phoenix.edc.gov.ab.ca/login>
2. Submitted requests will go directly to the Principal for approval.
 - a.) Principals will receive an email notification informing them that a request for an **Educational Extranet Profile** has been received from a staff member.

Dear Principal,

A request for an Education Extranet Profile has been received from a member of your staff at École Innisfail Junior Senior High School [S.4405].

You may review this request by clicking this link: <https://account.education.alberta.ca/Pas.Account/MyAccount/ViewProfileRequest?profileRequestId=10005>

- b.) Once reviewed the request will either need to be **approved** or **rejected**.

Alberta Education Account

Profile Request Approval

My Account / Pending Profile Request Approvals / Profile Request Approval

Profile Request #10005

Organization: École Innisfail Junior Senior High School [S.4405]

Applicant Account Information

Account Email: bpickering@cesd73.ca
First Name: Bonnie
Last Name: Pickering
Job Title: Teacher
Phone:
Fax:

Permissions to be granted:

- 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)

By approving this profile request you agree to the [Extranet Terms and Conditions](#) and acknowledge:

- the Applicant is an employee of your organization (as defined in section 1(e) of the FOIP Act);
- the Applicant requires access to the Extranet to perform their duties as an employee of your organization;
- the Applicant's email address is individually assigned and approved by your organization; and
- you will immediately revoke the Applicant's access when the previous statements no longer apply.

Approve Request | Reject Request | Reject and Report As Suspicious

**** Please use the above sample for the *permissions to be granted*, with the exception of the **SLA Teacher Dashboard**, should they require this access as well. Granting anymore permission to your teachers will give them access to change enrollment or course mark information in Albert Ed data, which could result in loss of funding.**