

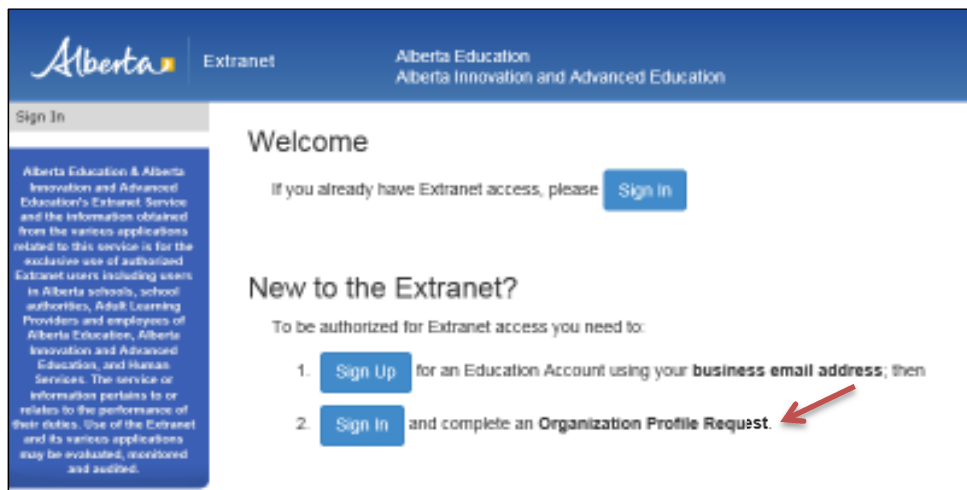
Course Mark Inquiries – Access to a student’s Course Mark Inquiry on the Extranet is being disabled and will no longer be available after April 1, 2015. The new functionality to find this information for students will be in PASIprep.

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

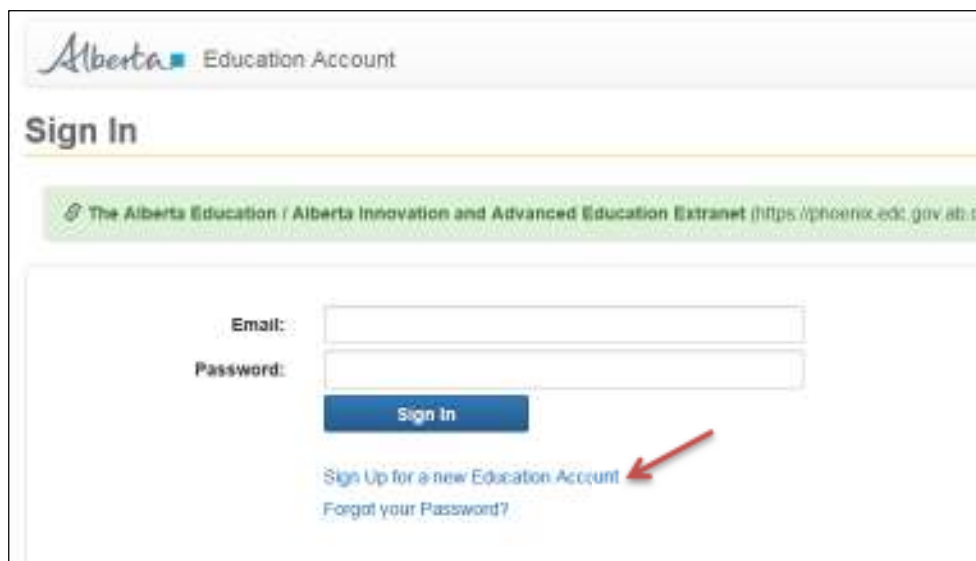
Teachers (staff) requiring PASIprep access will need an Extranet account. Those who do not already have an Extranet account will have to set one up.

How to set up an Extranet Account:

1. Go to <https://phoenix.edc.gov.ab.ca/login/default2.asp> (Must be in Internet Explorer)
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 or @chinookedge.ab.ca). Once confirmed click **"Next"**.

Sign Up

The Alberta Education / Alberta Innovation and Advanced Education Extranet (<https://phenix.educ.gov.ab.ca>) is requesting that you sign in.

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/04CQLH3B95mZnku3VGZ4Bg2>

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://phenix.educ.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

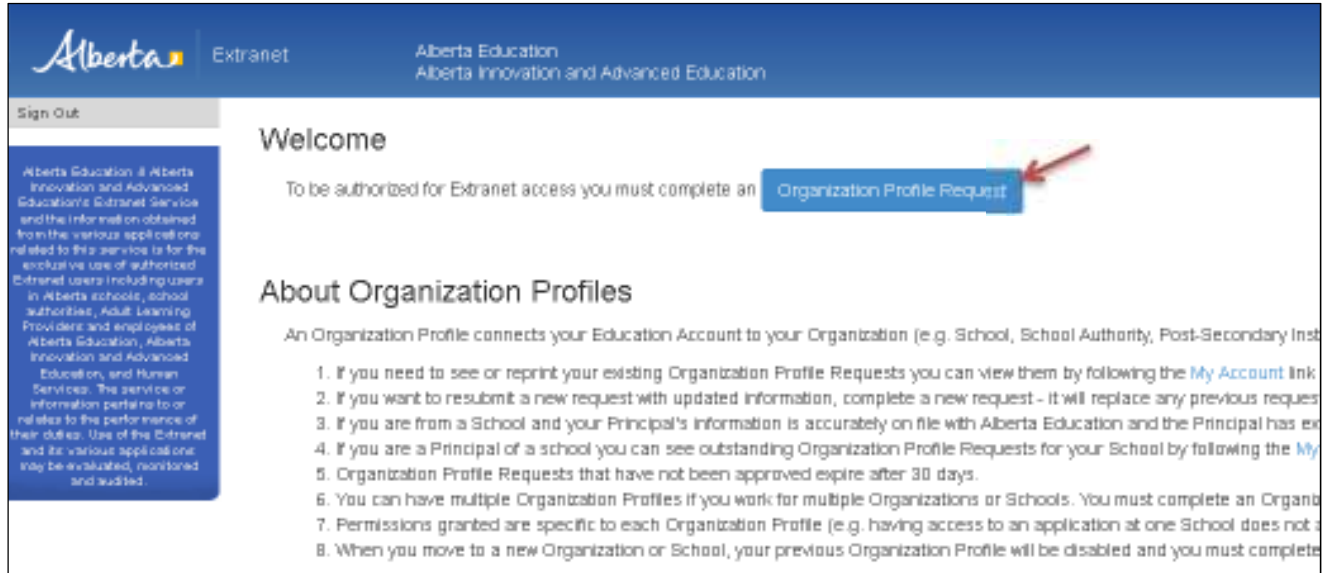
New Password: [masked]

Confirm: [masked]

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.



9. Fill out all the information required (4 Steps) in the Extranet **Organization Profile Request**.
1. *What type of organization do you work for?*

2. *Provide Your Information.*

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 - (+1) _____ ext _____

Fax Number - (+1) _____ ext _____

Email -

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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.

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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	1403227-8000	Fax Number	

Principal Approval

Authority	Chinook's Edge School Division No. 79 (A-000)
School	Ecole Innisfail Junior Senior High School
First Name	Wayne
Job Title	Principal
Phone Number	4032273241

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 & Marks (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 login name, go live within the School Authority, valid email address and telephone number. You agree to promptly inform the Client Service 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 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 collected from the Extranet is subject to the Privacy or 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 with the School or ceases to require access to the Extranet, the School agrees to immediately inform the Client Service Help Desk.
- You may not use the Extranet for any illegal or unlawful purpose.

When you click (Submit Request), this request will be emailed to ap@ceau@chinooksedge.ab.ca for online approval.

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.