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

A). Staff members who currently have Extranet Accounts *(prior to March 16, 2015):*

All teachers who currently have and Extranet account have been given permissions for this functionality, but it will not be available until April 1st.

B). 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.***

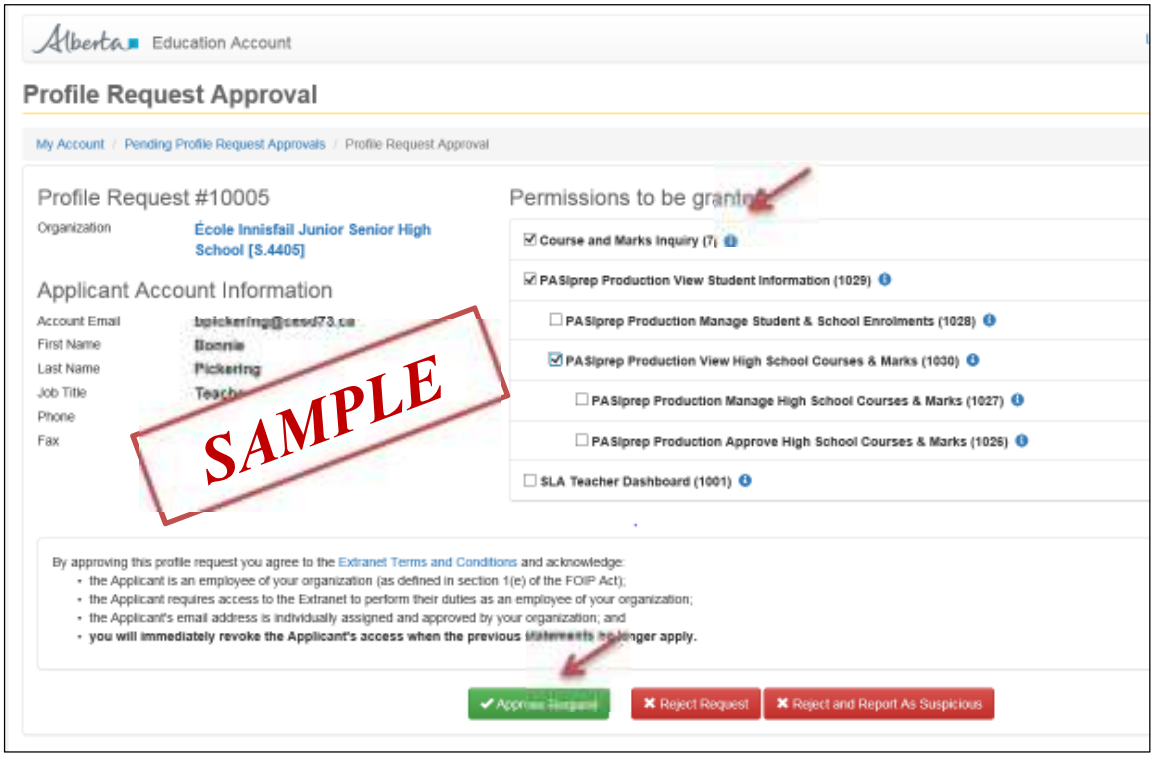
2. Submitted requests will go directly to the Principal for approval.
   a.) Principals will receive an email notification informing them that a request for an ***Educational Extranet Profile*** has been received from a staff member.
   b.) Copy and paste the link into Internet Explorer to review the request. (Extranet **must** be used in Explorer).

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

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



**** 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.**