



Alberta Education Account and SLA Access User Guide Pilot 2015

For teachers and administrators

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Change Log

Version	Author	Published	Notes
1.0	Elaine Carriere	August 14, 2015	Initial version

Welcome

The Student Learning Assessment (SLA) Application is an online tool that provides access to the SLA Teacher Dashboard, the Student Portal as well as Practice and Released Questions.

If you are a teacher that DID NOT participate in the 2014 Grade 3 SLA (SLA3) Pilot, please follow the instructions in this user guide to setup an Alberta Education Account and request permission to access the SLA Teacher Dashboard.

If you are a teacher that PARTICIPATED in the 2014 SLA3 Pilot, you should already have permission to access the SLA Teacher Dashboard.

1. Go to the [SLA Homepage](https://public.education.alberta.ca/assessment) website (<https://public.education.alberta.ca/assessment>).
2. Click on the  button in the top right hand corner of the SLA Homepage.
3. Use your Alberta Education Account email and password to sign in.
4. For instructions on using the SLA Teacher Dashboard, refer to the **SLA 2015 User Guide**.

If you were successful in accessing the SLA Teacher Dashboard using the steps above, **you do not need to review this user guide**.

Notes:

If your Alberta Education Account is a Google or Microsoft (i.e. outlook.com, hotmail.com or live.com) account, you will have the option to use your Alberta Education Account password or your Google or Microsoft account password to sign in.

If you are a principal, you should automatically have access to the SLA Teacher Dashboard using the steps above. To approve teachers that request permission to access the SLA Teacher Dashboard, follow the instructions in the Principal Approval section of this user guide.

If you are unable to log in to the SLA Teacher Dashboard, ensure your School Authority Information is up to date. You can review and update this information at: <https://phoenix.edc.gov.ab.ca/>. If you require assistance, please contact the Client Services Help Desk:

Telephone: 780-427-5318

Toll-free within Alberta: 310-0000

Press option #9 for SLA support (Sept – Nov 2015)

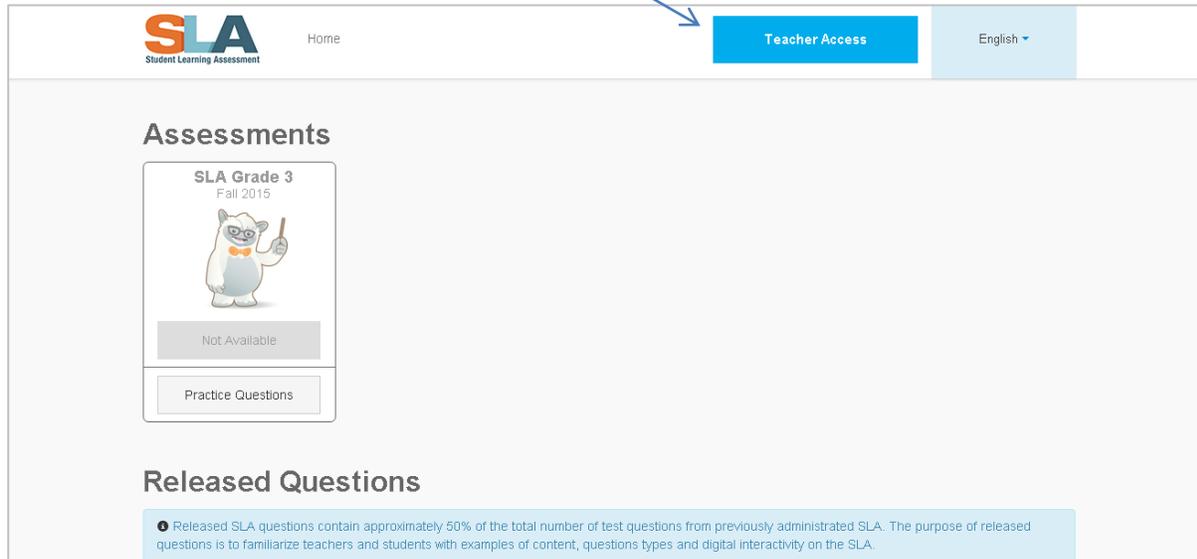
Email: cshelpdesk@gov.ab.ca

Office hours: Monday to Friday 8:15 A.M. to 4:30 P.M. (The office is open during the lunch hour.)

SLA Home Page

To access the sign in page:

1. First go to the [SLA Homepage](https://public.education.alberta.ca/assessment) website (<https://public.education.alberta.ca/assessment>).
2. Click on the **“Teacher Access”** button in the top right hand corner of the SLA Homepage.



3. Clicking on the **“Teacher Access”** button will redirect you to the Alberta Education Account Homepage, where you can sign in OR sign up for a new Alberta Education Account.

Sign in at a glance

The screenshot shows the sign-in interface for the Alberta Education Account. At the top, there is a navigation bar with the Alberta logo, 'Education Account', and links for 'Sign In', 'Reset Password', 'Help', and 'Language'. A green banner below the navigation bar contains a privacy notice: 'We need to protect the privacy and security of your information when accessing SLA Teacher Dashboard (https://extranet.education.alberta.ca/assessment/)'. The main sign-in area is titled 'Sign In with' and features three options: 'Google' (with a red button), 'Microsoft' (with a blue button), and 'LAN / GOA' (with a grey button). Below these options is a horizontal line with 'OR' in the center. Underneath, there are two radio buttons: 'Sign in with password' (selected) and 'I'm new, sign me up!'. Below the radio buttons are two input fields: 'Email' and 'Password'. A 'Sign in' button is located below the password field. A 'Forgot your password?' link is positioned to the right of the password field. Five green circles with white numbers (1-5) are overlaid on the page: 1 points to the 'Sign In with' title; 2 points to the 'LAN / GOA' button; 3 points to the 'Sign in with password' radio button; 4 points to the 'I'm new, sign me up!' radio button; and 5 points to the 'Sign In' link in the top navigation bar. At the bottom of the page, there is a privacy notice: 'The personal information you provide is being collected in accordance with S 33 (c) of the Freedom of Information and Protection of Privacy Act. This information is required to provide you with secure access to our online services and may be used for administration, auditing and research purposes by Government of Alberta staff. By providing us your contact information, you agree to allow us to contact you regarding the administration of your account and the services you access. Should you have any questions regarding the collection of your personal information, please contact Alberta Education Client Services Help Desk at cshelpdesk@gov.ab.ca or 780-427-5318 (toll-free access by first dialing 310-0000)'. The footer contains the Alberta logo and copyright information: '© 1995-2015 Government of Alberta Copyright and Disclaimer Using this Site Privacy Statement'.

1. **Social Sign In** – If you have an existing Google or Microsoft (i.e. outlook.com, hotmail.com or live.com) account, you can use this account as your Alberta Education Account.
2. **LAN / GOA Sign In** – Sign In for Alberta Education employees only
3. **Sign in with password** – Sign in to an existing Alberta Education Account
4. **I'm new, sign me up!** – Create a new Alberta Education Account (If using a Google or Microsoft account, you can sign up using the Google or Microsoft buttons above, see point #1)
5. **Account Settings** – These menu options allow you to: reset your Alberta Education Account password (if you have forgotten it); find help with common issues setting up an Alberta Education Account or change the page language between English and French.

Getting Access

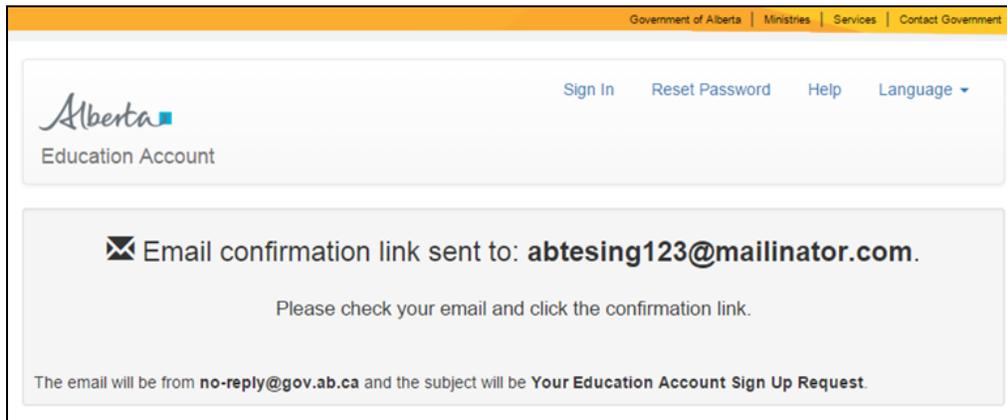
Using a Google or Microsoft Account

If you choose to use your Google or Microsoft account as your Alberta Education Account, once you have signed in using your Google or Microsoft account, you will be required to create an Alberta Education Account Profile. Skip to the Creating an Alberta Education Account Profile section of this user guide.

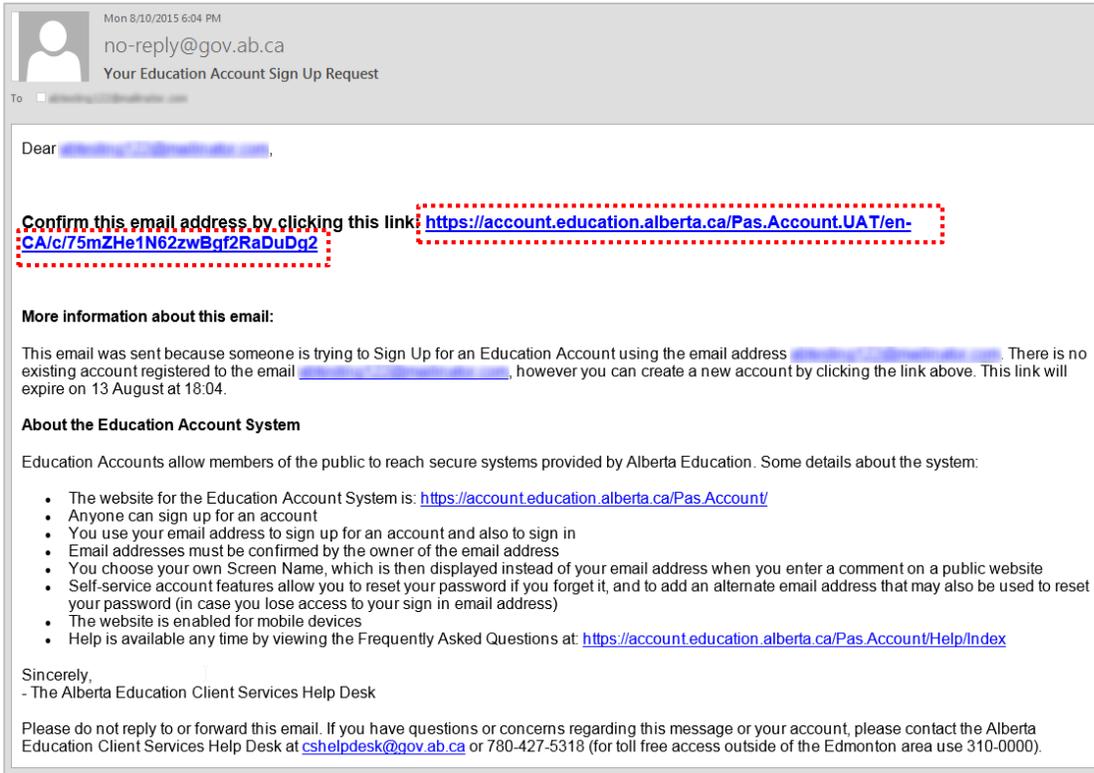
Creating an Alberta Education Account

1. Enter your email address in the “Email” field (should use your work email address).

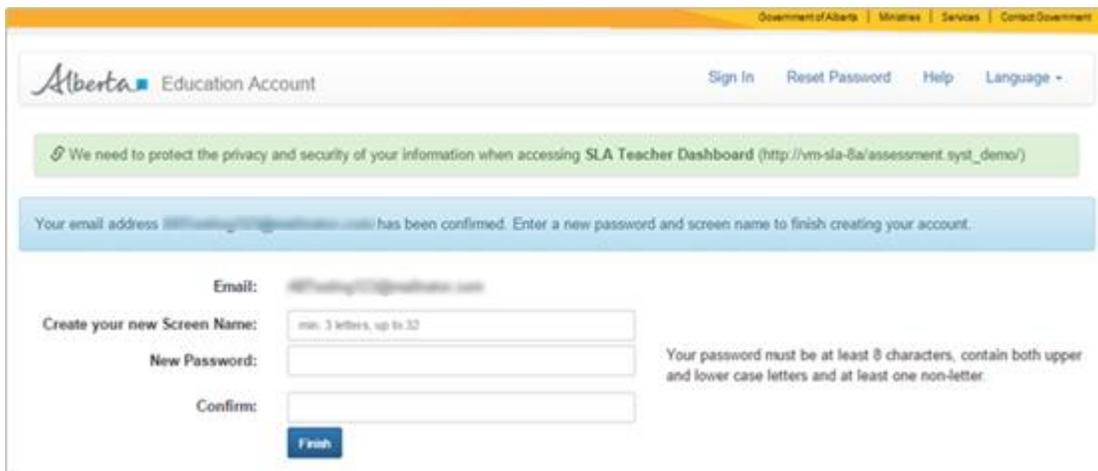
2. Select “I’m new, sign me up!”.
3. You’ll be prompted to prove you are not a robot (as an extra measure of security) – click on the box and follow the instructions in the pop-up and then click .
4. You will be shown a message confirming an email has been sent to the email address you just signed up with.



5. Click on the link in the email message to confirm your email address.

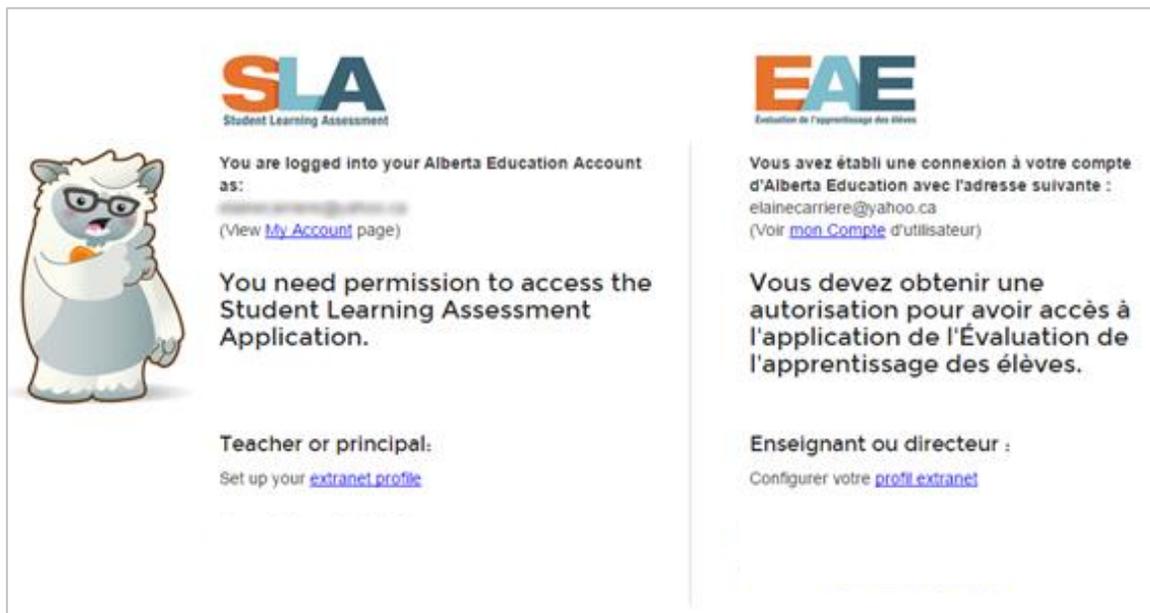


6. You will be taken to the Alberta Education account sign up page to enter a screen name and password, then click .



Helpful Tip: As you type your password, the system will show you a guide on the strength of your password. 

7. To request permission to access the Student Learning Assessment Teacher Dashboard, click on [extranet profile](#) to begin Creating an Alberta Education Account Profile (also known as an “extranet profile”).



SLA
Student Learning Assessment



You are logged into your Alberta Education Account as:
[redacted]
(View [My Account](#) page)

You need permission to access the Student Learning Assessment Application.

Teacher or principal:
Set up your [extranet profile](#)

EAE
Évaluation de l'apprentissage des élèves

Vous avez établi une connexion à votre compte d'Alberta Education avec l'adresse suivante :
elainecarriere@yahoo.ca
(Voir [mon Compte](#) d'utilisateur)

Vous devez obtenir une autorisation pour avoir accès à l'application de l'Évaluation de l'apprentissage des élèves.

Enseignant ou directeur :
Configurer votre [profil extranet](#)

Creating an Alberta Education Account Profile

1. Indicate what type of organization you work for and click the “Next >” button. As a teacher, you would select the second option.

The screenshot shows the 'Alberta Education Account' creation interface. At the top, there are navigation links for 'Government of Alberta', 'Ministry', 'Services', and 'Contact Government'. The page title is 'Alberta Education Account'. On the right, there are options for 'Language', 'Testing', and 'Sign Out'. The main content area is titled '1. What type of organization do you work for?'. It includes a red warning: 'WARNING: Do not attempt to complete a request for someone else. Each person must sign in under their own email address and submit their own request.' Below the warning are four radio button options: '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', and 'I work for a post-secondary, municipality, or other external organization'. At the bottom left are 'Next >' and 'Cancel' buttons. On the right, there is a light blue informational box containing text about the Extranet's security and privacy, and contact information for the Client Services Help Desk.

2. Provide your contact information.

The screenshot shows the 'Alberta Education Account' creation interface at step 2. The title is '2. Provide Your Contact Information'. The form includes fields for 'Email' (pre-filled with 'abtesting123@edmonton.com'), 'First Name', 'Last Name', 'Job Title', 'Phone Number', and 'Fax Number'. Below the form is the question '3. Who is your approval officer (Principal)?'. On the right, there is a light blue informational box with text about the Extranet's security and privacy, and contact information for the Client Services Help Desk.

3. Start typing the name of your school in the “School” field. Select your school when it is visible in the drop-down list. The remaining information for this step should be automatically provided based on the school selected.

Fax Number (+1) _____

3. Who is your approval officer (Principal)?

Authority Edmonton School District No. 7 [A 3020]

School Ross Sheppard School [S 7053]

First Name

Last Name

Job Title

Phone Number

Fax Number

Email

4. Application Permissions

Note: It is important that you confirm that your principal’s contact information is accurate, particularly their **“Email”** address is correct, as this determines who your form is sent to for approval.

If the information is not correct, please enter the correct information.

4. Select the checkbox for SLA Teacher Dashboard (1001) and then click “Next >” to continue.

Email

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.

PASprep Production View Student Information (1029)

PASprep Production Manage Student & School Enrolments (1028)

PASprep Production View High School Courses & Marks (1030)

PASprep Production Manage High School Courses & Marks (1027)

PASprep Production Approve High School Courses & Marks (1026)

SLA Teacher Dashboard (1001)

< Back | Next > | Cancel

5. Confirm the information you have provided.

Alberta Education Account

Language - Testing2 Sign Out

Review Your Request

Applicant Information

First Name	State	Last Name	Gender
Job Title	Business Number	Phone Number	Fax Number

Principal Approval

Authority	Edmonton School District No. 7 [A.3020]		
School	Ross Sheppard School [S.7053]		
First Name	Sex	Last Name	Position
Job Title	Principal	Email	ross.sheppard@ed7.ca
Phone Number		Fax Number	

Permission Requests

The following permissions will be requested:

- SLA Teacher Dashboard (1001)

Terms and Conditions

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

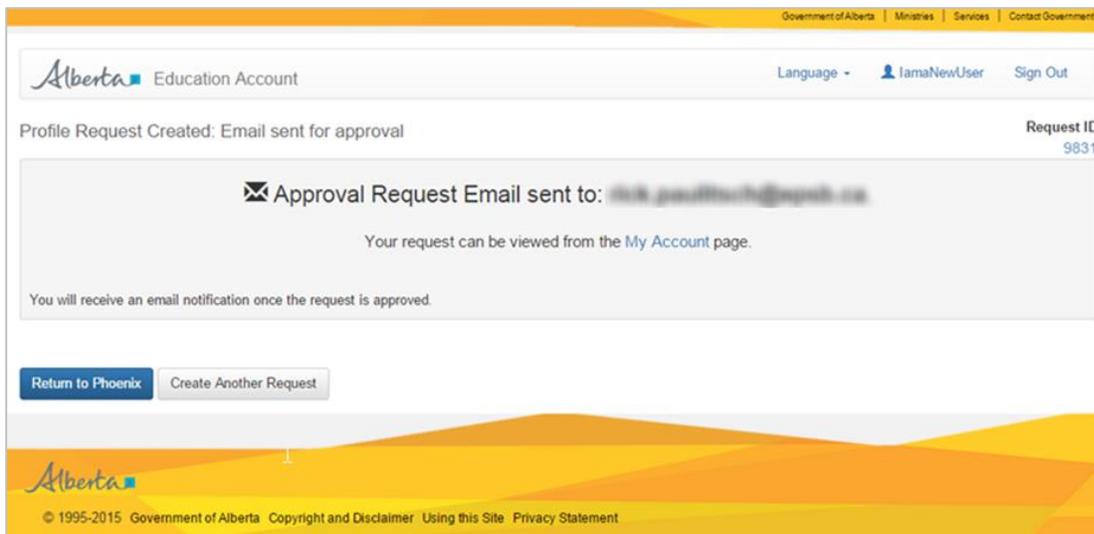
- The password for the Applicant's Extranet account (Account) must be kept confidential and never disclosed to any other party. We will never ask you for your password.
- The Account must only be used by the applicant and is not transferable; account sharing is prohibited.
- You agree to provide your 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.

When you click [Submit Request], this request will be emailed to ross.sheppard@ed7.ca for online approval.

< Back Submit This Request Cancel

Note: Ensure that “SLA Teacher Dashboard (1001)” is listed in the “**Permission Requests**” section. If not, click  to select this application permission.

- Read the “Terms and Conditions” section and click on  when you are ready.
- A message will display indicating that your request has been emailed to your principal.



Note: If your principal's email address does not match what is in Alberta Education's database or is left blank, your principal will not be sent an email and you will be prompted to complete the process via a paper request form.

8. When your principal approves your request, you will receive an email confirming your request has been approved. You are now ready to log in to the SLA Teacher Dashboard!

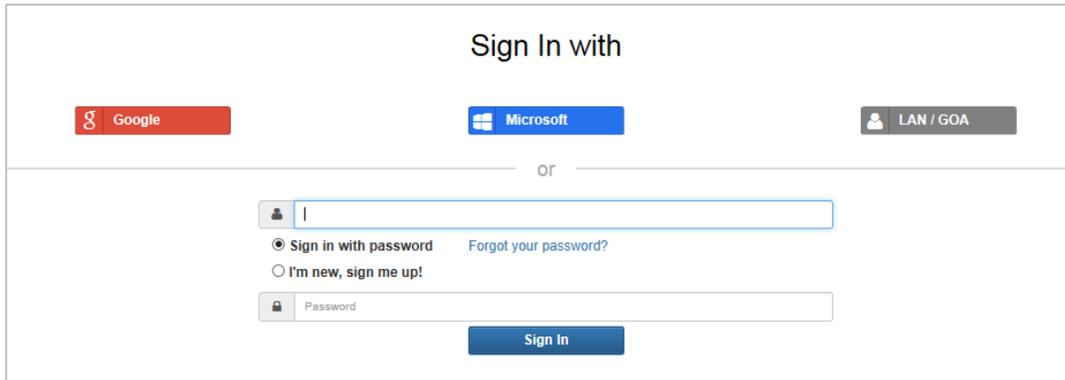
Logging into the SLA Teacher Dashboard

1. Go to the [SLA Homepage](https://public.education.alberta.ca/assessment) website (<https://public.education.alberta.ca/assessment>).
2. Click on the  button in the top right hand corner of the SLA Homepage.
3. Use your Alberta Education Account email and password to sign in.
4. For instructions on using the SLA Teacher Dashboard, refer to the **SLA 2015 User Guide**.

Principal Approval

Principals can access approval requests, by going to the website <https://account.education.alberta.ca/PAS.Account/>.

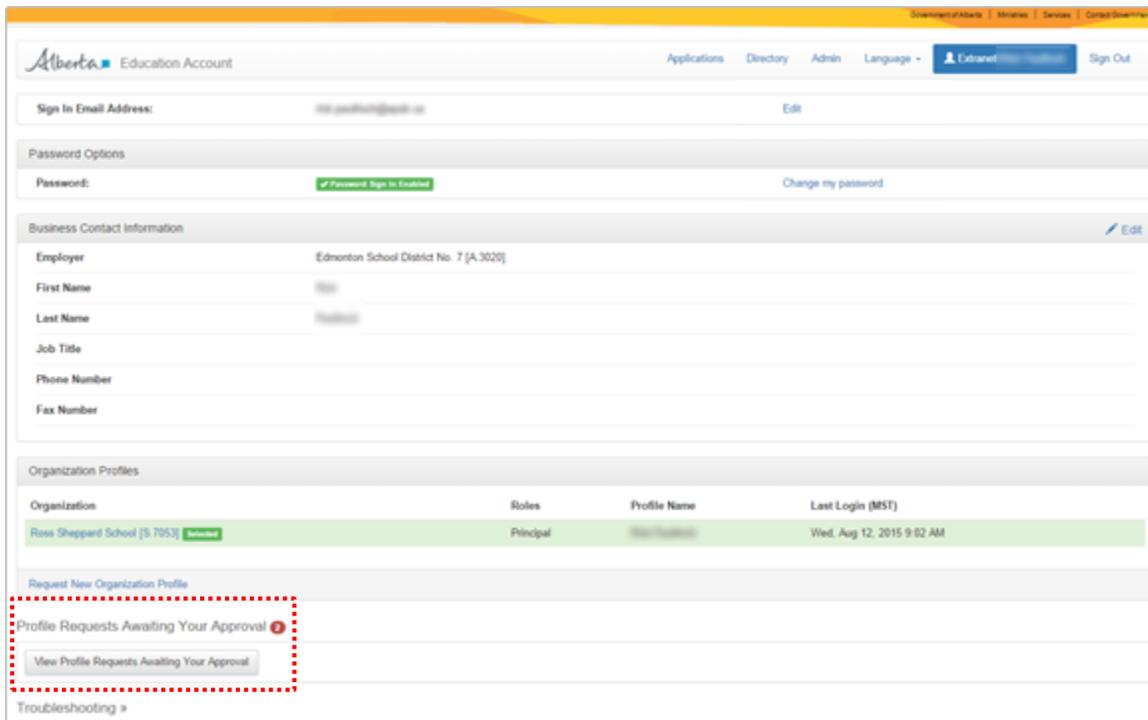
1. Sign in using your Alberta Education Account.



The image shows a "Sign In with" screen. At the top, there are three buttons: "Google" (red), "Microsoft" (blue), and "LAN / GOA" (grey). Below these is a horizontal line with "OR" in the center. Underneath is a sign-in form with a user icon, a text input field containing the letter "I", a radio button selected for "Sign in with password" (with a "Forgot your password?" link), an unselected radio button for "I'm new, sign me up!", a password input field with a lock icon and the label "Password", and a blue "Sign in" button at the bottom.

Approving a Request for Access

1. If there are profile requests awaiting your approval, there will be an indicator (**2**) in the **“Profile Requests Awaiting Your Approval”** section. Click on [View Profile Requests Awaiting Your Approval](#).



The screenshot shows the "Alberta Education Account" dashboard. At the top, there are navigation links for "Applications", "Directory", "Admin", "Language", and a user profile "Edward" with a "Sign Out" button. Below this is a "Sign In Email Address" field with "edward@ed.gov" and an "Edit" link. The "Password Options" section shows "Password" with a green "Password Sign In Enabled" indicator and a "Change my password" link. The "Business Contact Information" section includes fields for "Employer" (Edmonton School District No. 7 [A.302]), "First Name", "Last Name", "Job Title", "Phone Number", and "Fax Number", with an "Edit" link. The "Organization Profiles" section contains a table with columns "Organization", "Roles", "Profile Name", and "Last Login (MST)". The table has one row: "Ross Sheppard School [5.7053] [Approved]" with role "Principal", profile name "Edward", and last login "Wed, Aug 12, 2015 9:02 AM". Below the table is a "Request New Organization Profile" link. A red dashed box highlights the "Profile Requests Awaiting Your Approval" section, which has a red circle with the number "2" next to it and a "View Profile Requests Awaiting Your Approval" button. At the bottom, there is a "Troubleshooting" link with a right-pointing arrow.

2. Click on [View Request](#) to open each of the requests awaiting your approval.

Account Email	Name	Organization	Roles Requested	Requested On	
lillian.stiles@rosssheppard.ab.ca	Lillian Stiles	Ross Sheppard School [5.7053]	PASprep Production View Student Information (1029) PASprep Production Manage Student & School Enrolments (1028) SLA Teacher Dashboard (1001)	Fri, Aug 7, 2015 5:51 PM	View Request
lillian.stiles@rosssheppard.ab.ca	Lillian Stiles	Ross Sheppard School [5.7053]	SLA Teacher Dashboard (1001)	Mon, Aug 10, 2015 5:17 PM	View Request

3. Click on the applicable button:



Helpful Tip: If “SLA Teacher Dashboard (1001)” is not checked off, and the requestor requires SLA Teacher Dashboard access, you can select this permission before approving the request.

Profile Request #9831
Organization: Ross Sheppard School [5.7053]

Applicant Account Information
Account Email: lillian.stiles@rosssheppard.ab.ca
First Name: Lillian
Last Name: Stiles
Job Title: Business Manager
Phone: (403) 242-2888
Fax: (403) 242-2888

Permissions to be granted

- PASprep Production View Student Information (1029)
- PASprep Production Manage Student & School Enrolments (1028)
- PASprep Production View High School Courses & Marks (1030)
- PASprep Production Manage High School Courses & Marks (1027)
- PASprep 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:

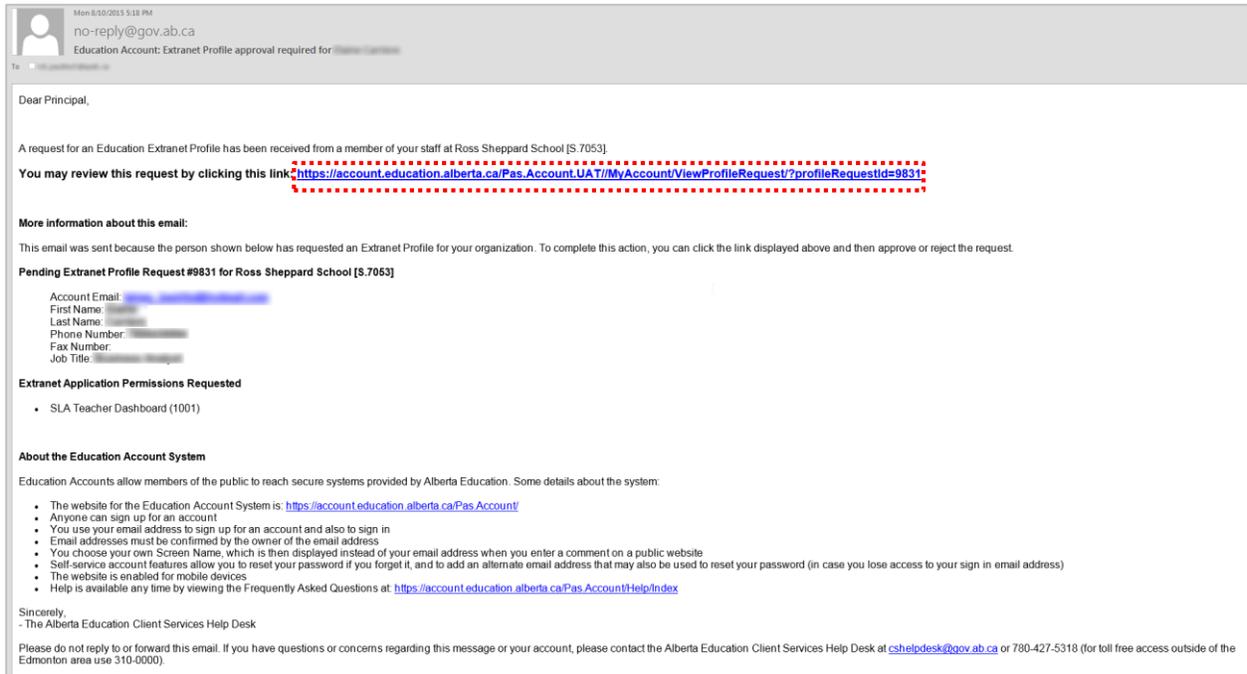
- the Applicant is an employee of your organization (as defined in section 1(a) of the FOIP Act),
- the Applicant requires access to the Extranet to perform their duties as an employee of your organization,
- the Applicant's email address is individually assigned and approved by your organization, and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

Buttons: Approve Request, Reject Request, Reject and Report As Suspicious

4. Once you have approved the request, a message will display indicating an approval confirmation message has been emailed to the requestor.

Accessing Requests via Email

When a teacher submits an Alberta Education Profile request, an email is automatically sent out to you (their principal) requesting approval. A link is provided in the email to approve the teacher's request.



Mon 8/10/2015 5:18 PM
no-reply@gov.ab.ca
Education Account: Extranet Profile approval required for Ross Sheppard School

To: [Redacted]

Dear Principal,

A request for an Education Extranet Profile has been received from a member of your staff at Ross Sheppard School [S.7053].

You may review this request by clicking this link: https://account.education.alberta.ca/Pas_Account.UAT/MyAccount/ViewProfileRequest/?profileRequestId=9831

More information about this email:

This email was sent because the person shown below has requested an Extranet Profile for your organization. To complete this action, you can click the link displayed above and then approve or reject the request.

Pending Extranet Profile Request #9831 for Ross Sheppard School [S.7053]

Account Email: [Redacted]
First Name: [Redacted]
Last Name: [Redacted]
Phone Number: [Redacted]
Fax Number: [Redacted]
Job Title: [Redacted]

Extranet Application Permissions Requested

- SLA Teacher Dashboard (1001)

About the Education Account System

Education Accounts allow members of the public to reach secure systems provided by Alberta Education. Some details about the system:

- The website for the Education Account System is: https://account.education.alberta.ca/Pas_Account/
- Anyone can sign up for an account
- You use your email address to sign up for an account and also to sign in
- Email addresses must be confirmed by the owner of the email address
- You choose your own Screen Name, which is then displayed instead of your email address when you enter a comment on a public website
- Self-service account features allow you to reset your password if you forget it, and to add an alternate email address that may also be used to reset your password (in case you lose access to your sign in email address)
- The website is enabled for mobile devices
- Help is available any time by viewing the Frequently Asked Questions at: https://account.education.alberta.ca/Pas_Account/Help/Index

Sincerely,
The Alberta Education Client Services Help Desk

Please do not reply to or forward this email. If you have questions or concerns regarding this message or your account, please contact the Alberta Education Client Services Help Desk at cs_helpdesk@gov.ab.ca or 780-427-5318 (for toll free access outside of the Edmonton area use 310-0000).