

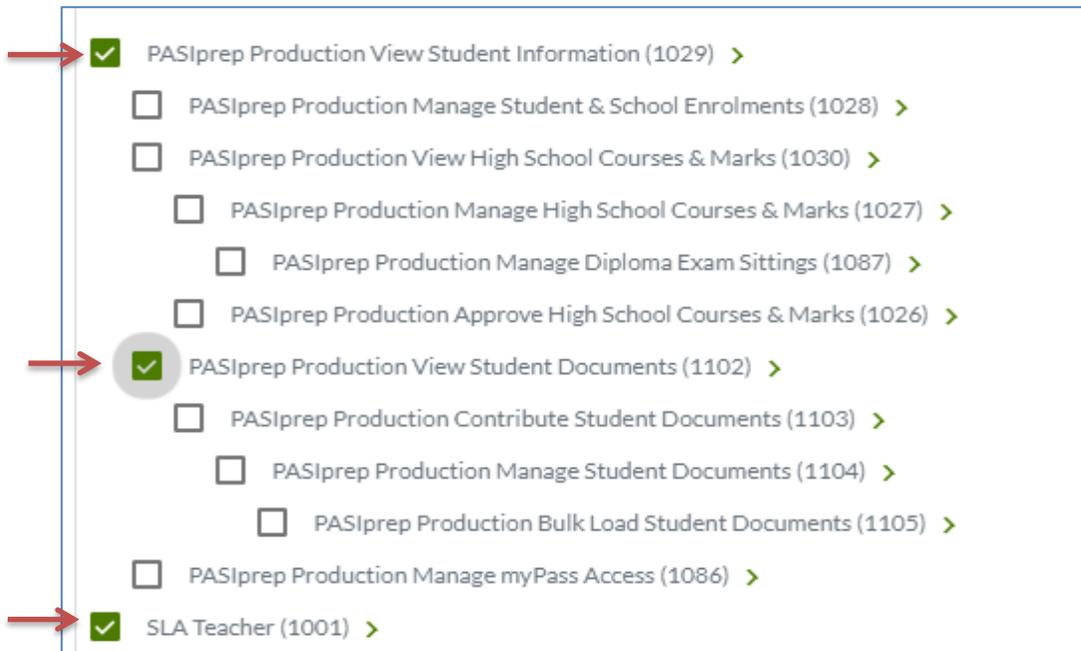
What is the process for getting PASIprep access to those who need it?

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

1. Teachers requiring PASIprep access will need to create an Extranet account (using the instructions provided), and complete their "Organizational Profile Request".
<https://account.education.alberta.ca/Pas.Account/>
2. Submitted requests will go directly to the Principal / SIS HELP for approval.
 - a.) An email notification will be received informing you that a request for an **Educational Extranet Profile** has been received from a staff member.
 - b.) Once reviewed you will need to either **approve** or **reject** the request.

****Please be sure you are approving only teachers; students have been known to ask for permissions by mistake****

**** Please use the above below for the permissions to be granted. No other permissions should be granted**



Looking at Documents

*RULES TO REMEMBER

- Do not save or share your password.
- Do not print out documents.
- Do not look at students who are not your concern. **Please note that PASI access is trackable and may be removed should permissions be abused.**

How do I find my student?

Sign into PowerTeacher

On your navigation page you will find the back pack.

Go to a individual students Quick look page and look for the symbol  at the top

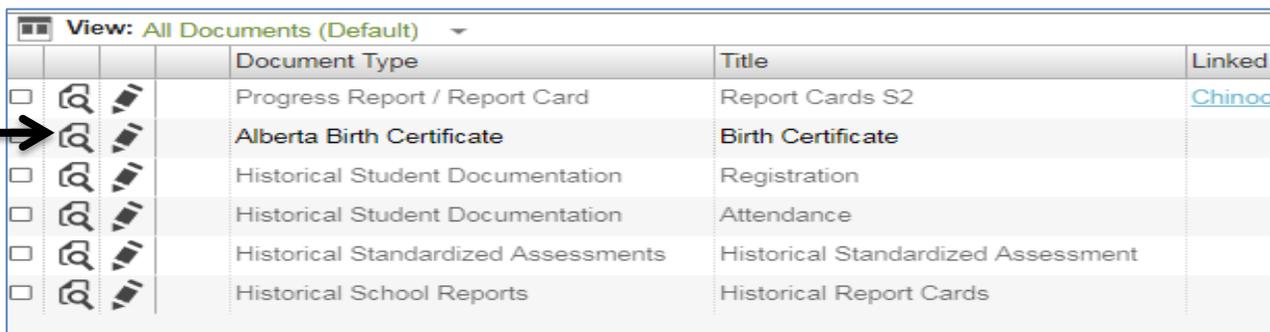
Sign into the Extranet (user name and password or through Google)

This will take you directly into the student you are wanting to look up.

Documents can be filtered by type, click on the magnifying glass to view.

Most are Historical Documents grouped together in categories: Specialized Assessments, Standardized Assessments, School Reports, IPP, ID, Admin -Attendance/ Registrations etc.

To make it easier to search you can use the Ctrl+F keys to search key words in the document. As we go forward documents will be stored separately such as IPP 's report cards, attendance etc. by year.



View: All Documents (Default) ▾				
		Document Type	Title	Linked
<input type="checkbox"/>		Progress Report / Report Card	Report Cards S2	Chinook
<input type="checkbox"/>		Alberta Birth Certificate	Birth Certificate	
<input type="checkbox"/>		Historical Student Documentation	Registration	
<input type="checkbox"/>		Historical Student Documentation	Attendance	
<input type="checkbox"/>		Historical Standardized Assessments	Historical Standardized Assessment	
<input type="checkbox"/>		Historical School Reports	Historical Report Cards	

Do you still have the old email format?

Changing your Chinooks Edge email to CESD email format:

Sign in > Go to your name at the top

Hit the down arrow and select My Account

Change my Sign in Email Address

Tip:

**You must use CESD formatted email*

** If you had previously set up an account in My Pass for your Children this will stop you. You might need to call the help desk at AB ED. 780-427-5318*

Changing Schools

*All changes will be done by Division Office, you will be removed from your old school and the new school will be added.

*Same permissions will apply, unless your role has changed. All this information will come from People Services.