



SLA Access User Guide
2016-2017 Grade 3 SLA Pilot
For Teachers and Principals

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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 or 2015 Grade 3 SLA (SLA3) Pilots, 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 or 2015 SLA3 Pilots, 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 User Guide](#) document under the “Guides, Samples, and Technical Information” section, on the AB Education Website (<https://education.alberta.ca/student-learning-assessments/resources/everyone/sla-quick-factsinfoupdatesguidessamples/>).

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

Email: cshelpdesk@gov.ab.ca

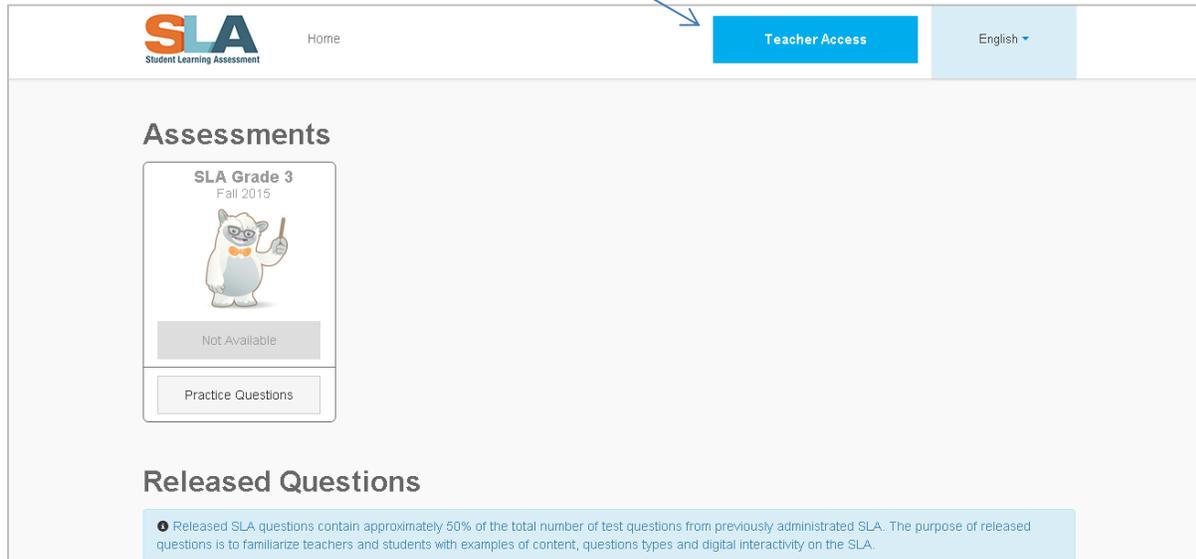
Office hours: Monday through Friday 8:15 A.M. to 4:30 P.M.

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 right, there are links for 'Sign In', 'Reset Password', 'Help', and 'Language'. A green banner at the top contains a privacy notice. The main sign-in area is titled 'Sign In with' and features three options: 'Google', 'Microsoft', and 'LAN / GOA'. Below these is a section for password-based sign-in, including an 'Email' field, radio buttons for 'Sign in with password' and 'I'm new, sign me up!', a 'Password' field, and a 'Sign in' button. A privacy notice is located at the bottom of the sign-in area. The footer contains the Alberta logo and copyright information.

Government of Alberta | Ministries | Services | Contact Government

Alberta Education Account Sign In Reset Password Help Language

We need to protect the privacy and security of your information when accessing SLA Teacher Dashboard (<https://extranet.education.alberta.ca/assessment/>)

Sign In with

Google Microsoft LAN / GOA

OR

Email

Sign in with password Forgot your password?

I'm new, sign me up!

Password

Sign in

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 cshehelpdesk@gov.ab.ca or 780-427-5318 (toll-free access by first dialing 310-0000)

Alberta

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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

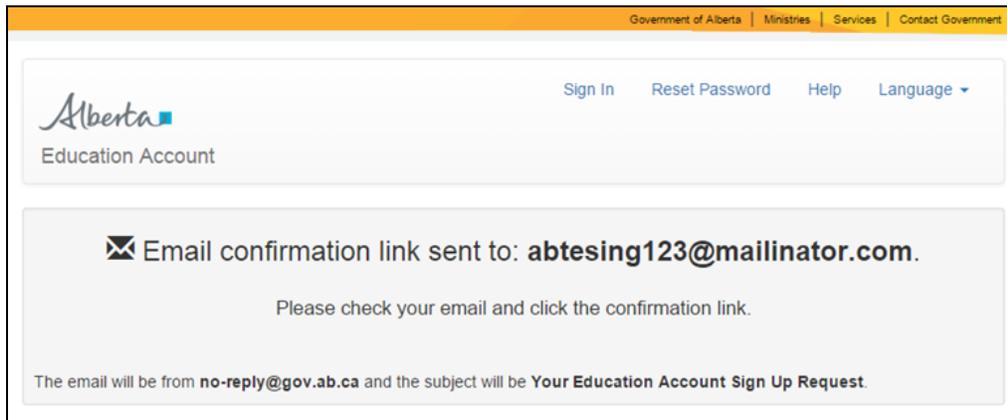
Using a Google or Microsoft Account

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.

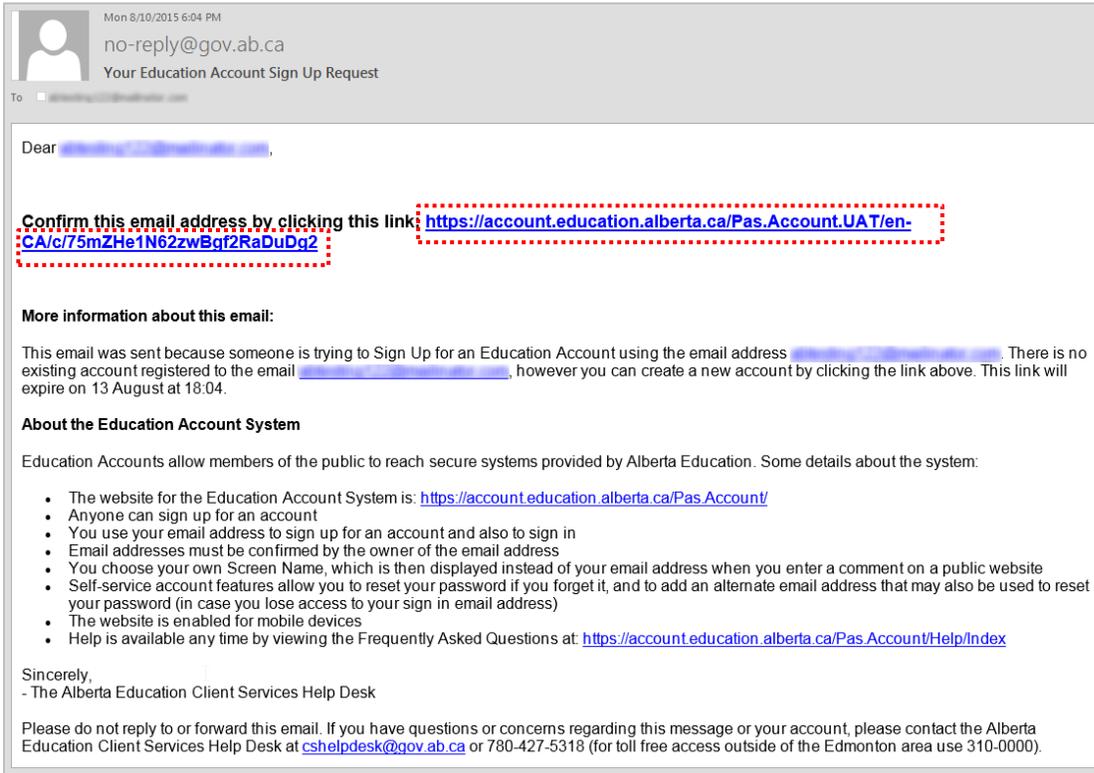
Creating an Alberta Education Account

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

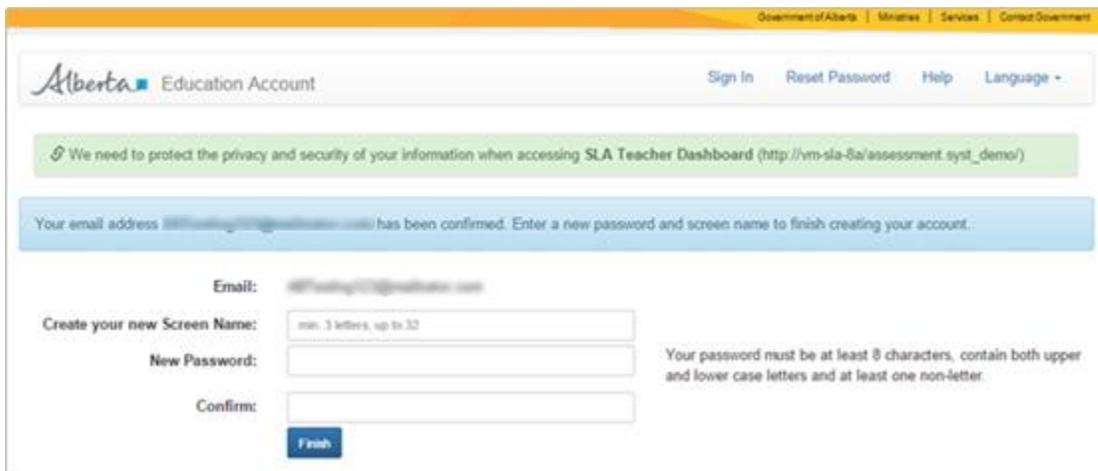
2. Select “I’m new, sign me up!”.
3. You’ll be prompted to prove you are not a robot (as an extra measure of security) – click on the box and follow the instructions in the pop-up and then click .
4. You will be shown a message confirming an email has been sent to the email address you just signed up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



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”).

| | |
|---|--|
|  <p>SLA Student Learning Assessment</p>  <p>You are logged into your Alberta Education Account as: [redacted] (View My Account page)</p> <p>You need permission to access the Student Learning Assessment Application.</p> <p>Teacher or principal: Set up your extranet profile</p> |  <p>EAE Évaluation de l'apprentissage des élèves</p> <p>Vous avez établi une connexion à votre compte d'Alberta Education avec l'adresse suivante : elainecarriere@yahoo.ca (Voir mon Compte d'utilisateur)</p> <p>Vous devez obtenir une autorisation pour avoir accès à l'application de l'Évaluation de l'apprentissage des élèves.</p> <p>Enseignant ou directeur : Configurer votre profil extranet</p> <p>Parent ou élève : Établir votre connexion myPass</p> |
|---|--|

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 is a navigation bar with 'Government of Alberta | MyArea | Services | Contact Government'. Below this is the 'Alberta Education Account' header with a 'Language' dropdown, a 'Settings' icon, and a 'Sign Out' link. 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.' There 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, a light blue box contains privacy information: 'The Extranet is a secure environment provided for the purpose of conducting business and exchanging information with the Ministry of Education by the Applicant in the course of carrying out their duties and responsibilities as an agent of the named Organization. The personal information collected on this form is collected pursuant to Section 33(c) of the Freedom of Information and Protection of Privacy Act (RSA 2000, c. F-25) for the purposes of assigning Extranet User Accounts and maintaining a comprehensive listing of authorized users and their Extranet activity for evaluation, monitoring and auditing purposes. Should you have any questions about the collection of this personal information, please contact: Client Services Help Desk, Alberta Education, 44 Capital Boulevard, 10044 - 108 Street NW, Edmonton, Alberta T5J 5E6, Tel: (780) 427-5318 (toll-free using 310-0000), Fax: (780) 427-1179.'

2. Provide your contact information.

The screenshot shows the 'Alberta Education Account' creation interface at step 2: '2. Provide Your Contact Information'. The header and navigation bar are the same as in the previous screenshot. The main content area has a title '2. Provide Your Contact Information' and a form with the following fields: 'Email' (pre-filled with 'abwilling123@edmonton.com'), 'First Name' (pre-filled with 'John'), 'Last Name' (pre-filled with 'Doe'), 'Job Title' (pre-filled with 'Business teacher'), 'Phone Number' (pre-filled with '(780) 427-5318'), and 'Fax Number' (pre-filled with '(+1) 780-427-1179'). Below the form is the question '3. Who is your approval officer (Principal)?'. On the right, a light blue box contains privacy information: 'The Extranet is a secure environment provided for the purpose of conducting business and exchanging information with the Ministry of Education by the Applicant in the course of carrying out their duties and responsibilities as an agent of the named School (hereafter referred to as the School) within the named School Authority (hereafter referred to as the School Authority). The personal information collected on this form is collected pursuant to Section 33(c) of the Freedom of Information and Protection of Privacy Act (RSA 2000, c. F-25) for the purposes of assigning Extranet User Accounts and maintaining a comprehensive listing of authorized users and their Extranet activity for evaluation, monitoring and auditing purposes. Should you have any questions about the collection of this personal information, please contact: Client Services Help Desk, Alberta Education, 44 Capital Boulevard.'

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

Last Name * [Blank]

Job Title * [Blank]

Phone Number * [Blank]

Fax Number [Blank]

Email * [Blank]

4. Application Permissions

Note: It is important that you confirm that your principal’s or superintendent’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 “SLA Teacher (1001)”, then click “Next >” to continue.

Note: “SLA Principal (1049)” should only be approved for a teacher if the principal wishes to delegate their access.

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.

- 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 (1001) ⓘ
- SLA Principal (1049) ⓘ
- SLA School Authority Staff (1069) ⓘ
- SLA Superintendent (1070) ⓘ
- CDMA Teacher (1068) ⓘ

< 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 Address | Phone Number | Fax Number |

Principal Approval

| | | | |
|--------------|---|------------|-----------------|
| Authority | Edmonton School District No. 7 (A.3020) | | |
| School | Rosa Sheppard School (5.7053) | | |
| First Name | Role | Last Name | Position |
| Job Title | Principal | Email | 100_paul@ed7.ca |
| Phone Number | 780-429-1111 | Fax Number | 780-429-1111 |

Permission Requests

The following permissions will be requested:

- SLA Teacher (1001)

Terms and Conditions

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

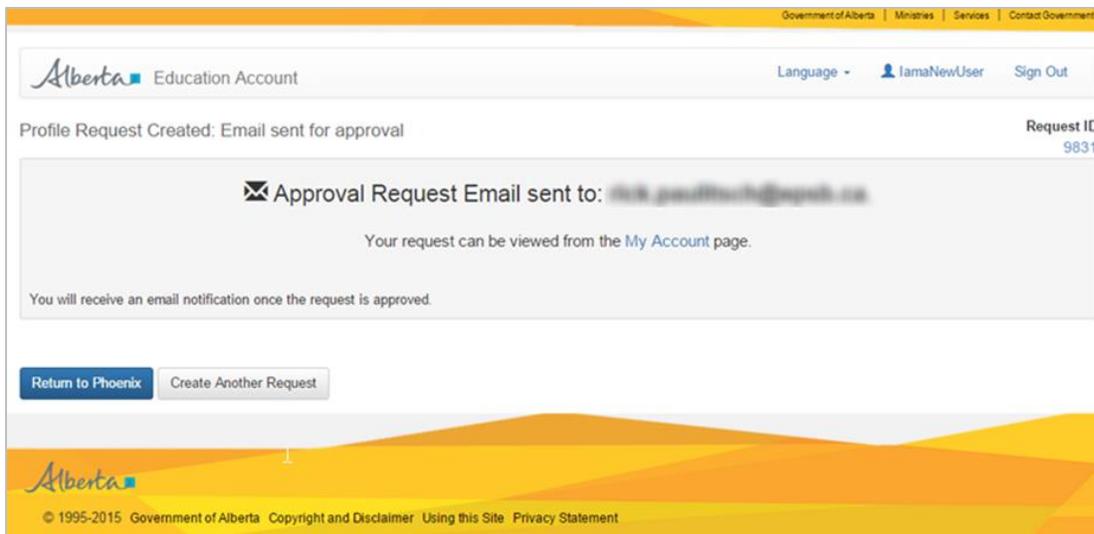
- The password for the Applicant's Extranet account (Account) must be kept confidential and never disclosed to any other party. We will never ask you for your password.
- The Account must only be used by the applicant and is not transferable; account sharing is prohibited.
- You agree to provide your 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 100_paul@ed7.ca for online approval.

< Back Submit This Request Cancel

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

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



Note: If a 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/superintendent 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!

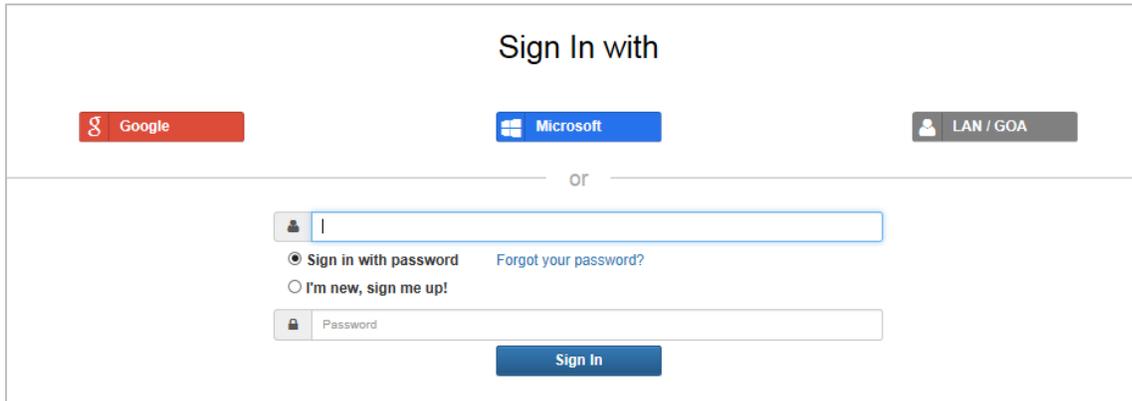
Logging into the SLA Teacher Dashboard

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/Superintendent Approval

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

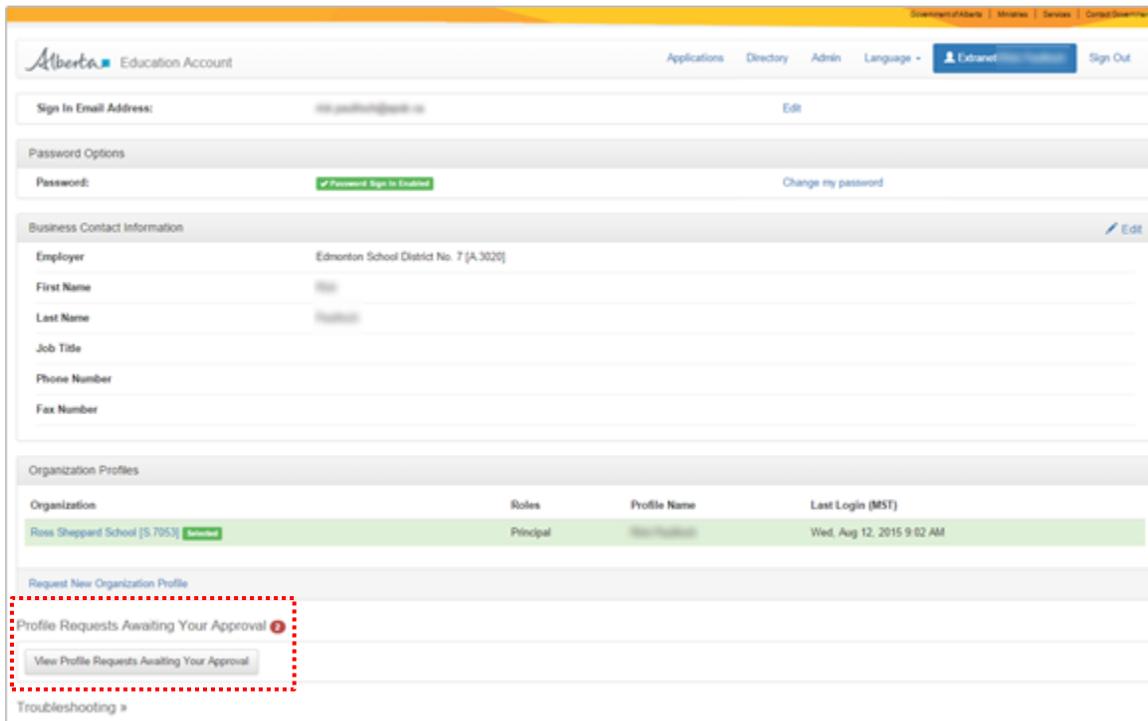
1. Sign in using your Alberta Education Account.



The image shows a 'Sign In with' interface. At the top, there are three buttons: 'Google' (red), 'Microsoft' (blue), and 'LAN / GOA' (grey). Below these is a horizontal line with the word 'or' in the center. Underneath, there is a sign-in form with a text input field for the email address, a radio button selected for 'Sign in with password' (with a 'Forgot your password?' link), and another radio button for 'I'm new, sign me up!'. Below the radio buttons is a password input field with a lock icon and the label 'Password'. At the bottom of the form is a blue 'Sign In' button.

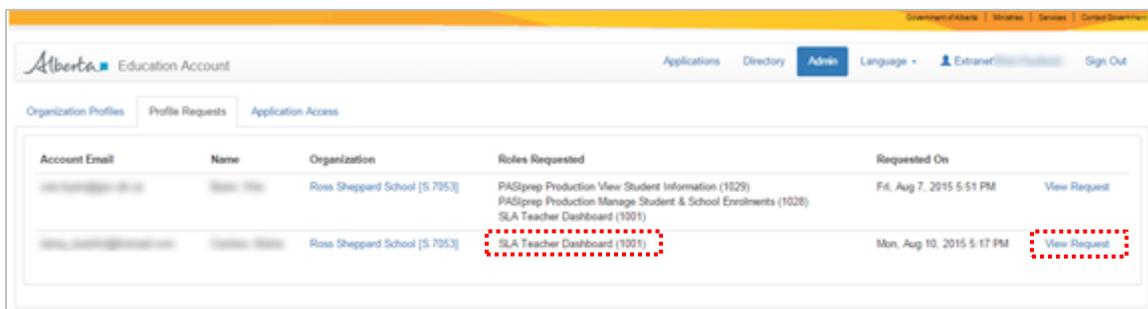
Approving a Request for Access

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 'User Profile' (with a 'Sign Out' button). Below this is a 'Sign In Email Address' field with the value 'm.paulson@ednet.ca' and an 'Edit' button. The 'Password Options' section shows 'Password:' with a green checkmark and 'Password Sign In Enabled' and a 'Change my password' link. The 'Business Contact Information' section includes fields for 'Employer' (Edmonton School District No. 7 [A.3020]), 'First Name', 'Last Name', 'Job Title', 'Phone Number', and 'Fax Number', with an 'Edit' button. The 'Organization Profiles' section is a table with columns for 'Organization', 'Roles', 'Profile Name', and 'Last Login (MST)'. The table contains one entry for 'Ross Sheppard School [S.7053]' with the role 'Principal' and last login 'Wed, Aug 12, 2015 9:02 AM'. Below the table is a 'Request New Organization Profile' link. At the bottom, there is a section titled 'Profile Requests Awaiting Your Approval' with a red circle containing the number '2'. Below this section is a button labeled 'View Profile Requests Awaiting Your Approval'. A red dashed box highlights the '2' indicator and the button. At the very bottom, there is a 'Troubleshooting »' link.

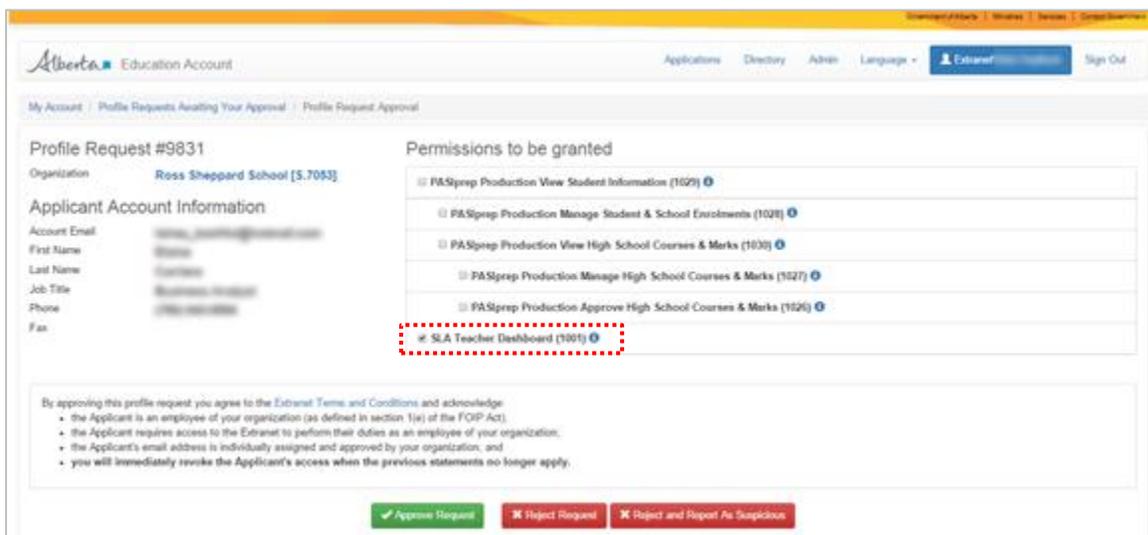
2. Click on [View Request](#) to open each of the requests awaiting your approval.



3. Click on the applicable button:



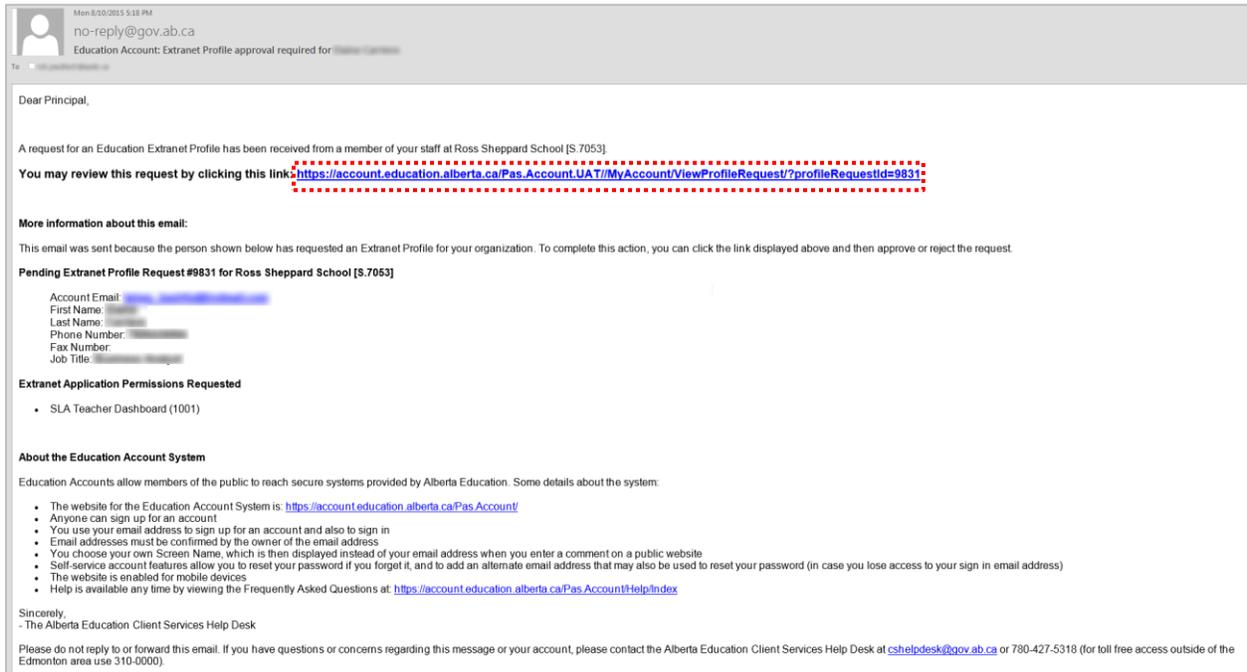
Helpful Tip: If the right permission is not checked off (or nothing is checked), and the requestor requires SLA Teacher Dashboard access, you can select the right permission before approving the request.



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 cshelpdesk@gov.ab.ca or 780-427-5318 (for toll free access outside of the Edmonton area use 310-0000).

Change Log

| Version | Author | Published | Notes |
|----------------|-----------------|------------------|--------------------|
| 1.0 | Elaine Carriere | August 14, 2015 | Initial version |
| 2.0 | Elaine Carriere | August 9, 2016 | Updated formatting |