



# SLA Access User Guide

For Teachers, Principals, and Superintendents

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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 who DID NOT participate in one of the previous Grade 3 SLAs (SLA3),** please follow the instructions in this user guide to set up an Alberta Education Account and request permission to access the SLA Teacher Dashboard.

**If you are a teacher who previously PARTICIPATED in an SLA3,** you should already have permission to access the SLA Teacher Dashboard.

1. Go to the SLA Homepage 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.

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

4. For instructions on using the SLA Teacher Dashboard, refer to the SLA User Guide document under the “Educators - Guides, Samples, and Technical Information” section on the Alberta Education website (<https://education.alberta.ca/student-learning-assessments/resources/>).

### Google or Microsoft Accounts

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

### Principals/Superintendents

If you are a principal or superintendent, you should automatically have access to the SLA Teacher Dashboard using steps 1 through 3 above. To approve teachers who request permission to access the SLA Teacher Dashboard, follow the instructions in the Principal/Superintendent Approval section of this user guide.

If you are unable to log in to the SLA Teacher Dashboard, contact the Data Coordinator within your school authority to update your information in the School Information application.


### Assistance

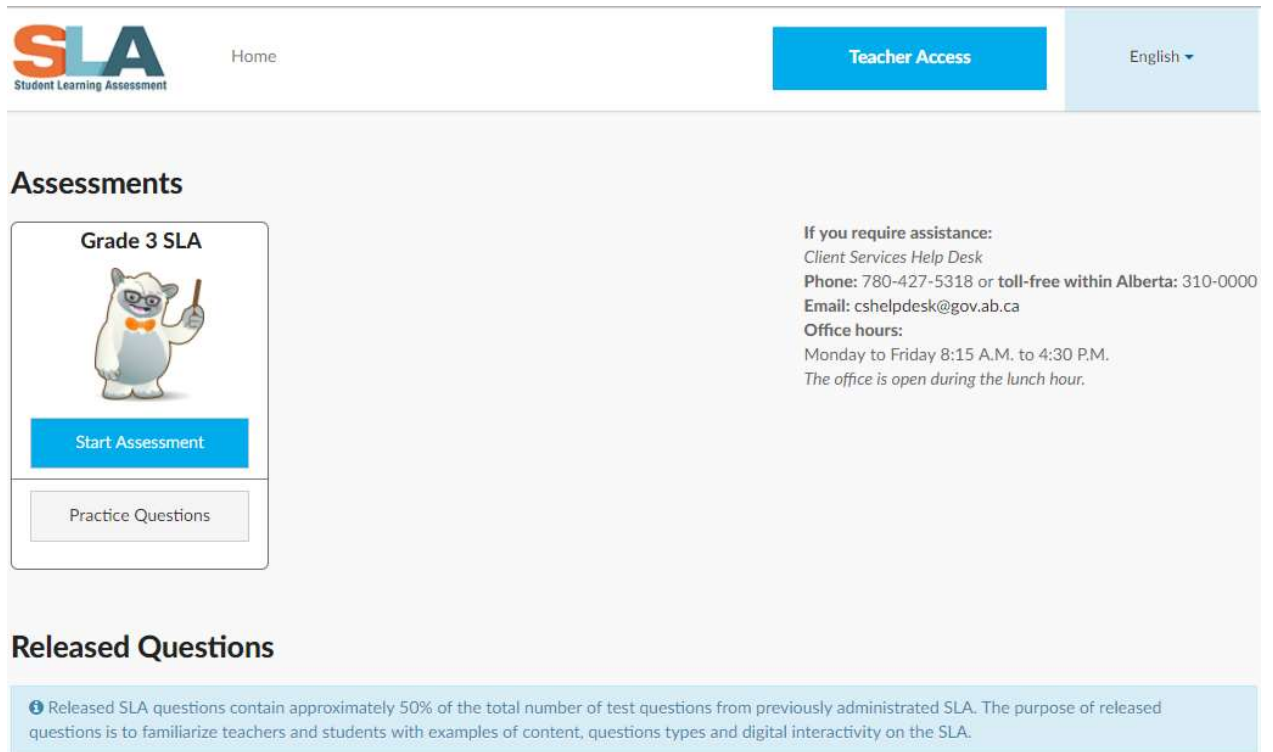
If you require assistance, please contact the Alberta Education Client Services Help Desk:

Telephone:	780-427-5318
Toll-free within Alberta:	310-0000
Email:	<a href="mailto:cshelpdesk@gov.ab.ca">cshelpdesk@gov.ab.ca</a>
Office hours:	Monday through Friday 8:15 A.M. to 4:30 P.M. <i>The office is open during the lunch hour.</i>

## SLA Homepage

To access the sign in page:

1. Go to the SLA Homepage website (<https://public.education.alberta.ca/assessment>).
2. Click on the  button in the top right-hand corner of the SLA Homepage.



The screenshot shows the SLA (Student Learning Assessment) homepage. At the top left is the SLA logo with the text 'Student Learning Assessment'. To its right is a 'Home' link. In the top right corner, there is a blue 'Teacher Access' button and an 'English' language dropdown menu. Below the header, the main content area is titled 'Assessments'. On the left, there is a card for 'Grade 3 SLA' featuring a cartoon beaver character holding a pencil. Below the character are two buttons: 'Start Assessment' (blue) and 'Practice Questions' (grey). To the right of the 'Grade 3 SLA' card, there is contact information for the Client Services Help Desk, including a phone number (780-427-5318 or toll-free within Alberta: 310-0000), an email address (cshelpdesk@gov.ab.ca), and office hours (Monday to Friday 8:15 A.M. to 4:30 P.M., with a note that the office is open during the lunch hour). Below the 'Assessments' section, there is a 'Released Questions' section with a light blue background and an information icon. The text states: 'Released SLA questions contain approximately 50% of the total number of test questions from previously administered SLA. The purpose of released questions is to familiarize teachers and students with examples of content, questions types and digital interactivity on the SLA.'

3. You can then 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 left is the 'Alberta Education Account' logo. At the top right are links for 'Français' and a help icon, both with a green circle '6' next to them. Below the header is a blue banner with the text: 'Please sign in to access SLA Teacher Dashboard (https://extranet.education.alberta.ca/assessment/)'. The main sign-in area is titled 'Sign In with' and features three social login options: 'GOOGLE' (with a green circle '1'), 'MICROSOFT' (with a green circle '1'), and 'GOA DOMAIN' (with a green circle '2'). Below these is a horizontal line with 'OR' in the center. Underneath are two input fields: 'Email' (with a green circle '3' next to it) and 'Password' (with a green circle '4' next to it). Between the input fields are two radio button options: 'Sign in with password' (with a green circle '3' next to it) and 'I'm new, sign me up!' (with a green circle '4' next to it). To the right of the 'Sign in with password' option is a link 'Forgot your password?' (with a green circle '5' next to it). At the bottom center is a green 'SIGN IN' button.

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

- 1. Social Login** if you have an existing Google or Microsoft business email address, you can use this business email address as your Alberta Education Account (see #4 below)
- 2. GOA DOMAIN** 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
- 5. Forgot your password?** provides assistance if you have forgotten your password
- 6. Language** change language to French
- 7. Help** explanation of common issues when setting up an Alberta Education Account

## Getting Access

### Using a Google or Microsoft Account

If you choose to use your Google or Microsoft business email address as your Alberta Education Account, once you have signed in using your Google or Microsoft business email address, 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 business email address in the following location:

A screenshot of a web form with a light gray background. On the left, there is a small icon of a person. To its right is a white rectangular input field with a thin blue border. Inside the field, the word "Email" is written in a light gray font, and a vertical cursor is positioned at the end of the text.

2. Click on the following to set up a new Alberta Education Account:

I'm new, sign me up!

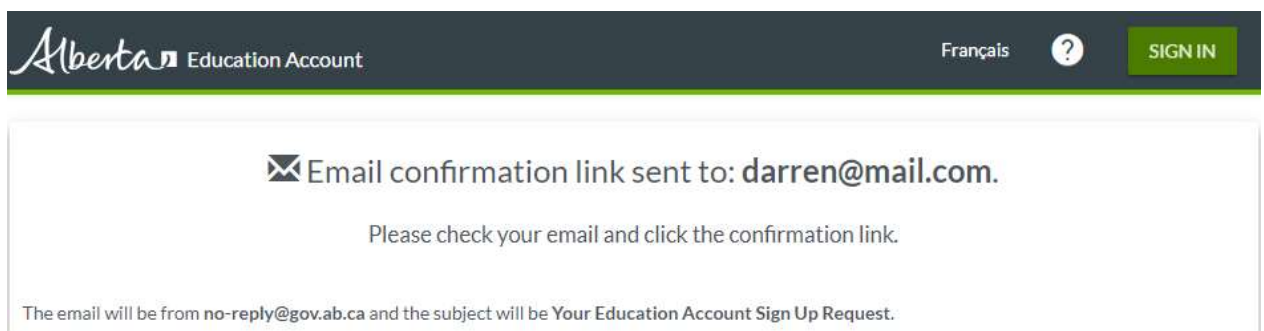
3. Click on the following to confirm you are not a robot (as an extra measure of security):



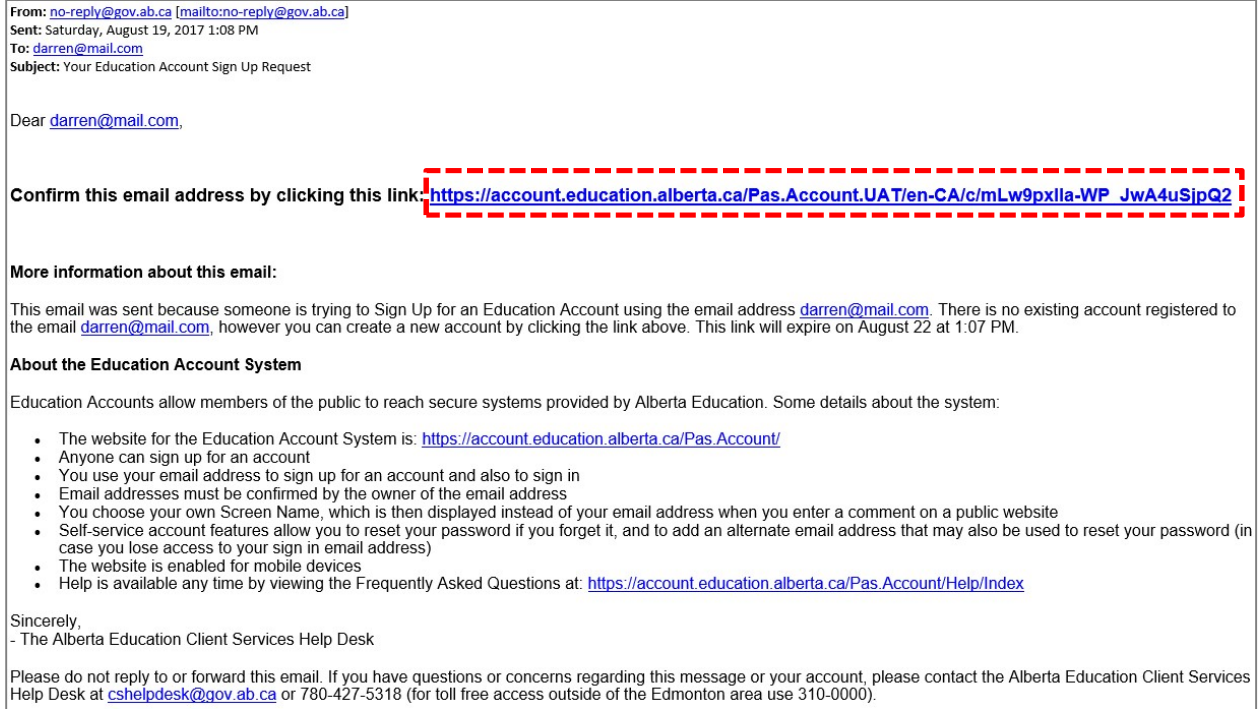
4. Follow the instructions to confirm you are not a robot.
5. Click on the following to proceed with set-up of a new Alberta Education Account:



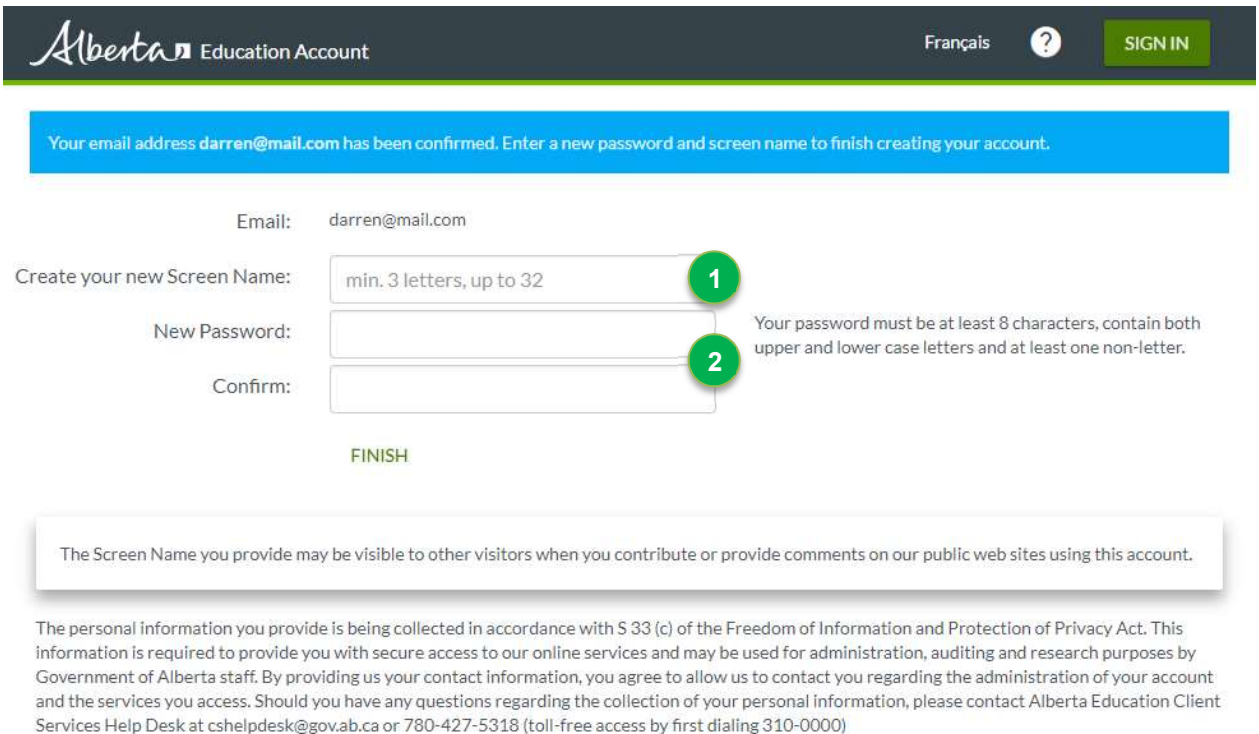
6. The following message will be displayed indicating that a confirmation email has been sent to you:



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



8. Click the **FINISH** button after (1) entering a screen name and then (2) entering and confirming a new password.



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

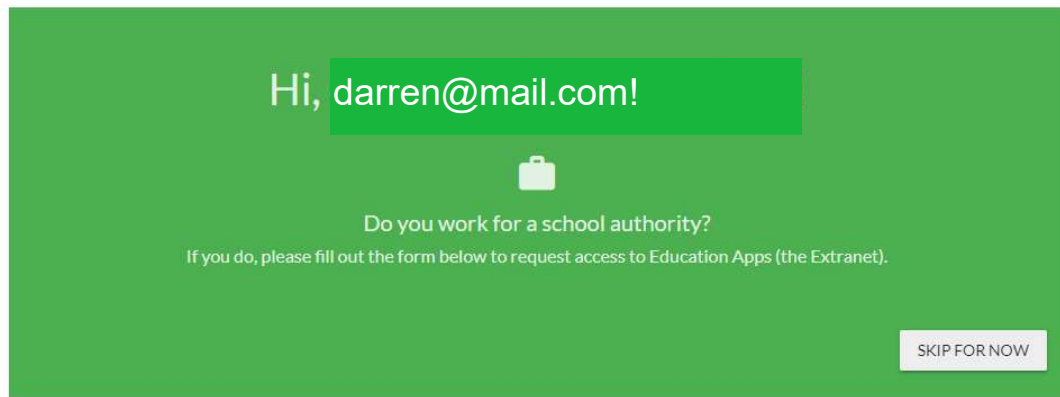




## Creating an Alberta Education Account Profile

1. Provide information on your employer by (1) selecting your school authority and then (2) selecting your school.

*Note:* You can type the name of your school authority or school to assist with searching.



### Let's start your request

Please provide your **business** contact information, and we will get you on your way!

**Who do you work for?**

1 Alberta Education [A.0099] ▼

**Where do you work?**

2 Alberta Education [S.7999] ▼

2. Indicate whether the email address listed is your business email address by (1) clicking on the checkbox.

*Note:* If the email address is NOT your business email address, then click on the **Sign out** link and Sign In again with your business email address.

Provide your contact details, including your (2) first name, (3) last name, (4) job title, (5) phone number.

Review the FOIP Statement, then indicate (6) you have read the FOIP Statement.

Review the Terms of Use, then indicate (7) you agree to the Terms of Use.

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Your contact details

1  **darren@mail.com** is my business email  
Not your business email? [Sign out](#) and [Sign In](#) again with your business email.

2 First Name  
Darren

3 Last Name  
Smith

4 Job Title  
Tester

5 Phone Number  
(780) 555-5555

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6  I have read the Provincial Education Directory: FOIP Statement

7  I agree to the Provincial Education Directory: Terms of Use

3. To request access to the SLA Teacher Dashboard, (1) select the checkbox beside the SLA Teacher (1001) role.

To submit your request for approval to access the SLA Teacher Dashboard, (2) click the

**START REQUEST**

What Education Apps do you need access to?

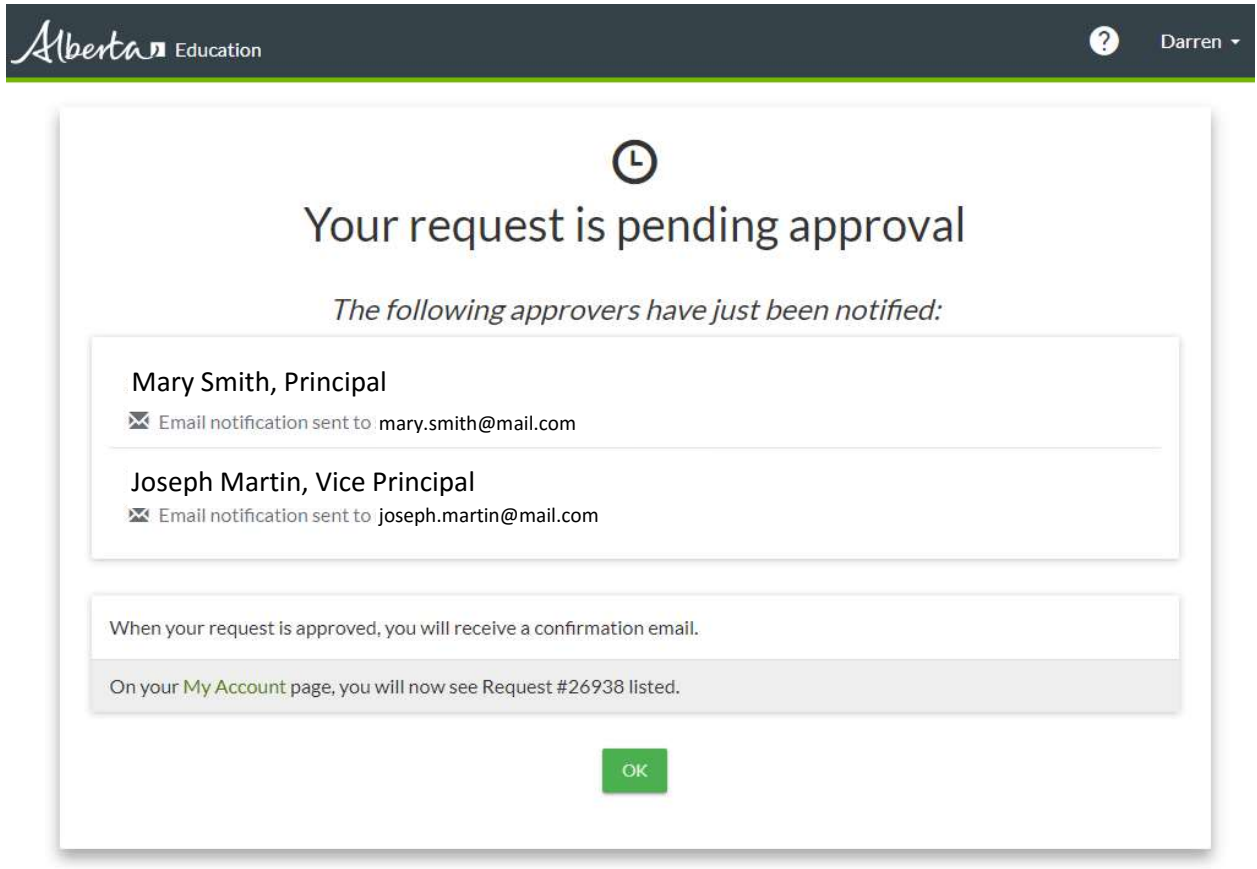
- PASIprep Production View Student Information (1029) ⓘ
- PASIprep Production Manage Student & School Enrolments (1028) ⓘ
- PASIprep Production View High School Courses & Marks (1030) ⓘ
- PASIprep Production Manage High School Courses & Marks (1027) ⓘ
- PASIprep Production Approve High School Courses & Marks (1026) ⓘ
- 1**  SLA Teacher (1001) ⓘ
- SLA Principal (1049) ⓘ
- SLA School Authority Staff (1069) ⓘ
- SLA Superintendent (1070) ⓘ
- CDMA Teacher (1068) ⓘ

**2** **START REQUEST**

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4. A message will display indicating that the appropriate approvers within your school authority and school have been notified of your request to access the SLA Teacher Dashboard.



5. You will receive an email message when your request has been approved. You are now ready to log in to the SLA Teacher Dashboard!

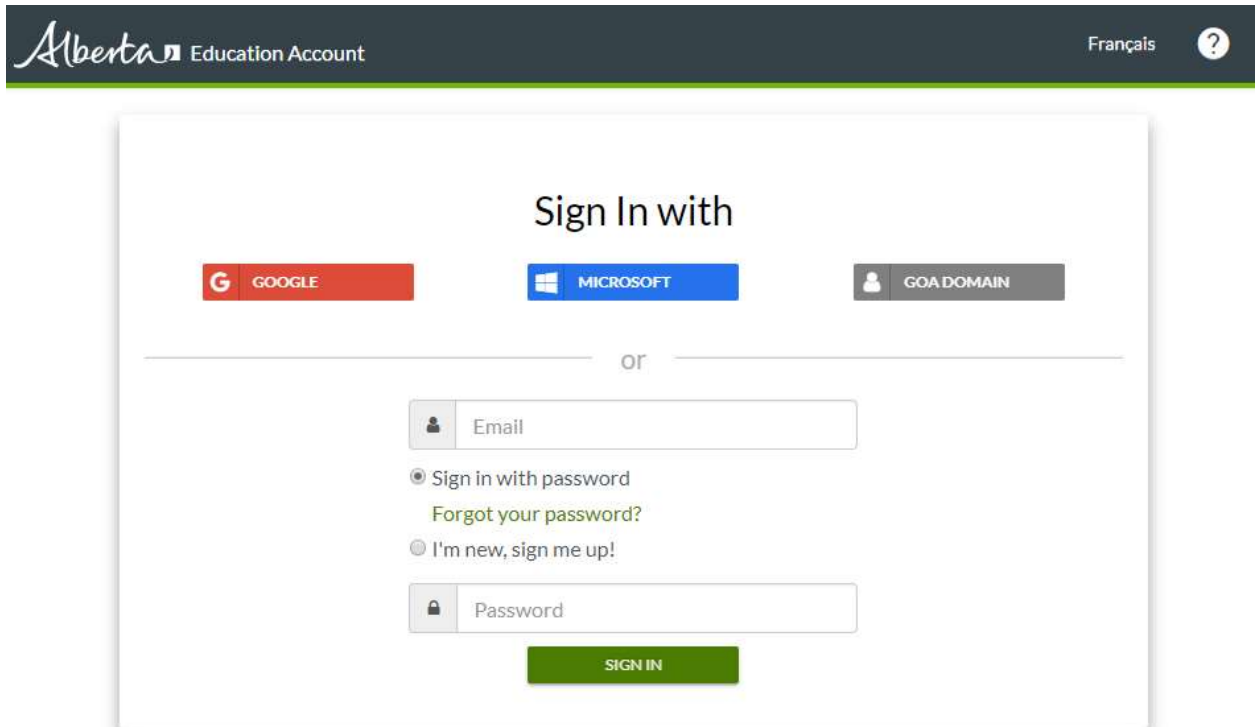
## Logging In to the SLA Teacher Dashboard

1. Go to the SLA Homepage 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 “Educators - Guides, Samples, and Technical Information” section on the Alberta Education website (<https://education.alberta.ca/student-learning-assessments/resources/>).

## Principal/Superintendent Approval

Principals, Superintendents, or other individuals authorized within your school authority or school can approve requests to access the SLA Teacher Dashboard. You will be notified by email when there is a request for approval or you can follow the instructions below to determine if there are outstanding access requests for you to approve.

1. Click on the link in the email message or go to the Alberta Education Account website (<https://account.education.alberta.ca/PAS.Account/>).
2. Sign in using your Alberta Education Account.



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

3. Scroll down to the **Profile Requests Awaiting Your Approval** section. If there are access requests awaiting your approval, there will be an indicator with the number of access requests.

Profile Requests Awaiting Your Approval **2**

4. Click on the **VIEW PROFILE REQUESTS AWAITING YOUR APPROVAL** button.

- Click on the [View Request](#) link to view the access request you would like to approve.

The screenshot shows the 'PROFILE REQUESTS' tab in the Alberta Education Account interface. A table lists a single request for Darren Smith at Alberta Education. The 'Requested On' column shows the date and time, and a 'View Request' link is provided for each entry.

Account Email	Name	Organization	Roles Requested	Requested On	
darren@mail.com	Smith, Darren	Alberta Education [S.7999]	SLA Teacher (1001)	Sat, Aug 19, 2017 3:38 PM	<a href="#">View Request</a>

- Click on the [APPROVE REQUEST](#) button to approve the access request.

**Helpful Tip:** If the correct permission is not selected, you can select the correct permission before approving the request.

The screenshot displays the 'Profile Request Approval' page. It includes the following sections:

- Profile Request #26938**: Organization: Alberta Education [S.7999]
- Applicant Account Information**:
  - Account Email: darren@mail.com
  - First Name: Darren
  - Last Name: Smith
  - Job Title: Teacher
  - Phone: (780) 555-5555
  - Fax: (blank)
- Permissions to be granted**:
  - 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)
- Agreement text**: 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(e) 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.
- Action buttons**:
  - [APPROVE REQUEST](#) (with green checkmark icon)
  - [REJECT REQUEST](#) (with red X icon)
  - [REJECT AND REPORT AS SUSPICIOUS](#) (with red X icon)

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

Success! Profile Request #26938 for Darren Smith has been Approved. An email confirmation has been sent to darren@mail.com. ✕