Student Learning Assessment (SLA) User Guide for Extranet Access

For Teachers and School Administrators
Version 1.2

September 16, 2014

Table of Contents
Section 1: Preparing for the SLA Pilot .......................................................... 3
Section 2: Getting Permissions .................................................................. 4
  2.1 Requesting an Alberta Education Account .............................................. 4
  2.2 Requesting an Extranet Profile and Permission to Access the SLA Teacher Dashboard .................................................................................................................................................................................. 9
Change Log .................................................................................................. 23
Section 1: Preparing for the SLA Pilot

Dear Teacher:

In order to prepare for the SLA Pilot, you need access to the SLA Teacher Dashboard. To do this, you first need to get Extranet Access and then request an Extranet Profile and permission to access the SLA Teacher Dashboard, from your Principal.

The following guide contains detailed instructions on how to go about requesting access to the Extranet, obtaining an Extranet Profile and permission to access the SLA Teacher Dashboard.
Section 2: Getting Permissions

2.1 Requesting an Alberta Education Account

If you are a new teacher or have never had reason to access any other application on the Alberta Education site, then you will need to request access to the Extranet.

**Note:** The Alberta Education website is not the same as LearnAlberta.ca. Having an account on one, is not the same as having an account on the other.

To request access to the Extranet, go to the following site: [https://phoenix.edc.gov.ab.ca](https://phoenix.edc.gov.ab.ca)

Click on the “Sign Up” button (circled in red in Image 1 below).

![Image 1: Extranet home page.](image)

In the Sign Up page (see Image 2), enter your email address (it is recommended that you use your school jurisdiction email address), then enter it again to confirm and click “Next”.

Upon clicking “Next”, you will receive a message on the screen confirming that an email has been sent to your email address. Go into your email and look for a message from No-reply@gov.ab.ca. The contents will look similar to the sample below (see Image 3).
Image 3: Message sent to confirm email address with link circled in red (link continues on the next line).

Click on the link in the email to open the Alberta Education “Sign Up” page again (see Image 4) where you will be prompted to create a screen name and password. Confirm the password by typing it again in the “Confirm” box. Click “Finish” when complete.

Note: as you type your password, you will see a line on the right that will change colors as you type. This is an indicator of the strength of your password. Passwords must be at least 8 characters, contain both upper and lower case letters and at least one non-letter. You should aim for a strong password.
Image 4: Sign In page prompting for a new screen name. Indicator shows password entered is strong.

Upon clicking “Finish”, you will be redirected back to the Extranet page where you can request an Extranet profile, however you will already be signed in, as indicated by the welcome message with your details on the top right hand corner (see Image 5).
Image 5: Alberta Education Account home page with user now signed in (Welcome message circled in red).

You now have an Alberta Education Account, which gives you access to the Extranet. However you still need to request an Extranet profile in order to get access to other applications, including the SLA Teacher Dashboard.

Continue on to request an Extranet profile and permission to access to the SLA Teacher Dashboard.
2.2 Requesting an Extranet Profile and Permission to Access the SLA Teacher Dashboard

If you are not already logged in to your Alberta Education account (i.e. you did not just complete section 2.1), go to the Extranet home page at: https://phoenix.edc.gov.ab.ca and click on one of the “Sign In” buttons to go to the “Sign In” page (see Image 6). Sign in using your email and password.

*If you just completed Section 2.1, skip to Page 11. Your screen should match Image 8.*

![Image 6: Alberta Education sign in page.](image)

You will be redirected back to the Extranet page where you can request an Extranet profile. However, because you signed in and were not redirected from the Sign Up page, your screen will look a little different (see Image 7) than if you had just been redirected (see Image 8), but the steps to follow will be the same.
Image 7: Extranet page to request a profile as seen by someone who already had Extranet access and logged in. “Organization Profile Request” button circled in red.
To request an Extranet profile and permission to access the SLA Teacher Dashboard, click on the “Organization Profile Request” button at the top of the page (see red circle in Images 7 or 8 above). This will take you to the “Extranet User Access Profile Request” page (see Image 9).
In the “Extranet User Access Profile Request” page, complete step 1 by clicking on the second option “I work for a K-12 school (e.g. Teacher, Vice-Principal, Guidance Counselor, or other school staff)” and then click “Next”.

In the next screen, complete step 2 by filling in your information (see Image 10).
In step 3, start typing your school name in the “School” entry box, and the list of options will automatically come up and filter down to those names that match the closest to what you are typing (see Image 11). When you see the school you want in the list, select it.
Image 11: Second page of profile request form showing drop-down list appearing as you start typing the name of your school in step 3.

When you select the school, you will receive a pop-up message telling you that the principal information for that school is being used to pre-fill the approval officer section (see Image 12). Click “Continue” to close the pop-up. After closing the pop-up you will see that section 3 has been filled in for you (see Image 13).

Note: The Principal’s information is automatically pulled from Alberta Education’s records.
Image 12: Message pop-up showing principal information is being pre-filled and asking you to correct if needed.
Note: If you change the email address for the principal, and it no longer matches what is on file with Alberta Education, then the system will automatically force you to download a printable request form, upon submission of the request, because the digital approval process cannot work if the email address for the Principal does not match what is on file with Alberta Education.

For step 4, check off “SLA Teacher Dashboard (1001)” by selecting it and then click “Next” (see Image 14).
Image 14: Form showing “SLA Teacher Dashboard (1001)” selected (circled in red).

Clicking “Next” will take you to a summary page of your request with the terms and conditions. Review the details of your request to ensure accuracy. When you are finished, click “Submit the Request” at the bottom of the screen (see Image 15).
**Image 15:** Form showing summarized request information.

**Note:** In Image 15 there in a message just above the “Submit This Request” button that informs you of what will happen once you submit the form (i.e. the request will be emailed to your principal). This message will only appear if your principal’s email matches what is on file with Alberta Education.

After submitting your request, you will get a notification screen confirming that your request has been emailed to your principal for approval (see Image 16).
Image 16: Sample message you will receive upon submission of your request for access

**Note:** If your principal does not yet have Extranet access or their email does not match what is on file with Alberta Education, then you will not be shown the above confirmation screen. You will automatically be redirected to the screen below (see Image 17) where you can download a printable request form. Print the form, fill the form out and have your principal sign it. Then scan and email, or fax it, to the Client Services Help Desk (see the form for the email and fax number).

Image 17: User Profile Access Request form downloading for printing of paper copy
Click the icon to view a sample of the printable form:

The email your principal receives will look like the one below (see Image 18). The principal can click on the link in the email to open the request for approval directly.

![Image 18: Email the principal receives. Link to open request is circled in red (note: link wraps to next line).](image)

In the opened “Profile Request Approval” form (see Image 19), the principal can see the requestor’s information. The principal should review it to confirm whether the requestor should have access to the SLA Teacher Dashboard.

**NOTE:** If the principal does not recognize the requestor, they should reject the request altogether. They can also choose to reject the request and simultaneously report the requestor if they are suspicious (see the buttons at the bottom of the screen in Image 19).
If for some reason the teacher has forgotten to check off “SLA Teacher Dashboard (1001)” in the request form, the application will still appear under “Permissions to be Granted” (see red circle in Image 19). It just won’t be checked off. The principal can then choose to check it off for the teacher. Upon clicking “Approve Request”, they will grant approval for both an Extranet Profile and access to the SLA Teacher Dashboard.

Upon approving the request (with or without the SLA Teacher Dashboard), the principal will be shown the view in Image 20 (below) with a message telling them the request has been approved and an email confirmation has been send to the requestor.
If your principal loses the request email with the link (i.e. Image 21), they can still view and approve the requests by logging into the Extranet and clicking on the "My Account" link in the top right hand corner of their screen (next to their email address below the “Welcome” message). All pending requests will be at the bottom of their My Account window in a section called "Pending Profile Request Approvals".

Once your principal approves the request, you will receive an email confirming that your profile request has been approved, and that you have been granted permission to access the SLA Teacher Dashboard (see Image 21).

You now have an Extranet Profile and permission to access the SLA Teacher Dashboard starting September 26th, 2014. To log in to the SLA Teacher Dashboard, go to the website: https://extranet.education.alberta.ca/assessment/. This website will not be active until September 26th, 2014).

# Change Log

<table>
<thead>
<tr>
<th>Previous Version</th>
<th>New Version</th>
<th>Date Changed</th>
<th>Changed By</th>
<th>Change Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.1</td>
<td>1.0</td>
<td>09/11/2014</td>
<td>Elaine Carriere</td>
<td>Split Extranet Access portion of User Guide into its own document</td>
</tr>
<tr>
<td>1.0</td>
<td>1.1</td>
<td>09/12/2014</td>
<td>Elaine Carriere</td>
<td>Replaced Extranet screen shots and accompanying instructions</td>
</tr>
<tr>
<td>1.1</td>
<td>1.2</td>
<td>09/16/2014</td>
<td>Elaine Carriere</td>
<td>Editing completed</td>
</tr>
</tbody>
</table>