Student Learning Assessment (SLA) 
User Guide for Extranet Access

For Teachers and School Administrators
### Table of Contents

**Section 1: Preparing for the SLA Pilot** ................................................................. 3  
**Section 2: Signing Up** .................................................................................. 4  
  2.1 Requesting an Alberta Education Account – Process for Teachers ............... 4  
  2.2 Approve Requests (for Principals)............................................................... 15  
  2.3 Requesting an Alberta Education Account – Process for Principals .............. 18  
**Change Log** ........................................................................................................... 27
Section 1: Preparing for the SLA Pilot

Dear Teachers and Administrators:

In order to prepare for the Field Test, Teachers need access to the SLA Teacher Dashboard. To do this, they will first need to get an Alberta Education Account and then an Organization Profile, as well as permission to access the SLA Teacher Dashboard from their Administrator (i.e. Principal). For teachers that may have participated in Field Testing in May 2014, this may be a new step.

For Principals that will be administering the Field Tests, you do not need to request access to the SLA Teacher Dashboard. Principals are automatically granted access so long as they have an Alberta Education Account and an Organization Profile (the system recognizes their role) and have the same functionality as teachers. Principals can also follow along in this document to obtain these.

Please note: for Field Testing, there will be NO official reports produced. Only the 24 hour reports will be available and only in the SLA Teacher Dashboard of the teachers that administered the Field Tests, and only for the students they administered to.

The following guide contains detailed instructions on how to go about obtaining an Education Account, Requesting an Organization Profile, and for teachers: getting permission to access the SLA Teacher Dashboard.
Section 2: Signing Up

2.1 Requesting an Alberta Education Account – Process for Teachers

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 an Alberta Education Account.

**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 an Alberta Education Account, go to the Extranet website using the following address: [https://phoenix.edc.gov.ab.ca](https://phoenix.edc.gov.ab.ca).

1. Click on any of the “Sign in” or “Sign Up” buttons (they currently redirect to the same page).

2. In the “Sign Up” page, click on “Sign Up for a new Alberta Education Account”
3. 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”.

Image 2: Extranet Sign In page.
4. You will receive a message on the screen confirming that an email has been sent to your email address.

5. 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 4).
6. Click on the link in the email
   • This will open the Alberta Education “Sign Up” page again (i.e. Image 5) where you will be prompted to create a screen name and password.

7. Type your password again in the “Confirm” box.

8. Click “Finish” when complete.
   • You'll will be redirected back to the Extranet website and will automatically be signed in to your Account (as indicated by the welcome message with your details on the top right hand corner (see Image 6)).
9. In your Extranet account, click on the “Organization Profile Request” button (see Image 6).
   • This will take you to the “Extranet Organization Profile Request” page (see Image 8).
10. Under step 1 “What type of organization do you work for?”, select the option that applies to your position.

11. Click “Next”
12. Under step 2 “Provide Your Information”, fill in your details (see Image 9).

13. Under step 3 “Who is your approval officer?”, fill in the information for your approver.
   - As a teacher, your approver is your principal (see Image 9 below). Select the school by typing your school name in the “School” entry box. As you type, the list of options will automatically filter to match. When you see your school, select it.

14. A message will pop-up telling you that the principal information for that school is being used to pre-fill the approval officer section (see Image 10). Click “Continue” to close the pop-up automatically populate the fields.

![Image 9: Second page of profile request form showing step 2 (Your Information) completed.](Image_9.png)
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, because the digital approval process won’t work if the email address for the Principal does not match what is on file with Alberta Education.


16. Click “Next” at the bottom.
   - This will take you to a summary page of your request with the terms and conditions.

17. In the summary page, review the details of your request to ensure accuracy and click “Submit this Request” at the bottom of the screen (see Image 15).
Image 15: Form showing summarized request information.

**NOTE:** In Image 15, there is a message (circled in red) 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.

18. After submitting your request, you will get a notification screen confirming that your request has been emailed to your respective approval officer for approval (see Image 16).
NOTE: If your principal does not yet have Extranet access or their email does not match what is on file with Alberta Education (i.e. what is in SADS), 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.
19. Once submitted, your principal will receive an email with your request for access.

20. Once approved, you will receive an email confirming this, and that you have been granted permission to access the SLA Teacher Dashboard (see Image 18). You can now log in as soon as the SLA Teacher Dashboard is available.

Image 18: Email received by requestor (i.e. teacher) upon principal approving Profile Request and permission to access the SLA Teacher Dashboard (circled in red).

The URL for the SLA Teacher Dashboard is: https://extranet.education.alberta.ca/assessment/.

You can also access it through your Alberta Education account and clicking on the “SLA Teacher Dashboard” link in the left hand menu (top left).

2.2 Approve Requests (for Principals)

1. If the online process is successful for the teacher, as the principal you will receive an email that looks similar to the one below. Click on the link in the email to open the “Profile Request Approval” form directly.

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

1. In the form (see Image 19), the requestor’s information can be viewed along with the requested application access under “Permissions to be granted”. Review the details to confirm whether the requestor should have access to the SLA Teacher Dashboard. If it is not checked off and should be, you can check it off for them by clicking on it.

NOTE: If you don’t recognize the requestor, you should reject the request altogether. You can also choose to reject the request and simultaneously report the requestor if you are suspicious of them (see the buttons at the bottom of the screen in Image 19).

2. Click “Approve Request” to approve both their Organization Profile and access to the SLA Teacher Dashboard.
3. Once approved (with or without the SLA Teacher Dashboard), you will see the view in Image 20 (below) with a message indicating the request has been approved and an email confirmation sent to the requestor.

If the email request (as seen in Image 21) is misplaced before being approved, requests can still be viewed and approved by logging into your Alberta Education Account and clicking on the “My Account” link in the top right hand corner of the screen (next to the email address below the “Welcome” message). All pending requests will be at the bottom of the “My Account” window in a section called “Pending Profile Request Approvals”. To approve them, you will see a large button that reads “View Pending Profile Request Approvals” (Note: if there are no requests to approve, this button will...
not be there). Click on that button. That will open another screen that lists all of the pending approvals again, but each will have a “view” request link at the end. Click on that link to open the approval request for that person. This is the same screen the link in the email would have taken you to. At the bottom of that screen will be the “Approve Request” button to the left, along with the buttons to reject it or reject and report it.
2.3 Requesting an Alberta Education Account – Process for Principals

If you are a new Principal or have never had reason to access any other application on the Alberta Education site, then you will need to request an Alberta Education Account. If you have not already set one up, doing so will help to enable the electronic approval process for your teachers provided your email address matches in SADS.

**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 an Alberta Education Account, go to the Extranet website using the following address: [https://phoenix.edc.gov.ab.ca](https://phoenix.edc.gov.ab.ca).

1. Click on any of the “Sign in” or “Sign Up” buttons (they currently redirect to the same page).

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

2. In the “Sign Up” page, click on “Sign Up for a new Alberta Education Account”
3. 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”.

Image 2: Extranet Sign In page.
Image 3: Sign Up page for an Alberta Education Account, with an email address entered

4. You will receive a message on the screen confirming that an email has been sent to your email address.
5. 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 4).
6. Click on the link in the email to open the Alberta Education “Sign Up” page again (i.e. Image 5) where you will be prompted to create a screen name and password.

7. Type your password again in the “Confirm” box.

8. Click “Finish” when complete.
   - You’ll will be redirected back to the Extranet website and will automatically be signed in to your Account (as indicated by the welcome message with your details on the top right hand corner (see Image 5)).
9. While signed in to your Extranet account, click on the “Organization Profile Request” button (see Image 6).
   - This will take you to the “Extranet Organization Profile Request” page (see Image 8).
**Image 6:** Extranet website with user signed in to their Alberta Education Account (Welcome message circled in red, Organization Profile Request button in purple).

**NOTE:** If you previously signed up for an Extranet account but never requested an Organization profile, when you log in, your screen will look like Image 7 below. Continue from step 9 above.
Image 7: Extranet page to request a profile as seen by someone who already had an Alberta Education Account and logged in (i.e. was not redirected after signing up for an Alberta Education Account). “Organization Profile Request” button circled in red.

10. Under step 1 “What type of organization do you work for?”, select the first option.

11. Click “Next”

12. Under step 2 “Provide Your Information”, fill in your details (see Image 9)

13. Under step 3 “Who is your approval officer?”, fill in the information for your Superintendent.
14. Click “Next”
   • This will take you to a summary page of your request with the terms and conditions. Review the details of your request to ensure accuracy.

15. When you are finished, click “Submit this Request” at the bottom of the screen (see Image 15).

16. After submitting your request, you will get a notification screen confirming that your request has been emailed to your respective approval officer for approval (see Image 16).

17. Once the submitted request is approved by your Superintendent, you will be notified via email.

Image 18: Email the principal receives. Link to open request is circled in red (note: link wraps to next line).
The URL for the SLA Teacher Dashboard is: https://extranet.education.alberta.ca/assessment/.
You can also access it through your Alberta Education account and clicking on the “SLA Teacher Dashboard” link in the left hand menu (top left).

# 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>
<tr>
<td>1.2</td>
<td>1.3</td>
<td>09/23/2014</td>
<td>Elaine Carriere</td>
<td>Clarified process, added instructions specific to Principals and updated screen shots</td>
</tr>
<tr>
<td>1.3</td>
<td>1.4</td>
<td>04/07/2015</td>
<td>Elaine Carriere</td>
<td>Redesigning document, creating separate section for Principals and updating images and process</td>
</tr>
</tbody>
</table>