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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 Application.
2. Click on the button in the top right-hand corner of the SLA Application.
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 Access User Guide.

4. For instructions on using the SLA Teacher Dashboard, refer to the SLA User Guide.

**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 Help Desk:

- **Telephone:** 780-427-5318
- **Toll-free within Alberta:** 310-0000
- **Email:** wfdhelpdesk@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 Application

To access the sign in page:

1. Go to the SLA Application.

2. Click on the Teacher Access button in the top right-hand corner of the SLA Application.

3. You can then sign in OR sign up for a new Alberta Education Account.
Sign In at a Glance

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:

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):

   ☐ I’m not a robot
   [reCAPTCHA]
   Privacy - Terms

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:

   SIGN UP

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

   Email confirmation link sent to: darren@mail.com.
   Please check your email and click the confirmation link.
   The email will be from no-reply@gov.ab.ca and the subject will be Your Education Account Sign Up Request.
7. Click on the link in the email message to confirm your email address:

https://account.education.alberta.ca/Pas_Account/UAT/en-CA/c/mlW9px1a-WP_zwAMruSpQ7

More information about this email:
This email was sent because someone is trying to Sign Up for an Education Account using the email address darren@mail.com. There is no existing account registered to the email darren@mail.com, however you can create a new account by clicking the link above. This link will expire on August 22 at 1:07 PM.

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

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.

**Strong 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.

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1. Who do you work for?
   - Alberta Education [A.0099]

2. Where do you work?
   - 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 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.

Your contact details

1. darren@mail.com is my business email

2. First Name
   Darren

3. Last Name
   Smith

4. Job Title
   Tester

5. Phone Number
   (780) 555-5555

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 button.

<table>
<thead>
<tr>
<th>What Education Apps do you need access to?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ PASIprep Production View Student Information (1029)</td>
</tr>
<tr>
<td>□ PASIprep Production Manage Student &amp; School Enrolments (1028)</td>
</tr>
<tr>
<td>□ PASIprep Production View High School Courses &amp; Marks (1030)</td>
</tr>
<tr>
<td>□ PASIprep Production Manage High School Courses &amp; Marks (1027)</td>
</tr>
<tr>
<td>□ PASIprep Production Approve High School Courses &amp; Marks (1026)</td>
</tr>
</tbody>
</table>

1. ✅ SLA Teacher (1001)

2. START REQUEST
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.

![Screen showing approval request](image)

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 Application](#).

2. Click on the **Teacher Access** button in the top right-hand corner of the SLA Application.

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](#).
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
2. Sign in using your Alberta Education Account.

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.

4. Click on the View Profile Requests Awaiting Your Approval button.
5. Click on the View Request link to view the access request you would like to approve.
6. 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.

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