

# How to Connect Parents/Guardians to myPass

This document provides the following information to support **School/Authority Users**.

- Parent/Guardian definition
- Overview How to connect a Parent/Guardian to myPass.
- Overview situations that impact the myPass connection.
- Overview How to manage myPass Connections in PASIprep.

## 1. Parent/Guardian Definition and overview how to connect to myPass

Who can have access to myPass?		
<b>Parent / Guardian</b>		<ul style="list-style-type: none"> <li>• All parents/guardians of the student.</li> </ul> <p>Who can be a parent/guardian is defined in the School Act:</p> <ul style="list-style-type: none"> <li>• The guardian as set out in section 20 of the Family Law Act, or</li> <li>• The guardian appointed under Part 1, Division 5 of the Child, Youth and Family Enhancement Act or section 23 of the Family Law Act if the guardian notifies the board in writing of the guardian’s appointment, or</li> <li>• The guardian appointed under a will or document referred to in section 22 of the Family Law Act whose appointment has taken effect, if the guardian notifies the board in writing of the guardian’s appointment</li> </ul>
How to connect to myPass?		
<b>Student age below 13</b>		<ul style="list-style-type: none"> <li>• myPass is not available for students below age 13.</li> <li>• MyPass provides most added value to students that are attending High School. Most students that are attending high school are 13 years or older. The Parent/Guardian can get access to student information in myPass for students below age 13.</li> </ul>
<b>Student age 13 to 17</b>	<b>Signup with email match</b>	<ul style="list-style-type: none"> <li>• School enters the Parent/Guardian Email address to PASIprep.</li> <li>• Parent/Guardian creates an Education Account with an email address that match the email address registered by the School in PASIprep</li> <li>• Parent/Guardian enters the correct Alberta Student Number and Date of Birth of the student in myPass.</li> </ul>
	<b>Signup with Access Code</b>	<ul style="list-style-type: none"> <li>• This option is <b>not</b> available for a parent/guardian</li> </ul>
<b>Student age 18 or older</b>		<ul style="list-style-type: none"> <li>• The parent/guardian connection is expired for students with age 18 as these students are expected to be Independent.</li> <li>• Students from age 16 or older have the option to add the Parent/Guardian as an Authorized user in myPass. Adding an Authorized user is not possible for Schools or Parent/Guardian.</li> </ul>

## 2. Overview situations that impact the myPass Connection

Situation	Impact Parent/Guardian Connection
Student becomes 18 years	<ul style="list-style-type: none"> <li>myPass Connection is automatically expired</li> <li>The student receives a myPass notification that the parent/guardian connection will be expired. The student has the option to setup the parent/guardian as an authorized user.</li> </ul>
Change Student Birth Date	<ul style="list-style-type: none"> <li>myPass Connection is automatically deleted.</li> </ul>
Adding Information Disclosure restriction <ul style="list-style-type: none"> <li>Caution</li> <li>Court Order</li> </ul>	<ul style="list-style-type: none"> <li>myPass connection is automatically expired</li> </ul>
Adding Information Disclosure restriction <ul style="list-style-type: none"> <li>Independent student Under 18</li> </ul>	<ul style="list-style-type: none"> <li>myPass connection is automatically expired.</li> </ul>
Adding Information Disclosure restriction <ul style="list-style-type: none"> <li>Student Over 18 with Guardian</li> </ul>	<ul style="list-style-type: none"> <li>No change on myPass Connection.</li> <li>The myPass connection is extended until the expiration date of the Disclosure restriction</li> </ul>

## 3. Detailed overview – How to connect a Parent/Guardian to myPass?

### 3.1 Parent/guardian – Signup with email match

<p><b>Step 1: Enter Email address in PASIprep</b></p> <ul style="list-style-type: none"> <li>School enters the parent/guardian email address in PASIprep</li> </ul>	<p>The screenshot shows the 'View Student' page for a student with a birth date of 2000- and age 17. The 'Parent/Guardian Information' section is active, displaying a table with one entry: a Parent with the name [redacted] and email address edwebtest004@gmail.com. The 'Relationship Information' section shows the type as 'Parent' and 'Resides With?' as 'Yes'. The 'Contact Information' section shows 'Some Home Number as Student?' as 'Yes'.</p>
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### Step 2: Create/Sign in Education Account

- The Parent/Guardian visits myPass website: [mypass.alberta.ca](http://mypass.alberta.ca), or simply search “myPass” in browser.
- The Parent/Guardian clicks “Sign in with Education Account.”
- The school instructs the parent/guardian to create an Education Account with an email address that match the email address registered in PASI.
- The Parent/Guardian signs in with the Education Account or Google or Microsoft Account.

### Step 3: Enter details in myPass

- The Parent/Guardian enters the following information:
  - The ASN of the student
  - The Date of Birth of the student
  - Select the option “A parent or guardian of the student”
  - Click “Activate Connection”
- When the email address used for the Education account match the email address registered in PASIprep, the Parent/Guardian is informed that ‘Access to your Student Information has been granted’.
- The student will receive a notification email with details that an active connection has been created on their record.

### View Connection details

- The Parent/Guardian is able to view the details of connected parent/guardian or authorized users in the "Access to the Student Information" section of myPass
  - Personal details including name, relationship and email address.
  - The status of the connection (if one exists)
  - Last time the connection was used
  - The expiration date of the connection

The screenshot shows the 'Access to the Student Information' page in myPass. It features a table titled 'myPass connections to the student information' with two columns: 'Education Account' and 'Connection Status'. Two entries are visible, both with a status of 'Active'. The first entry has a last accessed date of 14 FEB 2019 and an access expiration date of 06 FEB 2020. The second entry has a last accessed date of 28 FEB 2019 and an access expiration date of 06 FEB 2020. The user viewing the page is identified as 'Hartman Ryan Duncan'.

### Manage existing Authorized user myPass Connection

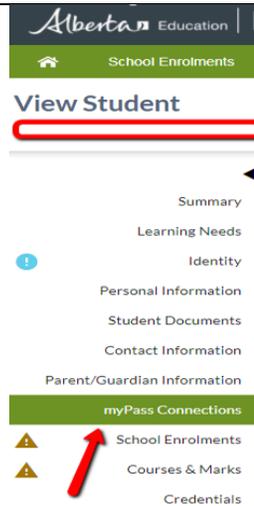
- The Parent/Guardian is able to suspend or delete existing Connections of Authorized users via the "Access to the Student Information" section in myPass

The screenshot shows the 'Access to the Student Information' page with a 'Delete' modal window open. The modal displays the following details for the selected connection: Name (redacted), Relationship (Parent), Email Address (redacted@gmail.com), and Expiry Date (2019/01/17). There is a 'Suspend?' toggle switch which is currently turned off. At the bottom of the modal are 'Save' and 'Cancel' buttons. The user viewing the page is identified as 'Hartman Ryan Duncan'.

## 4. Manage Parent/Guardian Connections in PASIprep

### Step 1: Select myPass Connection PASIprep

- Go to “myPass Connections” Section in the PASIprep menu



### Step 2: Manage myPass Connections

- The user can select the following options in the menu:
- Suspend:** Allows the user to suspend an active myPass connection
- Reactivate:** Allows the user to reactivate a suspended myPass connection
- Delete:** Allows the user to delete an active, expired or pending myPass connection.
- For Suspending, Reactivating or Deleting an existing Connection:
  - Select the connection needs to be changed
  - Click “Suspend” or “Reactivate” or “Delete”
  - The status of connection will be changed after user click “YES”

### myPass Connections

**SUSPEND** **REACTIVATE** **DELETE**

View: Standard (Default)

	Connection Status (2) ↑	User Type (1) ↑
<input type="checkbox"/>	Active	Student Connection
<input type="checkbox"/>	Expired	Parent/Guardian Connection
<input type="checkbox"/>	Active	Authorized User
<input type="checkbox"/>	Active	Authorized User
<input type="checkbox"/>	Active	Authorized User
<input type="checkbox"/>	Suspended	Authorized User
<input type="checkbox"/>	Expired	Authorized User
<input type="checkbox"/>	Expired	Authorized User

