

Manage PASIprep Digital Student Record User Roles

- The purpose of this guide is to assist Data Coordinators in assigning PASIprep User Roles to users in their organization for PASIprep Digital Student Record Management.
- PASIprep Digital Student Record Management is defined by four PASIprep User Roles detailed in the table below.

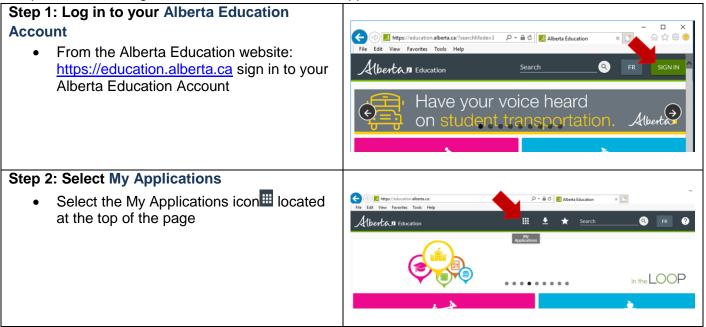
PASIprep User Role	Functionality
View Student Documents	 View-only access to student documents within their organization Ability to report student document problems
Contribute Student Documents	 In addition to View Student Documents User Role, this user has access to: Add student documents Edit student documents the user added to PASI
Manage Student Documents	 In addition to Contribute Student Document User Role, this user has access to: Edit all student documents within their organization Delete student documents within their organization Resolve student document problems Manage quality assurance Manage Alberta Student Link requests
Bulk Load Student Documents	 In addition to Manage Student Document, this user has access to: Manage bulk student operations, for example adding student documents in bulk with or without a waybill.

Manage PASIprep Permissions for School and Authority Users

• Data Coordinators manage school and authority user permissions to different functionalities of PASIprep through My Applications: Extranet Administration or Manage School Authority Information.

Extranet Administration

• The instructions below details the steps on how Data Coordinators manage school and authority user permission through the Extranet Administration application.



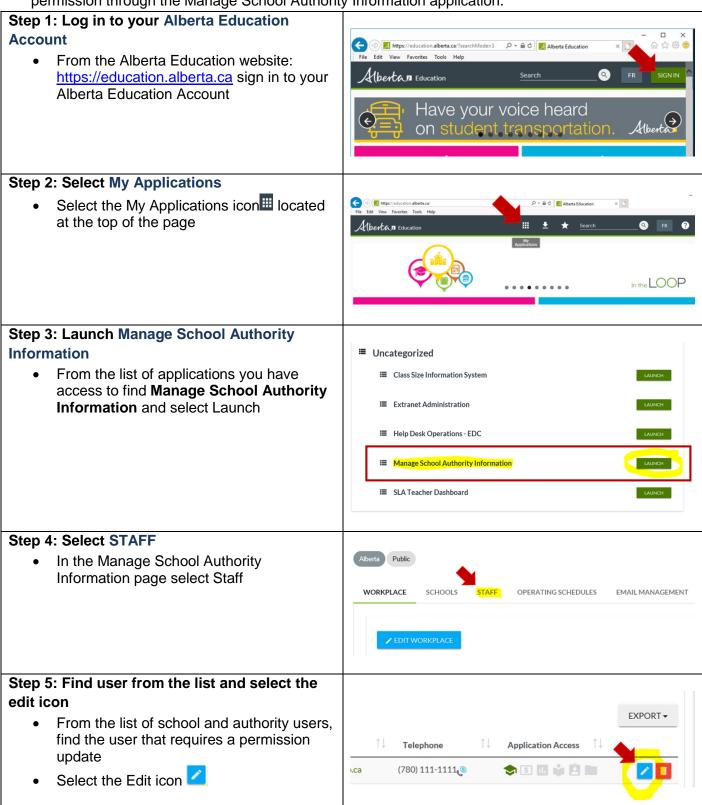


Step 3: Launch Extranet Administration		
 From the list of applications you have access to find Extranet Administration 	list of applications you have	
and select Launch	E Class Size Information System	
	Extranet Administration	
	Help Desk Operations - EDC	
Step 4: Select Application Access	Albertan Education Applications	
	ORGANIZATION PROFILES PROFILE REQUESTS APPLICATION ACCESS	
	Name and/or Email Search by name, profile name, or email	
	SEARCH CLEAR SEARCH OPEN ADVANCED SEARCH	
	NEW VIEW/EDIT DEACTIVATE	
	Sign In Name	
	IND (EXILS FOUND	
Step 5: Select All Application Report		
and a second	Albertan Education Applications	
	RGANIZATION PROFILES PROFILE REQUESTS APPLICATION ACCESS	
	All Applications Report	
	A report showing all of the applications available to be granted access in your organization Extranet Administrators Report	
	A report showing all of the people in your organization who can approve profile requests and edit application access	
Step 6: Select Enable Permission Editing to manage user permissions		
Select Enable Permission Editing	Show all Accounts □ Enable Permission Editing	
 Select or deselect the tick boxes to grant 		
or revoke a school or authority user's	Alberta School[S.1234]	
permissions		
	Alberta	
	Alberta School[S.1234] School Authority: Alberta Regional Division No.00 [A.4321]	
	School[S.1234]	
	Rouge Vert, Teacher (rouge.vert@schoolemail.ca)	
	Rose Gris, Teacher (rose,gris@schoolemail.ca)	
	Le Bleu Noir, Principal	
	(bleu.noir@schoolemail.ca)	
	(violette.jaune@schoolemail.ca)	



Manage School Authority Information

• The instructions below details the steps on how Data Coordinators manage school and authority user permission through the Manage School Authority Information application.





 Step 6: Select PERMISSIONS To manage the user's permissions, select Permissions 	BUSINESS CONTACT INFORMATION ROLES PERMISSIONS	
	Salutation:∗ First Name:∗ Miss ✓ Blanc	Last Name:* Noir
	Title:• Principal	Teacher Cert. #:
 Step 7: Manage school or authority user's permissions Select or deselect the tick boxes to grant or revoke a school or authority user's permissions 	BUSINESS CONTACT INFORMATION ROLES PERMISSIONS Permissions for Edmonton School District No. 7 [A.3020] (optishow definitions) (optishow definitions) PASIprep Production View Student Information (1029) > PASIprep Production Manage Student & School Enrolments	

Contact

- For questions on PASI Digital Student Record Management, please contact **PASI and Student Records** at StudentRecords@gov.ab.ca or phone 780-422-9337 (for toll-free access within Alberta first dial 310-0000)
- For access inquiries, please contact **Client Services Help Desk** at cshelpdesk@gov.ab.ca or phone 780-427-5318 (for toll-free access in Alberta, first dial 310-0000).