

## Manage PASlprep Digital Student Record User Roles

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

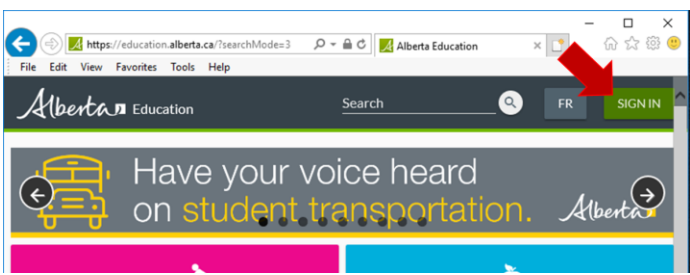

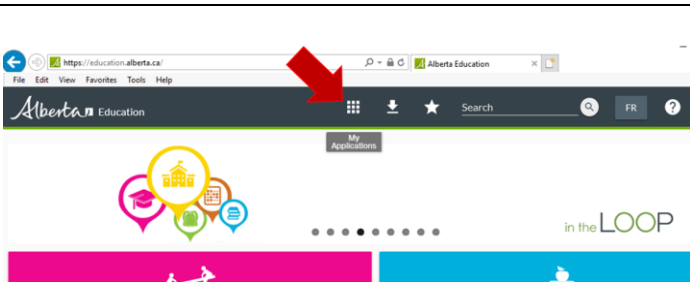
PASlprep User Role	Functionality
View Student Documents	<ul style="list-style-type: none"> <li>View-only access to student documents within their organization</li> <li>Ability to report student document problems</li> </ul>
Contribute Student Documents	In addition to View Student Documents User Role, this user has access to: <ul style="list-style-type: none"> <li>Add student documents</li> <li>Edit student documents the user added to PASI</li> </ul>
Manage Student Documents	In addition to Contribute Student Document User Role, this user has access to: <ul style="list-style-type: none"> <li>Edit all student documents within their organization</li> <li>Delete student documents within their organization</li> <li>Resolve student document problems</li> <li>Manage quality assurance</li> <li>Manage Alberta Student Link requests</li> </ul>
Bulk Load Student Documents	In addition to Manage Student Document, this user has access to: <ul style="list-style-type: none"> <li>Manage bulk student operations, for example adding student documents in bulk with or without a waybill.</li> </ul>

## Manage PASlprep Permissions for School and Authority Users

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

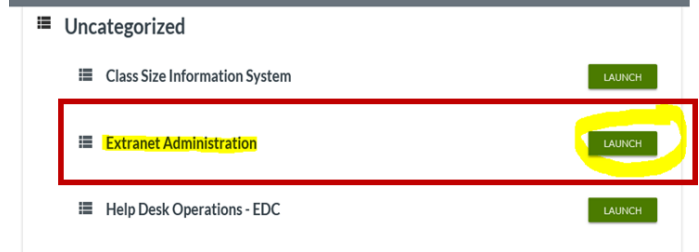
### Extranet Administration

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

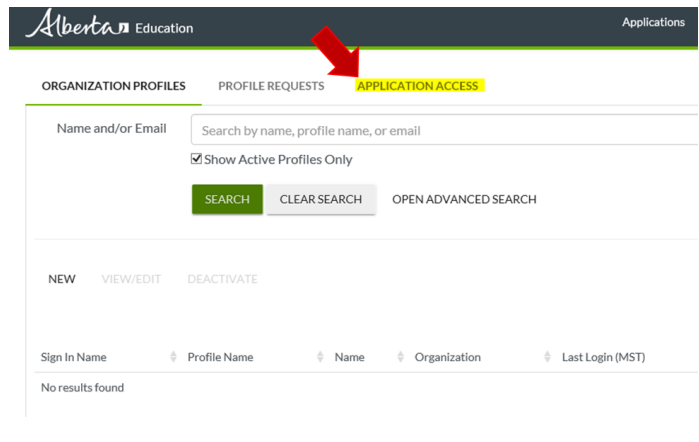
<b>Step 1: Log in to your Alberta Education Account</b> <ul style="list-style-type: none"> <li>From the Alberta Education website: <a href="https://education.alberta.ca">https://education.alberta.ca</a> sign in to your Alberta Education Account</li> </ul>	
<b>Step 2: Select My Applications</b> <ul style="list-style-type: none"> <li>Select the My Applications icon  located at the top of the page</li> </ul>	

### Step 3: Launch Extranet Administration

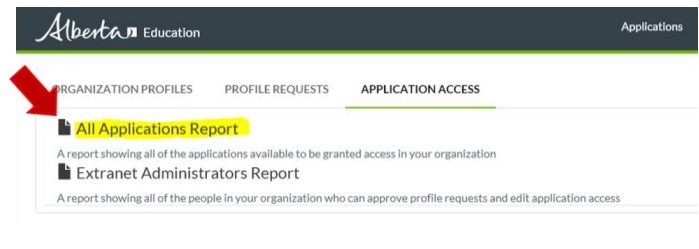
- From the list of applications you have access to find **Extranet Administration** and select **Launch**



### Step 4: Select Application Access

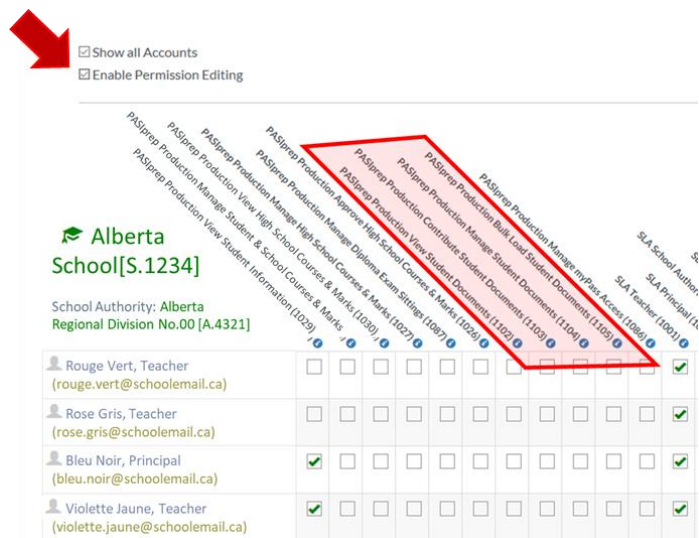


### Step 5: Select All Application Report



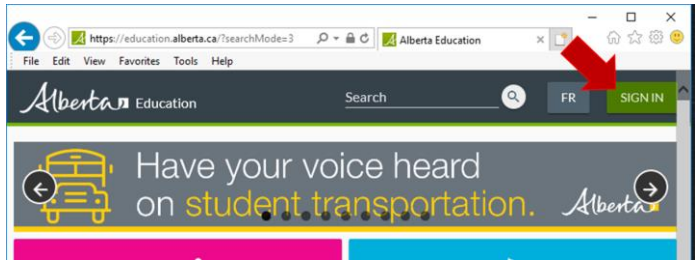

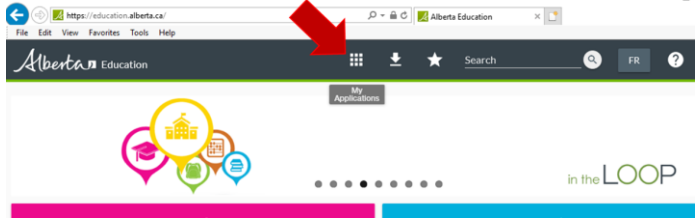

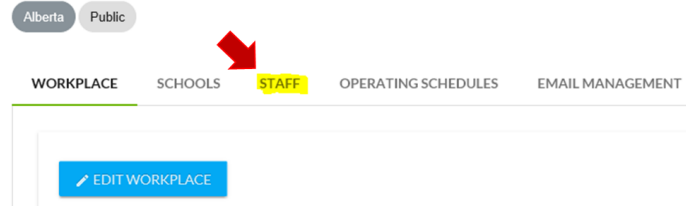

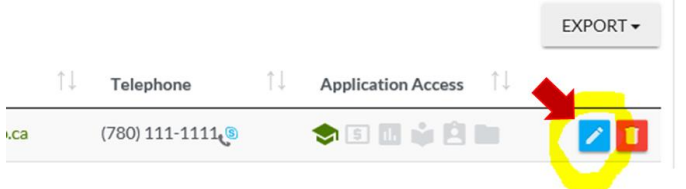
### Step 6: Select Enable Permission Editing to manage user permissions

- Select **Enable Permission Editing**
- Select or deselect the tick boxes to grant or revoke a school or authority user's permissions

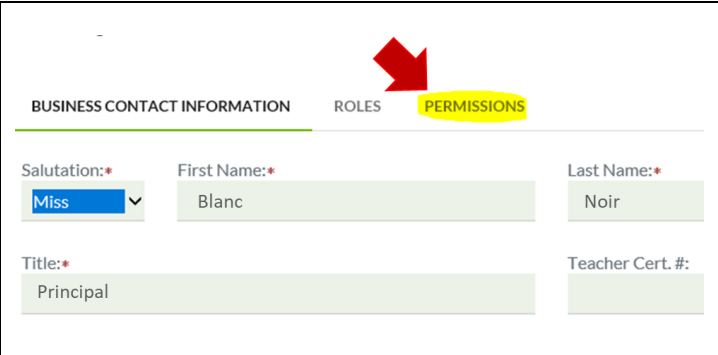
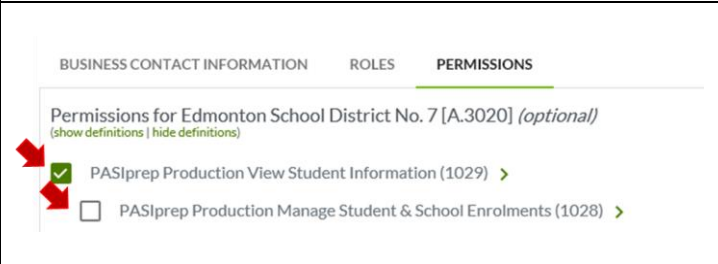


## Manage School Authority Information

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

<p><b>Step 1: Log in to your Alberta Education Account</b></p> <ul style="list-style-type: none"> <li>From the Alberta Education website: <a href="https://education.alberta.ca">https://education.alberta.ca</a> sign in to your Alberta Education Account</li> </ul>	
<p><b>Step 2: Select My Applications</b></p> <ul style="list-style-type: none"> <li>Select the My Applications icon  located at the top of the page</li> </ul>	
<p><b>Step 3: Launch Manage School Authority Information</b></p> <ul style="list-style-type: none"> <li>From the list of applications you have access to find <b>Manage School Authority Information</b> and select Launch</li> </ul>	
<p><b>Step 4: Select STAFF</b></p> <ul style="list-style-type: none"> <li>In the Manage School Authority Information page select Staff</li> </ul>	
<p><b>Step 5: Find user from the list and select the edit icon</b></p> <ul style="list-style-type: none"> <li>From the list of school and authority users, find the user that requires a permission update</li> <li>Select the Edit icon </li> </ul>	

## Manage PASlprep Digital Student Record User Roles

<p><b>Step 6: Select PERMISSIONS</b></p> <ul style="list-style-type: none"> <li>To manage the user's permissions, select <b>Permissions</b></li> </ul>	
<p><b>Step 7: Manage school or authority user's permissions</b></p> <ul style="list-style-type: none"> <li>Select or deselect the tick boxes to grant or revoke a school or authority user's permissions</li> </ul>	

## Contact

- For questions on PASI Digital Student Record Management, please contact **PASI and Student Records** at [StudentRecords@gov.ab.ca](mailto: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](mailto:cshelpdesk@gov.ab.ca) or phone 780-427-5318 (for toll-free access in Alberta, first dial 310-0000).