Provincial Approach to Student Information (PASI)

PASIPREP HOW TO

HOW TO SIGN UP A STUDENT, PARENT, OR GUARDIAN TO VIEW STUDENT INFORMATION IN MYPASS

Last Updated: August 10, 2015

1.0   INTRODUCTION

In order for a student, parent or guardian to be able to view a student information on myPass a "connection" must be made between them and the student's record in PASI.

This document provides instructions on how an authorized PASIprep User can create a connection so that a student, parent or guardian get access to a student information that they are interested in.

The following are necessary before providing myPass connection in PASIprep:

1. You are a PASIprep User that has been assigned the "Manage Student & School Enrolments" security role.
2. You have confirmed the identity of student, parent or guardian that is requesting access to the student's information.
3. You have confirmed that the student, parent or guardian that is requesting access has the appropriate authority to view the student's information.
4. The student, parent or guardian that is requesting access has a personal email address that is not tied to your school or authority.

1.1   PRE-REQUISITE - STUDENT EXISTS IN PASIPREP

Using the Lookup Student screen, find and view the student's Detailed Student Profile and navigate to the "Email / myPass Access" section of the "Student" tab.
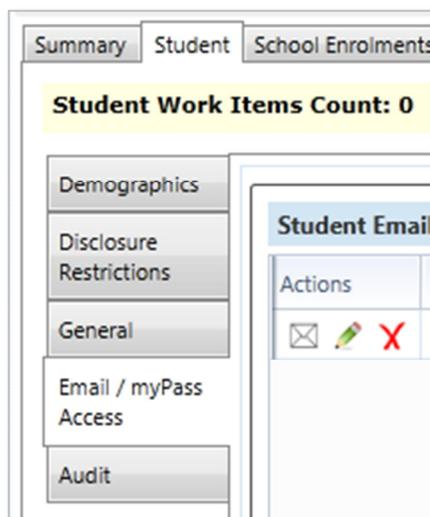
2.0 HOW TO

Use the following steps to create a new connection to the student.

2.1 VERIFY THEY DON'T HAVE ACCESS ALREADY

Looking at the "Public Access to Student's Record", verify that the person requesting access is not on that list.
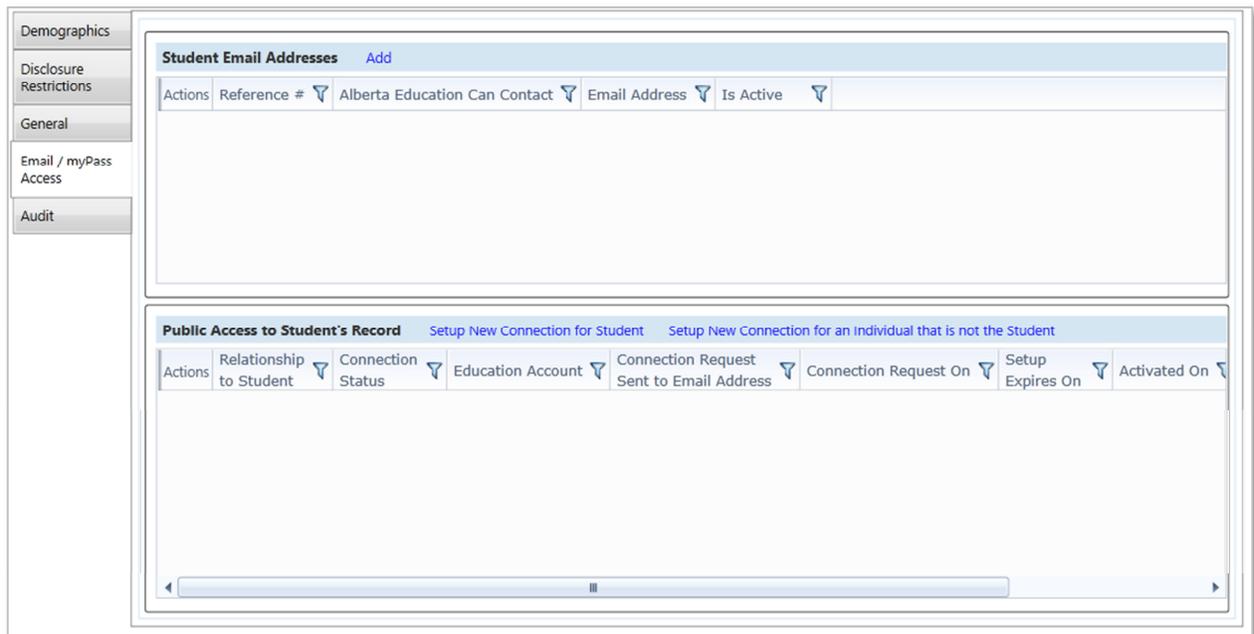
If they are in the list and the connection has a status of:

- "Deleted" - can be ignored. Go ahead and create a new connection.

- "Request Expired" - can be ignored. Go ahead and create a new connection.

- "Activated" - means that the student has already successfully gotten access to their information. Verify that they did this. They might just have forgotten their Education Account password. Direct them to reset their password and they should be able to connection.

- "Waiting for Activation" - means that they already tried to get access. Verify that they have done this. With their permission, the connection can be deleted (by clicking red X) and then go ahead and create a new connection.

2.2   CREATE NEW CONNECTION FOR STUDENT

Follow this section if the student is requesting access to their own information.

1. Create a new connection by clicking on the "Setup New Connection for Student" link on the top of the Public Access to Student's Record grid

2. You should see the following appear:

3. Enter the student's personal email address.
   Note: An email will be sent to this address that will be needed in order for the student to be able to complete their request for access.

4. Confirm the information that you have entered.

5. Click the "Save" button.

6. Give, to the student, the 4-digit PIN that PASIprep displays.
   Note: The PIN will only display once. It is not possible to find out what the PIN is once you dismiss that window.

2.3 CREATE NEW CONNECTION FOR PARENT / GUARDIAN

Follow this section if the parent or guardian is requesting access to a student's information.

1. Create a new connection by clicking on the "Setup New Connection for an Individual that is not the Student" link on the top of the Public Access to Student's Record grid

2. You should see the following appear:

3. Enter the relationship that the parent/guardian has to the student.

4. Enter the name of the parent/guardian.

5. Enter the parent/guardian's personal email address.
   Note: An email will be sent to this address that will be needed in order for the parent/guardian to be able to complete their request for access.

6. Confirm the information that you have entered.

7. Click the "Save" button.

8. Give, to the parent/guardian, the 4-digit PIN that PASIprep displays.
   Note: The PIN will only display once. It is not possible to find out what the PIN is once you dismiss that window.

2.4 STUDENT / PARENT / GUARDIAN COMPLETES THE REQUEST FOR ACCESS

The student / parent / guarding now has everything that they need to gain access. Before the PIN expires in 30 days, they will need to do the following:

1. Check their email to find the "myPass Activation – DO NOT DELETE" email.

2. Click on the "Activate Connection" link that is in the email.

3. They will be asked to log in using their Education Account or a Social Account (Google or Microsoft). If they don't have one already, then they will need to follow the steps to create one. Once they have one, then they go back to the myPass activate email do step 2 again.

4. They will be shown an "Activate Connection" page that will be asking for the 4-digit PIN that was provided to them by the school.

5. Enter the 4-digit PIN and click on the "Accept and Activate the Connection" button.

6. If the correct PIN is entered, then they will get into myPass and will be able to view the student's information.